

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;

Completed application form signed by 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;

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 proposed. The proposal should also be justified in terms of its benefit to the community and impact on the land use pattern.

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);
The 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 using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

SECTION 5: HERITAGE VALUE

Existing Heritage value:

Proposed Heritage value:

SECTION 6: DESCRIBE THE CURRENT USE(S) OF THE LAND AND STRUCTURES ON THE PROPERTY

SECTION 7: DESCRIBE THE PROPOSED USES OF 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 TO SUPPORT THIS APPLICATION. SUBMIT ANY TECHNICAL REPORTS, STUDIES OR APPRAISALS OF THE PROPERTY AND COMMENT ON ANY COMMUNITY CONSULTATION YOU HAVE UNDERTAKEN.

SECTION 10: APPLICATION COMPLETION (check of 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).
- I have included Form P if the proposed development will be Phased. If not, 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 1339, 2025 and associated amendments), the Zoning Bylaw, and the Development Procedures and Fees 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