



## Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

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[www.gibsons.ca](http://www.gibsons.ca)

# FLOOD EXEMPTION APPLICATION FORM

A Flood Exemption is required if your planned development cannot meet the flood elevation or setback required within an area designated Flood Plain in Part .4.11 of the Town's Zoning Bylaw.

Please read the Development Variance 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, email and/ 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 applications as fees may change or consult the Rates Fees and Charges Bylaw.

## SECTION 1: DESCRIPTION OF PROPERTY

Lot/ parcel Legal description (as written on property title):

Street/ civic address:

## SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

### SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name

Address

City  State/Province  Postal/Zip

Telephone  Fax  Cell

Email

### DISCLOSURE OF INFORMATION

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPPA Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867 <https://gibsons.ca/government/documents-and-publications/requests-for-information/> ([www.oipc.bc.ca](http://www.oipc.bc.ca))

Please note that development plans and information provided as part of this application will be available to the public as part of an application for approval by the Town's elected Council. Personal information will be redacted for privacy per FOIPPA. If you have concerns about sharing any particular information provided, please discuss this with staff.

### SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one letter size (8.5" x 11") set of drawings, and one set of high-resolution digital copies (PDF format) that must include the following (initial or check beside each item):

- A Certificate of Title from the BC Land Titles Office, dated within 30 days of application, and accompanied with copies of any covenants or charges registered to the title; OR...
- If not provided, staff may pull a copy of the Certificate of Title for a \$50 fee.
- Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;
- Proposal Summary outlining existing uses on the site, the proposed development and the requested exemption to Part 4.11 of the Zoning Bylaw;
- Report by a qualified engineer or Geoscientist experienced in Geotechnical engineering, declaring that the land may be safe for the use intended in the development proposal.
- Legal survey of the property including:
  - Location and dimensions of the property, existing and proposed roads, existing structures, hardscape areas such as paved driveways, drainage areas, watercourses, and top of steep banks or slopes;
  - Location of the natural boundary of the sea;
  - Location of any easements or statutory Rights-of-Way;
  - Outline of areas of land having a slope greater than 50%.

- natural grade elevations at the corners of proposed or existing buildings and structures that are to be affected by the development plans, and a floor elevation and/or other reference elevation for existing building(s);
- Any additional locations, dimensions or elevations required to describe conformance of the proposal with Zoning Bylaw regulations
- Detailed drawings of the proposed development. One digital set of fully dimensioned metric plans required (pdf format), and one set of print drawings (maximum size 11" x 17"), including:
  - Site plan based on the legal survey, including outlines and dimensions of dripline of roofs and balconies, dimensions and locations of existing and proposed buildings, structures and servicing, areas of proposed impermeable hardscape such as paved driveways and landscape features, parking areas including numbered stalls, aisle widths, stall dimensions (where applicable)
  - Clearly show on the site plan the existing bylaw requirement(s) and your proposed exemption(s) with accurate metric dimensions.
  - Provide calculation of Lot Coverage as defined in the Zoning Bylaw, and show impermeable areas included in the calculation on the site plan or a copy of the site plan.
  - Building floor plans, site and building sections and elevations as required to describe the proposed development on the site and its potential impacts to neighbouring lands and uses.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information on a separate sheet.

**SECTION 5: DESCRIBE THE PROPOSED EXEMPTION TO THE FLOOD PLAIN REGULATIONS IN PART 4.11 OF THE ZONING BYLAW.**

**SECTION 6: DESCRIBE THE REASONS FOR THE PROPOSED EXEMPTION TO FLOOD PLAIN REQUIREMENTS AND WHY THE CURRENT BYLAW REQUIREMENT CANNOT BE MET.**

**SECTION 7: DESCRIBE HOW THE PROPERTY AND THE SURROUNDING LAND MAY BE AFFECTED BY THE PROPOSED EXEMPTION, AND HOW YOU PLAN TO MITIGATE IMPACTS.**

**SECTION 8: APPLICATION COMPLETION**

(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form.
- I have included detailed site plans and development plans as required in section 4 of this application form.
- I have included a legal survey showing property boundaries, corner elevations of proposed and existing buildings and the location of the natural boundary of the sea or watercourse.
- I have included the required report by a qualified engineer.
- I have included recent State of Title Certificate (not more than 30 days old).
- I have included copies of all covenants registered against the title.
- All owners listed on the title have signed the application.
- I have included the \$2000 application fee (Please refer to the Rates Fees and Charges Bylaw to confirm amount).
- I understand that to complete authorization of the Flood Exemption, the geotechnical report must be registered to the property Title by the applicant/owner as part of a Section 219 covenant.

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), the Zoning Bylaw, and the Development Procedures and Fees Bylaw.

**SECTION 9: 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 into the land at reasonable times, after making reasonable efforts to arrange a 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 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date