



**CITY OF COURTENAY**  
**Planning Services**

830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# COMPLIANCE CHECKLIST

## COMMERCIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.2 Commercial Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

<b>Project Address:</b>		<b>Date:</b>	
<b>Applicant:</b>		<b>Signature:</b>	
<b>A. FORM AND CHARACTER</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
1. The scale, form, height, setback, materials and character of new development shall be compatible with neighbouring developments.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, window size, awnings and roof canopies. Create visual interest by providing variations in height and massing. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings. Large expanses of any one material are not acceptable without architectural detail to create visual interest and to avoid a monotonous appearance.	<input type="checkbox"/>	<input type="checkbox"/>	
3. All roof top, mechanical equipment shall be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building.	<input type="checkbox"/>	<input type="checkbox"/>	
4. To support the pedestrian environment, continuous weather protection should be provided over pedestrian areas at all exterior building walls.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Buildings shall maintain and enhance existing views.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Buildings located on corner lots, lots adjacent to a residential property or next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open space.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.	<input type="checkbox"/>	<input type="checkbox"/>	
8. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Any wall of a building which is visible from the street shall be finished to the same standard as the front of the building to provide an attractive appearance.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Buildings should be designed so that their form does not restrict sun penetrations to public and pedestrian areas. Consider building orientation and stepped massing.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Where more than one building is to be constructed on a site, the buildings shall share common architectural features.	<input type="checkbox"/>	<input type="checkbox"/>	

12. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. SIGNAGE</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. SITING, LANDSCAPING AND SCREENING</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.	<input type="checkbox"/>	<input type="checkbox"/>	
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping shall be submitted with the development permit application.	<input type="checkbox"/>	<input type="checkbox"/>	
3. A continuous perimeter landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, Cliffe Avenue, 17 <sup>th</sup> Street, 29 <sup>th</sup> Street, Island Highway, Mission Road, Ryan Road and Lerwick Road. A continuous perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads, except at approved access points. All boulevard areas shall be landscaped and consistent with the onsite landscaping plans. Foundation landscaping along the face of buildings is encouraged. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 m <sup>2</sup> , a continuous perimeter landscaped area of at least 15 metres in width shall be provided along the inside of the adjacent property line.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Parking and outdoor storage shall not be permitted in the required landscape setback.	<input type="checkbox"/>	<input type="checkbox"/>	
5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
6. A minimum 7.5 metre continuous landscape buffer shall be provided along all adjacent residential and institutional property boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	
7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaping buffer area of at least 10 metres in width shall be provided along the inside of the property line.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Loading areas, garbage and recycling containers shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, solid decorative fence or a combination thereof.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenity areas for employees are encouraged	<input type="checkbox"/>	<input type="checkbox"/>	

<p>11. Sidewalks of an appropriate width shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting a parking area. Planting beds for foundation landscaping, shall be incorporated, where appropriate into the design of the sidewalk along the façade of the buildings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>12. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>13. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>14. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Stream Stewardship, 1993 guidelines and "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>15. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>16. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>17. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>18. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>19. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>20. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:</p> <ul style="list-style-type: none"> <li>• shrubs – 450 mm</li> <li>• groundcover &amp; grass – 300 mm</li> <li>• trees – 300 mm around and below the root ball</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>21. All landscape areas shall be serviced by an underground irrigation system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

D. LIGHTING	Yes	No	Explanation of Non-Conformity
1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.	<input type="checkbox"/>	<input type="checkbox"/>	
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	
E. PARKING	Yes	No	Explanation of Non-Conformity
1. Parking areas shall be screened from adjacent properties and from direct views of parked vehicles from the street. The screening should consist of landscaping and fencing. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The exterior façade of parking structures should be architecturally integrated and provide continuity with commercial uses at street level.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Bicycle parking facilities shall be provided at grade near the primary building entrances.	<input type="checkbox"/>	<input type="checkbox"/>	