Planning Department
474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0
Phone 604-886-2274, Fax: 604-886-9735
www.gibsons.ca

OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT APPLICATION

Please read the Official Community Plan Amendment 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 before 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
Telephone/Fax	Telephone/Fax
Email	Email

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Name

Address

City State/Province Postal/Zip

Telephone 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, and one set of high-resolution digital copies (in PDF format) that must include the following:

- ☐ **Completed application** *form* signed by the 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:** 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 of the housing, neighbourhood, or commercial use proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern. Where a Development Variance Permit is requested, justification for the variance is to be provided;
- ☐ **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);
- ☐ 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: PLAN DESIGNATION OR ZONE CHANGES

Official Community Plan amendment requested:

Concurrent Applications (if applicable). e.g. Zoning, Subdivision and Development Permit requested (if applicable, please be specific)

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 IN SUPPORT OF THE BYLAW AMENDMENT. ATTACH ADDITIONAL COMMENTS ON A SEPARATE PAGE. 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).
- ☐ 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 1342, 2025 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