



Planning Department

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

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

www.gibsons.ca

BOARD OF VARIANCE APPLICATION FORM

Please read the Board of Variance 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 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

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)

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full scale (not less than 1:100 metric) detailed site plan, one set of high-resolution digital drawings (in PDF, EPS, TIFF or JPEG format) that must include the following (check beside each item):

A Certificate of Title dated within 30 days of application;

Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;

Proposal Summary outlining the proposed variance and the bylaw provision that is requested to be varied;

A site plan, which includes:

Dimensions and area 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);

Parking areas including numbered stalls, aisle widths, stall dimensions (where applicable)

The location of wetlands, drainage areas, watercourses, steep banks or slopes;

Any easements or statutory Rights-of-Way;

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 STRUCTURES ON THE PROPERTY.

SECTION 6: DESCRIBE THE PROPOSED VARIANCES TO THE BYLAW REQUIREMENTS THAT ARE NEEDED FOR THE PROPOSED DEVELOPMENT OF THE PROPERTY. ON YOUR SITE PLAN, SHOW THE EXISTING BYLAW REQUIREMENT AND YOUR PROPOSED VARIANCE WITH ACCURATE METRIC DIMENSIONS.

SECTION 7: DESCRIBE THE REASONS FOR THE PROPOSED VARIANCE, THE HARDSHIP CLAIMED, AND WHY THE CURRENT BYLAW REQUIREMENT CANNOT BE MET IN THE PROPOSED DEVELOPMENT.

SECTION 8: DESCRIBE HOW THE PROPERTY AND THE SURROUNDING LAND MAY BE AFFECTED BY THE PROPOSED VARIANCE, SHOW ANY AFFECTED FEATURES ON YOUR SITE PLAN, AND PROPOSE HOW YOU PLAN TO MITIGATE.

SECTION 9: DESCRIBE ANY CONSULTATION YOU HAVE UNDERTAKEN WITH YOUR NEIGHBOURS.

SECTION 10: APPLICATION COMPLETION

(CHECK OFF 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 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 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 refer to the Rates Fees and Charges Bylaw for correct fees).

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 1339, 2025 and associated amendments), the Zoning Bylaw, and the Development Procedures and Fees Bylaw.

SECTION 12: 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