



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

830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-703-4839  
 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# COMPLIANCE CHECKLIST

## DEVELOPMENT PERMIT AREA-2 SMALL-SCALE MULTI-UNIT RESIDENTIAL

**Checklist for Development Permit Area (DPA-2) – Small-Scale Multi-Unit Residential** (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 guidelines.
- **Not Applicable** – The guideline does not apply to your specific project.
- **No** – Your project does not comply with the guidelines.

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

<b>Project Address:</b>	<b>Date:</b>
<b>Applicant:</b>	<b>Signature:</b>
<b>Agent:</b>	<b>Signature:</b>

The guidelines are organized into 'General' and 'Additional' guidelines. '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.

<b>SITE PLANNING</b>	<b>Yes</b>	<b>Not Applicable</b>	<b>No</b>
1. Housing development should be planned in a comprehensive manner that considers the interface between the site, adjacent development, other land uses and its relationship to the public realm.			
2. The design of the site should consider access to and efficiency of pedestrians, bicycles and vehicular circulation.			
3. A minimum average of 20 m <sup>2</sup> 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.			
4. Outdoor spaces should be located to maximize sunlight, minimize noise disruptions, and minimize 'overlook' from adjacent units.			
5. Site planning shall consider the location of third-party utilities, such as clearance from overhead and pad-mounted electrical utilities as required by the Canadian Electrical Code.			
6. Site planning should consider opportunities to retain and integrate mature trees and existing natural features. Site planning shall consider impact to mature trees and their root systems on adjacent lands.			

<b>PUBLIC REALM AND STREESCAPE</b>	<b>Yes</b>	<b>Not Applicable</b>	<b>No</b>
1. Building design, including the placement of windows, balconies, and doors, shall consider visual privacy between residences, and perimeter fencing and/or landscaping shall provide visual privacy of adjoining properties.			
2. Buildings should be sited to face the fronting street(s). Consideration should be given to preserving adequate space for landscaping, privacy, and light penetrating into living spaces.			
3. Principal entrances to a residence should be clearly defined using lighting, colour, paving texture, landscaping and/or enhanced architectural features, such as porches, patios, canopies, or recessed entryways.			
4. On corner lots, all street-facing elevations should have an equal level of quality and design detailing.			
5. For corner sites with no lane access, driveway access from the flanking street for one or more of the units is encouraged where both feasible and supported by the Development Services Department.			
6. Parking and driveways should, where feasible, not occupy more than 50% of the area of the front yard and, where the site has a flanking side street, not more than 50% of the area of the flanking side yard.			
7. Where a laneway exists, parking should access the lane where feasible.			
8. Entrances and exits to parking areas shall be located and designed to reduce potential modal conflicts, maintain visual sight lines and limit impact to the transportation network.			
<b>BUILDING DESIGN</b>	<b>Yes</b>	<b>Not Applicable</b>	<b>No</b>
1. Buildings should be architecturally coordinated and provide a high quality of design. Building design should avoid repetition and monotony through subtle design variation between buildings on neighbouring properties.			
2. Buildings should be designed to avoid large expanses of blank walls by incorporating architectural details, artwork, or sufficient landscaping to create visual interest.			
3. Buildings should be designed to minimize their bulk with simple shifts in massing, roof articulation and use of varied architectural details, changes in exterior colours and textures.			
4. Building should be designed with consistently high-quality and durable materials, West Coast architecture that incorporates natural design elements and materials such as exposed timber structural elements, native trees, vegetation landscaping and open concepts for natural light is encouraged.			
5. Building roofs should minimize the heat island effect and heat transfer into the building, such as through Energy Star-rated or high-albedo colour and materials.			
6. Staircases to stacked units shall have weather protection and are encouraged to be indoor or screened from the street(s).			
7. Building lighting should be designed to minimize spillage and glare to neighbouring properties, adjacent roads, Environmentally Sensitive Areas, or the sky.			
8. Garbage and recycling storage located within a secure building or structure and should not be located in any yard facing a road.			
9. Where individual unit heat pumps are used, they should be screened.			

LANDSCAPING	Yes	Not Applicable	No
1. Existing, native vegetation within the Development Permit Area should be retained to the extent feasible to minimize disruption to habitat and to protect against erosion and slope failure where applicable.			
2. Landscaping shall include a mixture of tree, shrub, ground cover and perennial plants. Tree selection for optimizing tree canopy and providing a mixture of deciduous and conifer species is encouraged.			
3. Proposed planting should prioritize the selection of local plants that provide habitat, nesting, pollinator, foraging, or other biodiversity benefits and are drought tolerant.			
4. Proposed planting species adapted to future climate conditions should be incorporated to the maximum extent possible.			
5. Proposed planting may consider edible species and active urban agricultural uses.			
6. Proposed planting should be provided in strategic locations to frame building entrances, soften edges, screen parking areas, and break up long facades where feasible.			
7. Most or all of the landscaped areas should be designed to require little or no irrigation through use of planting materials and impervious surfaces. Hand watering is encouraged. If irrigation is supplied, 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.			
<p>8. Sufficient soil volumes shall be provided to support mature vegetation, including trees where applicable. This may include supplementing soil volume with structural soil or silva cell type systems within hardscape areas. Minimum depth of topsoil or amended organic soils must be provided:</p> <ul style="list-style-type: none"> <li>• Shrubs – 450 mm</li> <li>• Ground cover and grass – 300 mm, and</li> <li>• Trees – 300 mm around and below the root ball, typically to a minimum total of 900 mm.</li> </ul> <p>In addition, 15 m<sup>3</sup> is the minimum soil volume per tree, to be supplemented in hardscape zones with structural soil or silva cell type systems</p>			
9. Topsoil or composted waste shall be used to assist in infiltration and increase the water holding capacity of landscaped areas.			
10. 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 fixtures will also be required to be FCO.			
11. To reduce impervious surfaces, permeable paving material such grassed cellular paving, porous pavers, or a comparable alternative are encouraged for driveways and parking areas.			

ADDITIONAL GUIDELINES FOR MOBILE HOME PARKS	Yes	Not Applicable	No
1. The design of the overall Mobile Home Park shall be based on a comprehensive concept and give adequate attention to the attractive layout of the mobile home lots and structure placement, landscape character and design, location and screening of parking areas, design and placement of recreation areas, and design of vehicular and pedestrian circulation.			
2. Formalized pedestrian access shall be provided throughout the property to connect internal streets and parking areas with semi-private areas for residents, and to the public walkway system.			
3. A street landscaping plan including tree planting plan for internal streets that provides for appropriately selected species at approximately 15-metre intervals shall be provided.			
ADDITIONAL GUIDELINES FOR THE OLD ORCHARD AND TERMINAL ADDITION NEIGHBOURHOODS	Yes	Not Applicable	No
1. The orientation, form, and materials proposed for a residence shall reflect and enhance heritage theme characteristics and neighbouring buildings.			
2. Vehicle parking and access should be located at the side or rear and set back from the primary dwelling façade where feasible.			
3. Garages incorporated into the building structure should not project beyond the front elevation.			
4. Roofs should have substantial slope and articulated lines and be designed to reduce the bulk of a residence on 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.			
5. Design components that contribute to architectural interest should be incorporated. These include multiple gables, dormers, bay windows, decorative shingles, wood trim, porches, and verandas.			
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim.			
7. Landscaping should include one or more fruit trees.			
ADDITIONAL GUIDELINGS FOR THE 40 HOUSES NEIGHBOURHOOD	Yes	Not Applicable	No
1. One-storey buildings, preservation of existing buildings, and simple rectangular massing are encouraged.			
2. Maintaining the spatial relationship on the lot to the other houses in the neighbourhood is encouraged, including consistent front yard setbacks.			
3. Low-pitch hipped roofs or single gable roofs shall be included.			
4. Porch entries shall be minimal in keeping with the development.			
5. Siding shall consist of wide plank horizontal wood or materials that resemble this effect.			





