



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)

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## DEVELOPMENT PERMIT APPLICATION FORM: Environmentally Sensitive, Geohazard and Aquifer Protection DPAs

Please read the attached Development Permit Application Guide before filling out this application form. If you have any questions, please contact the Planning Department. The processing of your application will be delayed if it is incomplete. Email, 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)		
Parcel Identifier (PID) (From State of Title Certificate)		

### SECTION 2: APPLICANT/AGENT INFORMATION

Name	Name
Address	Address
City	City
Province/State	Province/State
Telephone	Telephone
Email	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	Name
Address	Address
City	City
Province/State	Province/State
Telephone	Telephone
Email	Email

### SECTION 4: PLANS AND SUPPORTING MATERIAL 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). 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.

Select all Development Permit Area(s) that apply to your proposed development (see Appendices in the Official Community Plan for maps):

- Geohazard Areas
- Environmentally Sensitive Areas
- Aquifer Protection

### SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR GEOHAZARD DPA

If you are applying for a Development Permit for Geohazard Areas (See Official Community Plan, Section 16), 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:

Geohazard assessment prepared by a Geohazard or Structural Engineer or Qualified Environmental Professional (QEP) certifying the safe use of the land including recommendations and mitigation measures (See Section 18, Schedule C) of the Official Community Plan for requirements).

Completed Site Disclosure Statement

## **SECTION 4B: REQUIRED PLANS AND SUPPORTING MATERIAL FOR ENVIRONMENTALLY SENSITIVE AREA DPA**

If you are applying for a Development Permit within an Environmentally Sensitive Area (see Official Community Plan Section 16), 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 GIBSONS AQUIFER PROTECTION DPA**

If you are applying for a Development Permit for the Gibsons Aquifer Protection DP area (See Official Community Plan, Section 16), 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 18, Schedule C 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**

### **SECTION 6: DESCRIBE THE PROPOSED DEVELOPMENT**

### **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 1339, 2025 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:

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Owner One, Full Name

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Owner Two, Full Name

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Authorization Signature

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Authorization Signature

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Date

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Date