

# HERITAGE REVITALIZATION AGREEMENT APPLICATION GUIDE



TOWN OF GIBSONS  
[www.gibsons.ca](http://www.gibsons.ca)  
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This brochure provides an overview of the steps involved in the Heritage Revitalization Agreement Application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their application.

### **WHAT ARE HERITAGE REVITALIZATION AGREEMENTS?**

A Heritage Revitalization Agreement allows local governments to supersede local zoning regulations and to provide non-financial incentives (such as enabling infill options otherwise not permitted under zoning including subdivision, bonus density, conversion of the home into multi-family use) which would make it viable for owners to conserve property of heritage merit. It is a form of long-term, legal protection of a heritage building that is registered on the title of the property.

### **PROCESSING STEPS FOR HERITAGE REVITALIZATION AGREEMENTS**

**Step 1.** Initial inquiry: applicant makes an initial inquiry by telephone or email to the Planning department regarding their development proposal. Staff provide an overview of the process.

**Step 2.** Preliminary heritage assessment and development proposal: applicant obtains a preliminary heritage assessment on the property from a heritage consultant to determine the heritage value. The heritage assessment must be submitted with the application.

**Step 3.** Formal application submission. Town staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.

**Step 4.** Public information meeting (optional): applicant may be requested to host a public meeting to receive feedback on the application.

**Step 5.** Referral process: Staff refer the application to all applicable Town departments, government ministries and advisory bodies for review (ie: Advisory Design Panel)

**Step 6.** Post-referral review: Applicant receives feedback from the review process. It is the responsibility of the applicant to respond to the feedback from the review process and resolve any conditions/requirements identified and submit any necessary reports or studies.

**Step 7.** First Reading: The first time Council or Committee of the Whole considers the application. Council/COW may:

- a. Give First Reading of the HRA & Heritage Designation Bylaw and set a Public Hearing date; or
- b. Refer the proposal back to staff for modifications or request further information; or

c. Reject the application.

**Step 8.** Public Information Meeting: the applicant hosts public information meeting. Public input is provided to the applicant and the Town staff are in attendance to observe and answer questions regarding relevant policies and the review process. The “Public Information Meeting” shall be held after first reading of the relevant bylaw and before the Public Hearing.

**Step 9.** Public hearing notification: The Applicant is required to post a notice of application site sign if the agreement would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning. Staff advise on placement, size and content of the sign posted. The Town publishes a notice in the newspaper and issues neighbourhood notification to property owners and residents within 100 metres from the site of the subject property.

**Step 10.** Public hearing occurs: all public input is presented to Council for their consideration. The public hearing is an opportunity for Council to hear from the public directly; not to enter into debate or discuss the merits of the application during the public hearing.

**Step 11.** Second and Third Reading: Council considers the application and may:

- a. Give Second and Third Reading; or
- b. Refer the proposal back to staff and requests changes if desired; or
- c. Reject the application.

**Step 12.** Provincial referral and approval: Ministry of Transportation & Infrastructure (MoTI) approval is required for HRAs that are within 800 metres of a controlled access highway.

**Step 13.** Applicant fulfills conditions: applicant fulfills any conditions requested by Council. This may include any legal documents, such as covenants, development agreements, housing agreements, and statutory right of ways which must be registered on title. Other requirements may include technical documents and servicing agreements.

**Step 14.** Final adoption of HRA & Designation Bylaws: adoption of application if Council approves.

## **APPLICATION FEES**

***Heritage Revitalization Agreement Application***  
*\$500 per permit*

Applicants should be aware of other costs involved in the process, which may include professional services such as lawyer, architect, civil engineer, and/or B.C. Land Surveyor.

### APPLICATION TIMING

- The heritage revitalization agreement process timeline varies from project to project. Applicants are advised that timing is most affected by the adequacy of the submission and dependent upon the complexity of the issue, current workload of staff and Council, and timing of Council meetings;
- Applications that address the policy issues, support the principles of the OCP, provide a high standard of urban design, and address neighbourhood concerns proceed more quickly;
- Applicants are advised to meet directly with other relevant agencies, such as the Ministry of Transportation and Infrastructure or Environment early in their project, prior to their formal application;
- Considerable time is spent if numerous revisions are required, plans are incomplete or if the concerns of the surrounding neighbourhood are not addressed; and,
- Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. Agendas for these meetings are completed the Wednesday prior to each meeting. These dates should be kept in mind when creating timelines for your application.

### CONTACTS

Town of Gibsons Planning Department: 604-886-2274

Town of Gibsons Infrastructure Services Department: 604-886-2274

Town of Gibsons Building Department: 604-886-2274

Gibsons and District Volunteer Fire Department: 604-885-6870

Ministry of Transportation and Infrastructure: 604-740-8987

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons  
474 South Fletcher Road, Box 340  
Gibsons, B.C. V0N 1V0



**Planning Department**

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

Phone 604-886-2274, Fax: 604-886-9735

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

## HERITAGE REVITALIZATION AGREEMENT APPLICATION

Please read the Heritage Revitalization Agreement 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 applications as fees may change, or consult the Rates, Fees and Charges Bylaw.

### 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)		
Parcel Identifier (PID) (From State of Title Certificate)		

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

First Owner Information	Second Owner Information
Name	Name
Address	Address
City	City
Province/State	Province/State
Postal/Zip	Postal/Zip
Telephone/Fax	Telephone/Fax
Email	Email

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

Name

Address

City

State/Province

Postal/Zip

Telephone

Fax

Cell

Email

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 (<http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html>) or the Information and Privacy Commissioner at 1.800.663.7867 ([www.oipc.bc.ca](http://www.oipc.bc.ca))

### SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, and one set of high-resolution digital copies (in PDF format) that must include the following:

Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;

Payment of Application Fee;

Certificate of Title. Must be dated within 30 days of application. The Town can obtain this for a fee;

Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development in metric size;

Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern.

Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, and one set of high-resolution digital copies (in PDF format) including;

- Dimensions of the property, existing and proposed roads;
- Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
- The location of any watercourses, steep banks or slopes; and,
- Any easements or statutory Rights-of-Way.

For all multi-family or commercial developments over 3 stories or 12m in height, provide a shadow study and perspective renderings.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information in a separate document (PDF or Microsoft Word format preferred).

**SECTION 5: HERITAGE VALUE**

**Existing Heritage value:**

**Proposed Heritage value:**

**SECTION 6: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY.**

**SECTION 7: DESCRIBE THE PROPOSED USES OF THE LAND AND BUILDINGS, AND SHOW ON YOUR SITE PLAN, THE LOCATION OF ANY PROPOSED BUILDINGS OR STRUCTURES.**

**SECTION 8: DESCRIBE THE CURRENT USES OF THE LAND AND BUILDINGS ON ADJACENT PROPERTIES. YOU MAY BE REQUIRED TO SUBMIT A SITE PLAN SHOWING EXISTING FEATURES OF ADJACENT PROPERTIES.**

**SECTION 9: DESCRIBE THE REASONS TO SUPPORT THIS APPLICATION. SUBMIT ANY TECHNICAL REPORTS, STUDIES OR APPRAISALS OF THE PROPERTY AND COMMENT ON ANY COMMUNITY CONSULTATION YOU HAVE UNDERTAKEN.**

**SECTION 10: 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) or will obtain from the Town for a fee.

I have included copies of all covenants registered against the title.

All owners listed on the title have signed the application.

I have verified as to whether my property falls within a Development Permit Area.

I have included the correct fee (contact the Town of Gibsons Planning Department or consult the Rates, Fees and Charges Bylaw for correct fees).

I have included a Form P, if the proposed development will be Phased. If not Phased, mark 'N/A'.



**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 Rates, Fees and Charges Bylaw.

**SECTION 11: 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



# SCHEDULE 1 SITE DISCLOSURE STATEMENT

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes       No

Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes       No

If yes, indicate which exemption applies \_\_\_\_\_

## I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	
B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)			
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

## II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

### For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-

### For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-

## III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

In the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

### EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-

## IV. ADDITIONAL INFORMATION

- Provide a brief summary of the planned activity and proposed land use at the site.
- Indicate the information used to complete this site disclosure statement including a list of record searches completed.
- List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

## V. DECLARATIONS

Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

- Under Order       Foreclosure       CCAA Proceedings       BIA Proceedings  
 Decommissioning       Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED (YYYY-MM-DD)

## APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

- Building Permit       Subdivision       Zoning       Development Permit

\_\_\_\_\_  
DATE RECEIVED (YYYY-MM-DD)

\_\_\_\_\_  
DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)