



Planning Department
 474 South Fletcher Road | Box 340, Gibsons, BC V0N 1V0
 Phone: 604-886-2274 | Fax: 604-886-9735 www.gibsons.ca

DEVELOPMENT PERMIT AREA NUMBERS 3-8 AND 10 APPLICATION FORM

Please read the attached Development Permit Application Guide before filling out this application form. If you have any questions or require assistance in filling out this form, contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your application as fees may change annually, or consult the Development Procedures and Fees Bylaw.

- I am applying for a new Development Permit
- I am applying for a new Development Permit and a Development Variance Permit
- I am applying for an amendment to an existing Development Permit

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel _____ Plan _____ Block _____

District Lot/Section _____ Range _____

Other Description Street Address _____

Jurisdiction and Folio Number (From Property Assessment/Tax Notice) 524.00585.014-524.00585.015- 524.00585.016

Parcel Identifier (PID) (From State of Title Certificate) _____
 024-370-258- 024-370-266- 024-370-274

SECTION 2: APPLICANT/AGENT INFORMATION

Name [REDACTED]

Name _____

Address [REDACTED]

Address _____

City [REDACTED]

City _____

Province/State [REDACTED]

Province/State _____

Postal/Zip [REDACTED]

Postal/Zip _____

Telephone [REDACTED]

Telephone _____

Fax _____

Fax _____

Email [REDACTED]

Email _____

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA). If you require further information regarding the FOIPPA please contact the FOI Coordinator at 604-886-2274 or the Information and Privacy Commissioner at 1-800-663-7867.

SECTION 3: PROPERTY OWNER INFORMATION

Name

Street Address

City State/Province Postal/Zip

Telephone Fax Cell

Email

SECTION 4: PLANS AND SUPPORTING MATERIAL CHECKLIST

All applicants must provide one full scale (not less than 1:100 metric) detailed site plan, three reduced (letter sized, 8.5" x 11") sets of the drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format). Detailed requirements and supporting materials required vary by Development Permit Area (DPA). If you are unsure which DPA applies to your application, please contact Planning staff.

Tick the Development Permit Area(s) that your property is within (see Appendices in the Official Community Plan for maps):

- No. 3 Upper Gibsons Commercial Area
- No. 4 Multi-family Land Uses
- No. 5 Gibsons Landing
- No. 6 Service Commercial/ Light Industrial
- No. 7 Live/ work
- No. 8 Intensive Residential
- No. 10 Gospel Rock Village

SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR FORM AND CHARACTER DPAS

If you are applying for a Development Permit within DPAs No. 3, 4, 5, 6, 7, 8 and 10 which establish form and character guidelines and promote commercial revitalization, please submit the following plans and materials (check each box to indicate the requested document is enclosed):

A detailed site plan including:

- Existing and proposed uses on parcel
- Dimensions and/or floor areas (each floor) of all existing and any proposed buildings on the property
- Parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- Location of roads, lanes, walkways, and park dedications
- Height of existing and proposed buildings/additions
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property
- Exterior lighting location and design
- Location of all Municipal services (storm, water, sewer etc.) on and off site

Supporting materials required:

- Scaled building sections and elevations
- Floor plans indicating uses and functions within building(s)
- Access, and parking layout details
- Scaled building design and siting plans to specify building materials, exterior finish, colour scheme and other architectural details
- Preliminary engineering plans for water, sanitary and storm sewer services
- Plans prepared by a Landscape Architect showing existing vegetation and proposed landscaping to the standard of the Town's Landscape Policy
- Site Disclosure Statement

Supporting materials:

- A project summary sheet outlining gross site area, net density, number of dwelling units, site coverage, heights, setbacks and other relevant data.

ADDITIONAL INFORMATION

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF Document.

SECTION 5: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURE(S) ON THE PROPERTY

One existing townhouse building containing 6 townhome units on the north end of the lot, with access off Corlett Road. The remainder of the lot on the south end is accessed off School Road and is vacant.

SECTION 6: DESCRIBE THE PROPOSED DEVELOPMENT

3-Storey wood-framed residential apartment building over a partially under-ground parking structure, that contains 36 units. For detailed written description of the overall massing and roof design, refer to 3-Storey 36-Unit Apartment Proposal Summary.

SECTION 7: APPLICATION COMPLETION

Initial or check each of the following:



I have completed all sections of this application form



I have included detailed site plans and elevation drawings as required in Section 4 of this application form



I have included the additional documentation and reports required in Section 4 of this application form

I have included recent State of Title Certificate (not more than 30 days old). The Town can obtain this for a fee. **BY TOWN**

I have included copies of all covenants registered against this title **BY TOWN**

All owners listed on the title have signed the application

I have included the correct fee

I have included a Site Disclosure Statement

Please Note: Your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the Official Community Plan (Bylaw 985 and associated amendments), and the Development Procedures and Fees Bylaw.

SECTION 8: OWNER'S CONSENT AND AUTHORIZATION

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 2 of this application to represent this application:

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date