

DEVELOPMENT PERMIT APPLICATION GUIDE



November, 2011

This brochure provides an overview of the steps involved in the Development Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their specific development proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

WHAT IS A DEVELOPMENT PERMIT?

A Development Permit is a contractual agreement entered into between a property owner and the Town which regulates aspects of property development and is required before any changes can be made to properties that are within Development Permit Areas (including the removal of trees and vegetation). Development Permits help to ensure that growth and development is consistent with the Town's goals and objectives by providing detailed guidelines that can be considered when weighing the approval of new development.

Specific areas of Gibsons have been designated as Development Permit Areas and each of these areas has a set of development guidelines which outline the Town's development objectives for that area. The guidelines for each Development Permit Area are outlined in [Section 14.0 of the Official Community Plan \(OCP\)](#). A Development Permit for a proposed project is approved and issued by Council when they are satisfied that the project meets the guidelines and conditions for the Development Permit Area. Once approved, the conditions of the Development Permit are binding on both the Town and existing and future owners of the property. Development Permits are registered at the Land Titles Office, appear on the title of the property and are kept on record at Municipal Hall. A Development Permit is not a Building Permit and you still need to apply for a Building Permit after the Development Permit has been issued.

WHEN DO YOU NEED A DEVELOPMENT PERMIT?

The Local Government Act enables Municipalities to designate Development Permit Areas (DPAs) for the following purposes:

- To protect development from hazardous conditions;
- To protect the natural environment, its ecosystems and biological diversity;
- To achieve objectives for the form and character of commercial, industrial or multi-family development;
- To achieve objectives for the form and character of intensive residential development; and,
- To revitalize specific commercial areas.

Maps showing the location of all Development Permit areas in Gibsons are contained within [Section 14.0 of the OCP](#). All commercial, industrial and multi-family properties in the Town of Gibsons require a Development Permit prior to development. Some minor developments are exempted as outlined in Section 14.1 of the Official Community Plan Guidelines. Development Permits are required prior to subdivision approval, land clearing, disturbance of soil, or building permit approval in Geotechnical Hazards or Environmentally Sensitive Development Permit Areas.

APPLICATION FEE

At the time of submitting the application, you are required to pay the application fee, which is based on the size and scale of the project. This fee is non-refundable and is intended to recover a portion of the costs of processing the application. Current fees are:

\$500 basic fee, plus:

- \$100 per dwelling unit to a maximum of \$5,000
- \$1/ m² of commercial, industrial or other non-residential site area to a maximum of \$5,000

Taxes are applicable to development application fees.

Fees are subject to change: please check with the Planning Department to confirm the correct amount.

STEPS TO DEVELOPMENT PERMIT ISSUANCE

STEP 1 – PRE-APPLICATION MEETING

Before submitting an application, you are advised to meet with the Planning Department to review your proposed plans to:

- Review the zoning of the property and the requirements for land use, building setbacks, parking, and landscaping requirements;
- Determine whether any other development applications need to be completed concurrently with the Development Permit application (ie. Rezoning, OCP amendment, Development Variance Permit, or another type of Development Permit); and,
- Review the Official Community Plan to ensure your proposal meets with the guidelines of each Development Permit Area (DPA) within which the subject property is contained.

For major projects requiring a Development Permit for form and character, applicants are also encouraged to present their proposal to a Town Committee to gain feedback prior to completing plans to be submitted to staff as a formal application. Applicants are advised to consult with the Department of Fisheries and Oceans early in the process for development along the marine shore, and with the Ministry of Transportation and Infrastructure early in the process for development in close proximity to highway 101.

STEP 2 – SUBMISSION OF APPLICATION

Once you have refined your project proposal, submit a completed application that includes:

- A completed application form signed by registered owner(s) 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;

DEVELOPMENT PERMIT APPLICATION GUIDE

- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development in metric scale;
- Six sets of fully dimensioned metric plans prepared by a B.C. Land Surveyor (with 11" x 17" reduced copy) if applicable. Must include:
 - Gross site area, dimensions, and proposed use of all lots;
 - All existing structures on the property and distances from existing or proposed lot lines;
 - Location of roads, lanes, walkways, and park dedications;
 - Location and purpose of existing easements, rights-of-way or covenants on the property; and,
 - Contour Plan from a topographic survey.
- Proposal Summary: Written summary of how the proposed development conforms to each of the applicable Development Permit Area Guidelines listed in the OCP. In the proposal summary, use the headings under the "Guidelines" section of the applicable Development Permit Area in the OCP (Sections 14.2 to 14.7) as headings in your summary to ensure that you are stating how the proposal meets each guideline, or where it is not possible to meet a guideline explain why it is not possible. The proposal summary should also describe how the proposal is environmentally, socially, and economically sustainable;
- Development Permit Details: One set of fully dimensioned plans required, plus one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or Jpeg format) including:
 - Form and Character or Revitalization Area Development Permit (DPA No. 3, 4, 5, & 6):
 - Scaled building sections and elevations, access, and parking details;
 - Scaled building design and siting plans to specify building materials and exterior finish;
 - 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](#). A cost estimate for the proposed landscaping must be submitted along with the landscape plan; and,
 - A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data.
 - Environmentally Sensitive or Geotechnical Hazard Area Development Permit (DPA No. 1 & 2) –
 - Scaled development plans to indicate slopes, streams, watercourses, top of ravine or slope banks, vegetation, rock outcroppings or other natural features; and,
 - An assessment report by a Geotechnical or Structural Engineer or Qualified Environmental Professional (QEP) regarding the proposed

development.

- A completed [Smart Development Checklist](#), including details of how the proposal is environmentally, socially, and economically sustainable; and,
- Applicants are generally required to post a sign advising of the application on the site at the time that the development application is submitted (see [Planning Policy 3.6 – Public Notification for Development Applications](#)).

STEP 3 – APPLICATION REVIEW

Before review begins, applications are checked for completeness and will be returned without review if any required items are missing. Completed applications are referred to the Planning Department, Engineering Department and Building Inspector.

In addition, one or more of the following agencies may be involved in the review process:

- Fire Department;
- Ministry of Transportation and Infrastructure;
- Land and Water BC Inc.;
- Federal Department of Fisheries and Oceans;
- RCMP;
- School District #46; and,
- Utilities such as BC Hydro, FortisBC, Cable and Telus.

Upon receipt of all staff and referral comments, a detailed staff report is prepared. The Planning Department report summarizes the proposal, includes staff comments, analyzes the proposal for consistency with the Town's Official Community Plan and sustainability criteria, discusses issues raised at the public information meeting (if applicable), and makes a recommendation to Council.

STEP 4 – NEIGHBOUR NOTIFICATION

The staff will notify neighbours of the proposed development (see [Planning Policy 3.6 – Public Notification for Development Applications](#))

STEP 5 – COMMITTEE MEETING

Committee meetings are held Tuesday evenings. A staff report is prepared that outlines the proposal and provides comment on the suitability of the development according to [Zoning Bylaw](#) requirements, the Development Permit Area Guidelines listed in the OCP, and the environmental, social, and economic sustainability of the proposed development. A copy of staff's report is available to the applicant the day before the Committee meeting. The staff report includes the applicant's proposal summary and the completed Smart Development Checklist. The Committee receives the staff report and makes a recommendation to Council to support or reject the proposed Development Permit, or to return it to the applicant for revisions. It is highly recommended that the applicant(s) attend the Committee Meeting in

order to answer any questions that the Planning Committee members may have regarding the proposal. For Development Permit applications for Form & Character, the applicant(s) should be prepared to present their proposal to the Committee.

STEP 6 – PUBLIC INFORMATION MEETING

The Committee may require applicants to hold a public information meeting to notify occupants of surrounding properties of the proposed development (see [Planning Policy 3.6 – Public Notification for Development Applications](#)). This public information meeting must be held prior to the application being considered by Council.

STEP 7 – COUNCIL MEETING

Council meetings are held the first and third Tuesdays of every month.

At the Council meeting, Council will authorize issuance of the Development Permit, reject it, or require amendments to be made. Issuance of concurrent development applications may be required prior to issuance of the Development Permit (ie. A Development Variance Permit required for siting of the development proposed in the Development Permit application would have to be issued before the Development Permit could be issued). It is highly recommended that the applicant(s) attend the Council Meeting in order to answer any questions that the Council members may have regarding the proposal.

STEP 8 – REGISTRATION AT LAND TITLES OFFICE

Once approved, Development Permits are registered by the Town at the Land Titles Office, which means that the Development Permit is registered on the title of the property. Applicants will receive a copy of the Permit in the mail.

WHAT'S NEXT?

Apply for a [Building Permit](#). At the time of the Building Permit application, you may need to hire consultants, such as an independent civil engineering firm to design the on-site servicing when it is not in place and assist with the application requirements.

Most applications for commercial, industrial, or multi-family development require a security deposit for the value of the proposed landscaping works.

Where the value of construction is over \$50,000, at the time of the Building Permit application you will need to:

- Review the required engineering services for the property. It is the applicants' responsibility to provide all necessary off-site servicing upgrades (ie. roads, water, sewer, drainage, street lighting, curb, gutter and sidewalk) to the [Subdivision & Development Bylaw \(No. 733, 1995\)](#) standards. When off-site servicing is required, the applicant will be required to enter into a Servicing Agreement with the Town.

DEVELOPMENT PERMIT APPLICATION GUIDE

- Hire a consultant, such as an independent civil engineering firm, to design the off-site servicing and assist with the Servicing Agreement requirements.
- Install a fire sprinkler system at time of Building Permit as per [Building and Plumbing Bylaw \(No. 822, 1996\)](#).
- Pay [Development Cost Charges \(Bylaw No. 959, 2002\)](#).

CONTACTS

Town of Gibsons Planning Department: 604.886.2274
Town of Gibsons Engineering Department: 604.886.2274
Town of Gibsons Building Department: 604.886.2274
Fire Chief: 604.886.7777

Ministry of Transportation: 604.740.8985
Department of Fisheries and Oceans (Riparian): 604.666.3363
Department of Fisheries and Oceans (Marine Shore): 604.666.6140

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons
474 South Fletcher Road, Box 340
Gibsons, B.C. V0N 1V0



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

DEVELOPMENT PERMIT APPLICATION FORM

Please read the attached Development Permit Application Guide before filling out this application form. If you have any questions or require assistance in filing 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 application as fees may change annually, or consult the Development Procedures and Fees Bylaw.

- I am applying for a new Development Permit
- I am applying for a new Development Permit and a Development Variance Permit
- I am applying for an amendment to an existing Development Permit

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel	<input type="text"/>	Plan	<input type="text"/>	Block	<input type="text"/>
District Lot/Section	<input type="text"/>	Range	<input type="text"/>		
Other Description	<input type="text"/>				
Street Address	<input type="text"/>				
Jurisdiction and Folio Number (From Property Assessment/Tax Notice)	<input type="text"/>				
Parcel Identifier (PID) (From State of Title Certificate)	<input type="text"/>				

SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information	Second Owner Information
Name <input type="text"/>	Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
City <input type="text"/>	City <input type="text"/>
Province/State <input type="text"/>	Province / State <input type="text"/>
Postal/Zip <input type="text"/>	Postal/Zip <input type="text"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
Fax <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>

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 or the Information and Privacy Commissioner at 1.800.663.7867.

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name

Street 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, three reduced (letter sized, 8.5" x 11") sets of the drawings, and one set of high resolution digital copies (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, contact planning staff.

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

- No. 1 Geotechnical Hazard Areas
- No. 2 Environmentally Sensitive Areas
- No. 3 Upper Gibsons Commercial Area (Form and Character)
- No. 4 Multi-family Land Uses (Form and Character)
- No. 5 Gibsons Landing— commercial and multi-family residential development (Commercial Revitalization and Form and Character)
- No. 6 Light Industrial / Service Commercial (Form and Character)

SECTION 4A: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 1

If you are applying for a development permit within DPA No. 1 for Geotechnical Hazard Areas (See Official Community Plan, Section 14.2, page 100), 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
- The location of all streams, watercourses, top of ravine or slope banks, vegetation, rock outcroppings or other natural features
- Contour Plan from a topographic survey
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Geotechnical assessment prepared by a Geotechnical or Structural Engineer or Qualified Environmental Professional (QEP) certifying the safe use of the land including recommendations and mitigation measures (See Section 14.2, page 101 of the Official Community Plan for requirements)

SECTION 4B: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 2

If you are applying for a Development Permit within an Environmentally Sensitive Area designated under DPA No. 2 (see Official Community Plan Section 14.3, page 105), 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
- Location of all wetlands, drainage areas, and ponds on the property
- Contour Plan from a topographic survey
- Height of existing and proposed building or building additions
- Setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- Setbacks of all existing and proposed septic tanks and field and wells on the property, from natural boundaries of the sea, wetlands and watercourses and any well that are on or within 50 metres of the property
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Supporting materials required:

- Environmental assessment report carried out by a Qualified Environmental Professional (QEP),
- A site profile in accordance with the Contaminated Sites Regulation, which must include the extent and type of potential contamination (if any) and recommend actions for site remediation

SECTION 4C: REQUIRED PLANS AND SUPPORTING MATERIAL FOR DPA NO. 3, 4, 5, & 6

If you are applying for a Development Permit within DPAs No. 3, 4, 5, & 6, 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, & 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

Supporting materials:

- A project summary sheet outlining gross site area, net density, number of dwelling units, site coverage, heights, setbacks and other relevant data
- A completed Smart Development Checklist, including details of how the proposal is environmentally, socially, and economically sustainable
- A cost estimate for installation of the proposed landscaping
- Existing and proposed signs, including locations, dimensions, proposed construction materials and colour scheme
- Photos provided of the site in relation to all adjacent properties including the frontage views

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: DESCRIBE ZONING VARIANCE REQUESTED AND RATIONALE (IF APPLICABLE)

SECTION 8: APPLICATION COMPLETION

initial 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 this title

All owners listed on the title have signed the application

I have included the correct fee

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 985 and associated amendments), and the Development Procedures and Fees Bylaw.

SECTION 9: 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 3 of this application to represent this application:

Owner One, Full Name

Owner Two, Full Name

Authorization Signature

Authorization Signature

Date

Date