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SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name

Address

City

State/Province

Postal/Zip

Telephone

Fax

Cell

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.

Tick the Development Permit Area(s) that your property is within (see Appendices in the Official Community Plan for maps):

Upper Gibsons Commercial

Multi-Unit Residential

Gibsons Landing

Industrial Commercial

SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR FORM AND CHARACTER DPAS

If you are applying for a Development Permit within Form and Character DPAs Upper Gibsons Commercial, Multi-Unit Residential, Gibsons Landing and Industrial Commercial which establish form and character guidelines and promote commercial revitalization, 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

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

Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs

Location of roads, lanes, walkways, and park dedications

Height of existing and proposed buildings/additions

Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Exterior lighting location and design

Location of all Municipal services (storm, water, sewer etc.) on and off site

Supporting materials required:

Scaled building sections and elevations

Floor plans indicating uses and functions within building(s)

Access, and parking layout details

Scaled building design and siting plans to specify building materials, exterior finish, colour scheme and other architectural details

Preliminary engineering plans for water, sanitary and storm sewer services

Plans prepared by a Landscape Architect showing existing vegetation and proposed landscaping to the standard of the Town's Landscape Policy

Site Disclosure Statement

Supporting materials:

A project summary sheet outlining gross site area, net density, number of dwelling units, site coverage, heights, setbacks and other relevant data.

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 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 included a 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:

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date