



Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

www.gibsons.ca

SUBDIVISION APPLICATION FORM

Please read the Subdivision Application Guide before filling out this application form. If you have any questions or require assistance in filling out this form contact the Approving Officer. The processing of your application will be delayed if it is incomplete. Email or mail 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. Refer to the Town of Gibsons Rates, Fees and Charges Bylaw for the current fee prior to submitting your application.

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)

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

Please indicate below the type of Subdivision you are applying for and review the submission requirements (see page 4 for detailed descriptions for each submission requirement).

- Conventional Subdivision (creation of new lots)
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary
- Lot Boundary Adjustment (no net increase in number of lots)
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary
- Strata – Phased
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary
 5. Completed Form 'P'

- Strata – Bare Land
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary

- Strata – Title Conversion
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary
 5. Declaration/Certificates

- Air Space Parcel
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary

- Land Lease in Excess of Three Years
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans
 4. Proposal Summary

- Petition to Cancel a Plan (including Road Closure)
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans

- Road Dedication
 1. Fee(s)
 2. Certificate of Title
 3. Subdivision Plans

Details of Submission Requirements:

1. Fee(s)
 - Consult the Rates, Fees and Charges Bylaw for a list of applicable fees and charges associated with your Subdivision

2. Certificate of Title
 - Obtained from the B.C. Land Title Office, the Local Government Agent, or the Town can provide for a fee.
 - Must be dated within 30 days of application.

3. Subdivision Plans

- Drawings to scale of the proposed subdivision. (One set of fully dimensioned metric plans required) one set of high-resolution digital reduced drawings required in PDF format including;
 - Gross site area and dimensions for all proposed lots, with orientation indicated by a North arrow;
 - Location of existing and proposed roads, lanes, walkways, including internal access routes for bare land strata plans;
 - All bodies of water and drainage courses;
 - Topographical information;
 - contour lines at one-metre intervals for areas of the parcel with slopes equal to or greater than 10%;
 - contour lines at two meter intervals for areas of the parcel with slopes less than 10%;
 - Surrounding properties with their land use;
 - Jurisdictional boundaries;
 - Preliminary engineering plans for water, sanitary, and storm sewer services;
 - Location and dimensions (including setbacks from proposed lot lines) of existing buildings on the site and notes to indicate which structures are to remain;
 - Location and purpose of proposed easements, statutory rights-of-ways, and covenants on the proposed lot(s);
 - Adjacent roads and access to lands beyond the subdivision; and
 - A sketch plan showing the possible future subdivision of adjacent land(s) where it is reasonable to expect further subdivision of adjacent properties.

4. Proposal Summary

- Outline the nature of the proposed development, how the development fits within the neighbourhood, the design character of the housing, neighbourhood, or commercial use proposed, and indicate clearly any proposed variance and the bylaw provision that is required to be varied.

5. Form P Declaration and Schedule of Unit Entitlement

- Two copies of a signed Form P (one copy to be retained by the Municipality)
- Mylar and paper copies required by the Provincial Land Titles Office

6. Declaration/Certificates (Strata Conversions only)

- A notarized declaration stating that each person occupying the building has been given notice of the intent to convert the building to strata lots; and,
- For buildings over 5 years old, a certificate from a qualified engineer or architect regarding the condition of the building(s).

SECTION 5: SUBDIVISION TYPE AND DESCRIPTION

If the space provided below is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, or a separate PDF document.

Describe the features and intent of the proposed subdivision in the space provided below.

SECTION 6: 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