



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 1, 2 AND 9 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 B & A Plan VAP3971 & VAP6401 Block D

District Lot/Section 686 Range \_\_\_\_\_

Other Description Street Address 456 & 458 Marine Dr.

Jurisdiction and Folio Number (From Property Assessment/Tax Notice) 08-524-00694.000 & 08-524-00695.000

Parcel Identifier (PID) (From State of Title Certificate) 009-446-958 & 010-897-283

### 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 apply to your proposed development (see Appendices in the Official Community Plan for maps):

- No. 1 Geotechnical Hazard Areas
- No. 2 Environmentally Sensitive Areas
- No. 9 Gibsons Aquifer

### SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 1

If you are applying for a Development Permit within DPA No. 1 for Geotechnical Hazard Areas (See Official Community Plan, Section 14.2, page 100), 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
- The location of all streams, watercourses, top of ravine or sloped banks, vegetation, rock outcroppings or other natural features
- Contour Plan from a topographic survey
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Geotechnical assessment prepared by a Geotechnical or Structural Engineer or Qualified Environmental Professional (QEP) certifying the safe use of the land including recommendations and mitigation measures (See Section 16.2, page 94 of the Official Community Plan for requirements).
- Completed Site Disclosure Statement

## **SECTION 4B: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 2**

If you are applying for a Development Permit within an Environmentally Sensitive Area designated under DPA No. 2 (see Official Community Plan Section 16.3, page 100), 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
- Location of all wetlands, drainage areas, and ponds on the property
- Contour Plan from a topographic survey
- Height of existing and proposed building or building additions
- Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- Setbacks of all existing and proposed septic tanks and fields, as well as wells on the property, from natural boundaries of the sea, wetlands and watercourses and any wells that are on or within 50 metres of the property
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Environmental assessment report carried out by a Qualified Environmental Professional (QEP)
- Completed Site Disclosure Statement

## **SECTION 4C: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 9**

If you are applying for a Development Permit within DPA No. 9 for Gibsons Aquifer (See Official Community Plan, Section 16.10, page 142), 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
- Definition of study area, provision of the cross-section of the aquifer and overlying geological layers
- Dimensions and/or floor areas (each floor) of all existing and any proposed buildings on the property
- The location of all wells on or within 300m of the subject property should be identified
- Contour Plan from a topographic survey
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- An assessment/report carried out by a Qualified Professional, which addresses the guidelines in Section 16.10 of the Official Community Plan.
- Completed Site Disclosure Statement

## 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

The current use of land is mixed use retail/office and apartment use. The site is vacant. The zoning is Marine Drive commercial zone 8 (c-8) and OCP designation is Mixed Use Commercial.

## SECTION 6: DESCRIBE THE PROPOSED DEVELOPMENT

The proposed development consists of a retail/residential unit on 5 levels. The retail area is at the street level (level 4) for 1600 sqft, and the extra storage area for the retail is at level 3. There will be 9 residential units and 10 parking stalls. 10 parking stalls have been provided at levels 1 and 2. The residential units are 2 units at levels 1, 2, and 3 (a total of 6 units), 2 two-story units at levels 4 and 5, plus one unit at level 5 above the retail area.

## SECTION 7: APPLICATION COMPLETION

Initial or check each of the following:

- I have completed all relevant 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.
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee
- I have provided a Completed 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.