CITY OF COURTENAY
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COMPLIANCE CHECKLIST

DEVELOPMENT PERMIT AREA-1

COMMERCIAL, INDUSTRIAL, LARGE-SCALE RESIDENTIAL AND MIXED-USE

Checklist for Development Permit Area (DPA-1) - Commercial, Industrial, Large-Scale Residential and Mixed-Use
(In accordance with City of Courtenay Zoning Bylaw No. 2500, 2007)

To approve an application for a Development Permit Area (DPA) the development project must meet the guidelines set out in the DPA. If the guideline can not be met or the guideline appears not to apply, the applicant must clearly explain why, by providing a written explanation in the section provided in this form or as a separate letter of rationale.

How to Use This Checklist:

For each guideline listed in the table below, please indicate one of the following:

- **Yes** – Your project complies with the guideline.
- **Not Applicable** – The guideline does not apply to your specific project.
- **No** – Your project does not comply with the guideline.

Important: Incomplete checklists will be rejected and result in delayed (or inactive) applications.

Project Address:	**Date:**
Applicant:	**Signature:**
Agent:	**Signature:**

The guidelines are organized into 'general' and 'additional' guidelines. Most 'general' guidelines are expected to apply to most applications. 'Additional' guidelines will only apply to specific uses, areas, or circumstances. Please read the section headings carefully and ensure that items marked 'Not Applicable' or 'No' are explained in writing.

GENERAL GUIDELINES – *SITING, SCALE & MASSING*	Yes	Not Applicable	No
1. Passive design strategies that take advantage of site-specific climatic conditions shall be employed wherever possible, depending on site characteristics. For siting considerations, this includes:	☐	☐	☐
2. Buildings should be oriented to take maximum advantage of the site-specific climatic conditions, especially solar access and wind flow.	☐	☐	☐
3. Windows should be strategically designed, sized, and placed to manage year-round passive solar gain, while maximizing privacy where relevant (e.g. multi-residential uses.)	☐	☐	☐
4. Access to operable windows should be provided on at least two sides of the building to enable passive cooling through cross ventilation.	☐	☐	☐
5. Roof overhangs, fixed fins, awnings, or other solar shading devices should be incorporated on south-facing windows to provide shade from peak summer sun while also enabling sunlight penetration during winter months.	☐	☐	☐
6. All buildings, structures, and expansions or additions thereto shall be architecturally coordinated.	☐	☐	☐
7. Where multiple buildings are proposed on one site, each building should be distinct, but designed to achieve cohesive scale, massing, and proportion.	☐	☐	☐
8. The scale, form, height, setback, roofline, materials, and character of new development should complement neighbouring developments.	☐	☐	☐

9. Massing should frame spaces, and create environments suitable to the location and use in which they are located.	☐	☐	☐
10. Buildings should be sited to define the public realm with a continuous street wall. The building's primary façade should be facing the street and close to the minimum setback to establish a well-defined street edge.	☐	☐	☐
11. Building should maintain and enhance existing views to surrounding natural features, particularly from sidewalks, streets, and public open spaces; and the design shall protect or mitigate impacts to identified public realm view corridors, including Comox Glacier, Courtenay, Puntledge, and Tsolum Rivers, K'ómoks Estuary, Salish Sea.	☐	☐	☐
12. Stepped or varied building massing, articulated building walls and rooflines shall be incorporated to develop building form and character.	☐	☐	☐
13. Buildings located on corner lots, lots adjacent to a residential property, and lots next to public open spaces should be stepped down toward the flanking street, adjacent building, or public open space.	☐	☐	☐
14. Flat roofs should be structurally and architecturally designed to accommodate forms of rooftop landscaping and accessible outdoor amenity space.	☐	☐	☐
15. Building frontages should be articulated and visually separated into smaller, distinctive units.	☐	☐	☐
16. All street and public open space facing façades shall be activated with a diversity of visual elements and shall relate to the pedestrian scale. This may include the use of detailing of the façade, ground floor glazing, window size, awnings roof canopies, landscape treatment, distinct materiality, and building articulation.	☐	☐	☐
17. Entries should be located or appear to front on to the street.	☐	☐	☐
18. All exterior mechanical and electrical equipment shall be strategically located and incorporated into the overall architectural treatment in order to reduce visual impact. Equipment shall be located away from sidewalks and pedestrian amenities and screened from view or screened to blend in with the roof and/or elevator housing.	☐	☐	☐
GENERAL GUIDELINES – *ARCHITECTURAL DETAIL & MATERIALS*	**Yes**	**Not Applicable**	**No**
19. The design of buildings should reflect the surrounding neighbourhood character.	☐	☐	☐
20. The architectural design and building materials shall be of a high standard that indicates energy efficiency, quality, stability, and permanence.	☐	☐	☐
21. Simple shifts in massing and changes in exterior colours and textures should be utilized to articulate facades.	☐	☐	☐
22. Materials such as stone, ornamental work, and wood with varied details and columns shall be included.	☐	☐	☐
23. Buildings should promote an emerging west coast character that prioritizes the use of natural materials such as exposed mass timber structural elements, vegetation, and natural light.	☐	☐	☐
24. Any wall of building which is visible from an open space (including a street), or residence shall be finished to the same standard as the front of the building to provide an attractive appearance.	☐	☐	☐
25. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings.	☐	☐	☐
26. Large expanses of blank walls or of any one material are not acceptable without architectural detailing, artwork, or sufficient landscaping to create visual interest.	☐	☐	☐
27. Building roofs shall be designed to minimize the heat island effect and heat transfer into the building through various measures, including Energy Star-rated or high-albedo colour and materials. See additional green roof guidelines for Additional Guidelines for Part 3 Buildings.	☐	☐	☐

28. Insulation and glazing shall include the following design treatments wherever possible:	☐	☐	☐
a. Maximum insulation effectiveness of the assembled building envelope to reduce heat loss.	☐	☐	☐
b. High-performance glazing.	☐	☐	☐
c. Punched or slightly recessed glazing on south- and west-facing elevations to reduce heat gain in summer.	☐	☐	☐
d. Thermally broken window frames and concrete balcony slabs.	☐	☐	☐
e. Bird-friendly glazing – The critical zone for bird collision is within a building's first four storeys, or mature tree height, whichever is greater. Use visual markers on the external surfaces of glass that are no more than 50mm wide and 100mm high within the critical zone. Possible visual markers include UV marker, fenestration patterns, adhesives, etching, fritting, sunshades, louvers, screens, blinds, and netting.	☐	☐	☐
GENERAL GUIDELINES – *PUBLIC REALM & STREETSCAPE*	**Yes**	**Not Applicable**	**No**
29. Streetscapes and other public realms shall include a balance of vegetated, naturalized areas with permeable hardscapes.	☐	☐	☐
30. Public realms shall maximize solar access. Optimal locations may include internal courtyards, rooftops, and ground floor plazas or park spaces adjacent to the property.	☐	☐	☐
31. Distinct paved surfaces and street furnishings such as benches, lamps, bike racks, and refuse containers shall be incorporated in the landscape design. These shall be consistent in character to the development.	☐	☐	☐
GENERAL GUIDELINES – *UNIVERSAL DESIGN, SAFETY & ACCESSIBILITY*	**Yes**	**Not Applicable**	**No**
32. Universal design and accessibility principles shall be designed into plazas, mid-black connections and lanes, through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.	☐	☐	☐
33. Ground floor units of residential buildings shall be accessible with a ramp or otherwise have no step entrances/ be level with the adjacent ground. Entrances should provide sufficient room for maneuvering wheelchairs and strollers, with a minimum turning radius of 1,500mm.	☐	☐	☐
34. Streets should include frequent seating, with opportunities to sit every 50 metres.	☐	☐	☐
35. On-site wayfinding strategies shall be employed that create attractive and appropriate signage using a 'suite' of similar elements that are consistent and accessible. Signage strategy shall include the needs of pedestrians, cyclists, and motorists, where applicable, and shall provide directional signage to public washrooms (in commercial and retail areas) as well as elevations. Washroom signage shall specify the location of family washrooms with change tables and accessible washrooms.	☐	☐	☐
36. Lighting should be designed for security and safety. However, there should not be glare on neighbouring properties, adjacent roads, Environmentally Sensitive Areas, or the sky.	☐	☐	☐
37. All new, replacement, and upgraded street lighting in existing and proposed developments shall be LED 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.	☐	☐	☐

38. Bird-Friendly lighting – Building-mounted lighting should be targeted and shielded to reduce light spill and its associated light pollution. Downlights are preferred, as is the use of green or blue light over white or red light.	☐	☐	☐
GENERAL GUIDELINES – *LANDSCAPING & SCREENING*	**Yes**	**Not Applicable**	**No**
39. Existing, native vegetation within the Development Permit Area shall be retained as much as possible to minimize disruption to habitat and to protect against erosion and slope failure where applicable.	☐	☐	☐
40. A tree Density Target of 50 trees per net developable hectare shall inform the minimum tree retention and/or planting requirement as part of a landscape plan, per Tree Protection and Management Bylaw 2850.	☐	☐	☐
41. On-site landscaping to promote opportunities for passive heating/cooling without negatively affecting the potential for solar thermal or solar electric systems on the site and on surrounding properties shall be considered. For example, deciduous trees can provide desirable shading in the summer and allow for desirable solar gains in the winter.	☐	☐	☐
42. Landscape strategies shall include opportunities to naturally convey, capture, treat, and infiltrate rainwater wherever possible. This includes maximizing pervious surfaces on the site using permeable unit paving assemblies, grasscrete, permeable concrete, rain gardens, bio swales, bio retention cells, bio retention planters, bio retention corner bulges, rainwater tree trenches (soil cells and structural soil), and green roofs.	☐	☐	☐
43. Landscaping shall be incorporated within all setback areas and shall be distributed throughout the site.	☐	☐	☐
44. All fronting public boulevard areas shall be landscaped, with trees, and consistent with the onsite landscaping plans.	☐	☐	☐
45. Parking and outdoor storage shall not be located along required building setbacks and landscape areas along street frontages.	☐	☐	☐
46. Most or all of the landscaped areas should be designed to require little to no irrigation, other than hand watering for initial plant species establishment.	☐	☐	☐
47. If irrigation is supplies, it should be limited to an underground system designed with high-efficiency targeted drip heads and automated weather sensors and use captured rainwater and greywater where possible.	☐	☐	☐
48. For all proposed planting zones:	☐	☐	☐
a. Should prioritize the selection of local plants that provide habitat, nesting, pollinator, foraging, or other biodiversity benefits and are drought tolerant.	☐	☐	☐
b. Species adapted to future climate conditions shall be incorporated to the maximum extent possible.	☐	☐	☐
c. Plantings should be provided in strategic locations to frame building entrances, soften edges, screen parking areas, and break up long facades.	☐	☐	☐
d. Multi-functional landscape elements should be provided wherever possible, such as planting areas that also capture and filter rainwater or landscape features that feature public art or that users can interact with.	☐	☐	☐
e. In residential environments, and outside of Environmentally Sensitive Areas, tree and plant selection should prioritize edible species and active urban agricultural uses should be included.	☐	☐	☐
49. Foundation landscaping along the face of building is encouraged.	☐	☐	☐
50. Decorative fences shall be architecturally coordinated with the materials used for the principal building.	☐	☐	☐
51. Chain link fencing shall not be used in the front yard and when facing streets and public open spaces, unless effectively screened by landscaping.	☐	☐	☐

52. Sufficient soil volumes shall be provided to support mature vegetation, including trees where applicable. This may include supplementing soil volume with structural soil volumes with structural soil or silva cell type systems within hardscape areas. Minimum depth of topsoil or amended organic soils must be provided: a. Shrubs – 450mm b. Ground cover and grass – 300mm c. Trees – 300mm around and below the roto ball, typically to a minimum total of 900mm. In addition, 15m³ is the minimum soil volume per tree, to be supplemented in hardscape zones with structural soil or silva cell type systems.			
53. Topsoil or composted waste shall be used to assist in infiltration and increase the water holding capacity of landscaped areas.			
GENERAL GUIDELINES – *SITE CIRCULATION, PARKING & SERVICING*	**Yes**	**Not Applicable**	**No**
54. Drive-through facilities are not permitted.			
55. A pedestrian network shall be incorporated into the overall site design to ensure seamless and safe connections between the building(s) and parking areas and to logical destinations off-site.			
56. Large lots should include mid-block connections-exterior public pedestrian routes that provide a connection or short-cut through blocks – in order to break down the scale of longer blocks and to create finer-grained connections to open space and active transportation networks.			
57. Sidewalks 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. Landscaping is encouraged as part of the design of the sidewalk.			
58. The internal pedestrian network shall be distinguished from driving surfaces using 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.			
59. Continuous weather protection shall be provided along exterior building walls directly adjacent to pedestrian networks and areas.			
60. Off-street parking and loading spaces between the front façade of a building and the fronting street shall be avoided unless screened with significant landscaping. The preferred location of main parking and loading areas is at the rear and/or side of the building.			
61. Parking areas should be broken down into smaller parking areas evenly dispersed throughout the development integrated with planted landscape areas.			
62. Service and access points should prioritize pedestrian use wherever they cross walkways or the public realm.			
63. Parking areas, drive-through lanes, utilities, and storage areas shall be screened from adjacent properties and from direct views from the street and other public open spaces.			
64. Garbage and recycling containers shall be adequately sized to ensure maximum waste diversion opportunities on site.			
65. Garbage and recycling containers shall be screened with landscaping and fencing and gated to a minimum height of 2 metres by buildings, a landscaping screen, solid decorative fence, or a combination thereof. Similarly, utilities, service kiosks, meters, elevator housing, exhaust elements, satellite dishes, etc., shall be screened with landscaping and fencing.			
66. Sheltered, secure bicycle parking facilities shall be provided at grade near primary building entrances and pedestrian walkways.			
67. Opportunities for priority car sharing and bicycle sharing parking are encouraged.			
68. Electric bike parking and Electric Vehicle charging stations shall be planned and installed in convenient land accessible locations.			

69. End of trip cycling facilities (e.g. washrooms, showers, lockers) are encouraged for larger developments and as part of Transportation Demand Management strategies.			

The following sections include 'additional' guidelines that only apply to specific uses, areas, or circumstances. Please read the section headings carefully to determine whether they apply.			
ADDITIONAL GUIDELINES FOR MULTI-RESIDENTIAL USES **The following guidelines apply to any multi-unit residential development of three or more units and any mixed-use development that includes a residential component.**	**Yes**	**Not Applicable**	**No**
70. For multi-unit residential buildings, individual units shall be articulated through integration of recessed entries, balconies, materials, or projection/recess in the façade.			
71. Noise impacts of highways or arterial roads upon outdoor private and semi-private areas, and interior living spaces, should be mitigated through building and site design.			
72. Buildings shall be sited to ensure the privacy of residences and adjoining properties.			
73. Where individual unit heat pumps are used, they shall be screened. Ducted heat pump systems are recommended wherever possible.			
74. Sufficient space for waste diversion receptacles shall be provided within each dwelling unit (e.g. space under the sink or a closet for a recycling bin, compost bin, and garbage bin).			
75. Personal storage space for larger items shall be provided for each dwelling unit, whether it be within the dwelling unit or within a secured and convenient location within the development.			
76. A minimum average of 20 m^2 of usable private outdoor spaces should be provided for each dwelling unit in the form of a deck, patio or yard, exclusive of common amenity areas.			
77. A minimum of 10% of the total site area should be dedicated to common amenity spaces, whether indoor or outdoor. The common amenity space shall include sufficient area to allow for larger gatherings.			
a. Common outdoor amenity spaces should incorporate landscaping, seating, communal tables, play spaces, public art, and other elements that encourage gathering, recreation, and inter-generational activities and uses.			
b. Common outdoor amenity spaces to grow food is strongly encouraged. Where provided, gardening areas shall be designed to be functional for routine and active gardening by multiple residents and include servicing and accessibility requirements. Gardening areas are encouraged to be designed with other amenities, including outdoor children's play areas, indoor amenity rooms with kitchens, washrooms, and eating areas, and/or outdoor seating areas.			
c. All units shall be designed to have easy access to the usable private outdoor or common amenity spaces. Where applicable, accesses shall be separated from traffic and parking or include traffic calming, pedestrian-supported measures.			
78. Outdoor spaces should be located to maximize sunlight, minimize noise disruptions, and minimize 'overlook' from adjacent units.			
79. Outdoor semi-private spaces are encouraged to be integrated with public open areas to create seamless, contiguous spaces.			
81. Buildings shall be clustered and roads minimized, where possible.			
82. Where individual multi-residential units have vehicular access via a public street, combined driveway access points are required.			
83. Where multi-residential units have individual garages or carports, they shall face away from streets.			

84. Where lane access is available, parking entrances should be limited to lane access.	☐	☐	☐
85. Where townhouse units are provided:	☐	☐	☐
a. Avoid symmetrical units and mirror image residential units unless each unit has a significant amount of fenestration and architectural detail.	☐	☐	☐
b. Individual entrances should front on to the street or public open space, where applicable.	☐	☐	☐
c. The building façade along street or public open space frontages shall be set back from the property line and sufficiently landscaped to create a transition zone from public land to private individual units.	☐	☐	☐
ADDITIONAL GUIDELINES FOR COMMERCIAL USES	**Yes**	**Not Applicable**	**No**
86. Buildings shall be designed with active frontages that include multiple, smaller storefronts, each defined by distinct signage, entrances, canopies and/or materiality. Frequent entrances and display windows shall be included to provide consistent architectural rhythm of smaller intervals.	☐	☐	☐
87. Large-format retail uses should be wrapped with smaller retail units around the periphery, with individual entries accessed from the fronting sidewalk or open space.	☐	☐	☐
88. Commercial, ground-level business premises should be provided continuously along pedestrian-oriented shopping areas.	☐	☐	☐
89. First-floor commercial spaces should have a higher floor-to-ceiling height than upper floors.	☐	☐	☐
90. Semi-public open spaces are strongly encouraged in the front of buildings. These may include: a. Narrow extensions of the public sidewalk, or more generous amenity plaza or courtyard areas. b. Setbacks for one or more adjacent buildings to collectively form a continuous open space along the street. c. Trees, lighting.	☐	☐	☐
ADDITIONAL GUIDELINES FOR PART 3 BUILDINGS	**Yes**	**Not Applicable**	**No**
91. Opportunities for the distribution of natural daylight into a building's interior spaces to reduce the requirement for electric lighting use should be incorporated. Avoid the use of heavily tinted or reflective glazing that reduces the penetration of daylight and increases exterior glare.	☐	☐	☐
92. Where possible, greater floor-to ceiling heights should be included to increase the amount of interior space that can be day-lit from windows and to allow for vertical air ventilation, particularly for unit with exterior walls on only one side.	☐	☐	☐
93. Roofs or roof structures of buildings should be oriented within 15 degrees of due south to optimize solar energy collection through the use of solar thermal and photovoltaic (PV) modules.	☐	☐	☐
94. A minimum of 10% of building electricity demand shall be provided by a combination of solar thermal or solar photovoltaic (PV) technologies. Solar PV installations can include both roof or wall-mounted arrays or cladding systems.	☐	☐	☐
95. New Part 3 buildings shall have at least partial green roof coverage, according to the table on page 23 of the DP Guidelines. Available roof space is defined as the total roof area minus areas dedicated to renewable energy infrastructure. Where feasible, prioritize intensive green roofs that enable active uses.	☐	☐	☐
ADDITIONAL GUIDELINES FOR INDUSTRIAL USES	**Yes**	**Not Applicable**	**No**
96. Acute noise sources shall be located as far from residential uses as possible.	☐	☐	☐
97. Any office, reception, or sales component of the building shall be located closer to the street than any active industrial components.	☐	☐	☐

98. A continuous perimeter of landscaped area of minimum 4.5 metres in width shall be provided along the inside of all property lines adjacent to streets, public open spaces, and residential uses.	☐	☐	☐
ADDITIONAL GUIDELINES FOR CORNER LOTS	**Yes**	**Not Applicable**	**No**
99. Buildings on corner lots should orient frontages towards both streets and/or towards the corner and may include a corner-cut. Corner buildings should serve as anchors for the rest of the block, and consider including landmark architectural features such as: a. Public Plazas; b. Special or decorative canopies; c. Bay windows, balconies, turrets, or articulated roof line features; d. A corner entrance; or e. A prominent public art element.	☐	☐	☐
ADDITIONAL GUIDELINES FOR DOWNTOWN (Refer to Map 1 on page 2 of the DPA-1 Guidelines)	**Yes**	**Not Applicable**	**No**
100. Design shall respond positively to the scale and character of the downtown area and contribute to the evolution of the downtown's public realm.	☐	☐	☐
101. Building frontages shall contribute to the character of a continuous commercial street wall.	☐	☐	☐
102. Storefronts are encouraged to front on to Duncan Avenue to support the future development of Downtown Mews and Commons public realm concept.	☐	☐	☐
103. The incorporation of a heritage aesthetic or heritage elements is encouraged through the use of architectural style and materials.	☐	☐	☐
104. The development of rear laneways and alleyways for active use is strongly encouraged. Rear building facades should be designed to accommodate active commercial or retail space where appropriate.	☐	☐	☐
105. Laneway design should include the use of materials, walls, fences, lighting, and landscape treatments that are inviting and interesting to pedestrians.	☐	☐	☐
ADDITIONAL GUIDELINES FOR PARKING LOTS WITH MORE THAN 10 SPACES	**Yes**	**Not Applicable**	**No**
106. Parking areas shall include landscaped areas, defined by concrete curbs with landscaping, to provide visual breaks between clusters of approximately 10 stalls.	☐	☐	☐
107. Minimum landscape area dimensions shall be sufficient to support a tree at maturity.	☐	☐	☐
108. Parking areas shall incorporate low-impact rainwater management solutions.	☐	☐	☐
109. The termination of parking aisles shall be landscaped.	☐	☐	☐
110. Tree planting is required throughout all parking areas where practicable given parking lot circulation and other site constraints. Tree planting plans should achieve 50% of the parking lot covered with tree canopy at tree maturity.	☐	☐	☐
ADDITIONAL GUIDELINES FOR OLD ORCHARD AND TERMINATION ADDITION HERITAGE NEIGHBOURHOODS (Refer to Map 2 on page 26 of the DPA-1 Guidelines)	**Yes**	**Not Applicable**	**No**
111. The orientation, scale, form, height, and material proposed for a residence shall reflect and enhance heritage theme characteristics and neighbouring buildings.	☐	☐	☐
112. Buildings must be designed in context with surrounding low-density residential buildings.	☐	☐	☐
113. Variety, continuity, and pedestrian interest should be expressed in the design of buildings, especially at the ground level.	☐	☐	☐
114. Design components that contribute to heritage-oriented architectural interest shall be incorporated. These include multiple gables, dormers, bay windows, decorative shingles, wood trim, porches, and verandas.	☐	☐	☐

115. Roofs shall have substantial slope, articulated lines, and be designed to reduce the bulk of upper floors. Roof slopes with greater than 6:12 pitch are preferred; however, proposals for lower-pitch rooflines with significant articulation and design interest may be considered.	☐	☐	☐
116. Front doors shall be clearly visible and accessible from a public street or publicly accessible pathway and shall be defined by porches, dormers, port cochere, canopies, or be recessed.	☐	☐	☐
117. The design and finishing around windows and exterior doors should visually enrich the building elevation.	☐	☐	☐
118. The landscape plan shall include fruit trees.	☐	☐	☐

WRITTEN SUBMISSION

Please include a written submission that describes how the application meets the overall intention of the guidelines. **Where a guideline is marked "not applicable" or "no", the written submission must explain how it is not applicable or how and why it is not being met**. You may also use separate sheets to describe your application.