



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)

## 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 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 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](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 full-scale (not less than 1:100 metric) detailed site plan, and one set of high-resolution digital copies (in PDF, EPS, TIFF or JPEG format) that must include the following (initial or 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;

Development Plans: Detailed drawings of the proposed development. One set of fully dimensioned metric plans required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format).

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);

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;

Existing and proposed signs, including locations, dimensions, proposed construction material and color scheme. Mark 'N/A' if no sign variance is proposed;

Elevation Plan; and,

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

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

#### **SECTION 7: 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 8: DESCRIBE THE REASONS FOR THE PROPOSED VARIANCE AND WHY THE CURRENT BYLAW REQUIREMENT CANNOT BE MET IN THE PROPOSED DEVELOPMENT.**

**SECTION 9: DESCRIBE HOW THE PROPERTY AND THE SURROUNDING LAND MAY BE AFFECTED BY THE PROPOSED VARIANCE, SHOW ANY AFFECTED FEATURES ON YOUR SITE PLAN, AND DESCRIBE HOW YOU PROPOSE TO MITIGATE.**

**SECTION 10: DESCRIBE ANY CONSULTATION YOU HAVE UNDERTAKEN WITH YOUR NEIGHBOURS AND STRATA CORPORATION (IF APPLICABLE)**

**SECTION 11: APPLICATION COMPLETION**

(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).

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