



CITY OF COURTENAY
Planning Services

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COMPLIANCE CHECKLIST

DEVELOPMENT PERMIT AREA-3

FARM PROTECTION

Checklist for Development Permit Area (DPA-3) – Farm Protection (Under City of Courtenay Zoning Bylaw No. 2500, 2007)

The purpose of this Development Permit Area is to protect agriculture and farming operations from adjacent new development and to reduce conflicts that could arise between agricultural and non-agricultural uses. This category applies to all properties adjacent to agriculturally zoned lands.

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.

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

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.

See Map 4 of the DPA-3 guidelines.

GENERAL GUIDELINES	Yes	Not Applicable	No
1. Developments should generally follow, unless otherwise specified in the guidelines below, the guidelines and specifications provided in the Ministry of Agriculture Guide to Edge Planning and Agricultural Land Commission Landscaped Buffer Specifications.			
2. The subdivision shall be designed to minimize the impacts that may occur between agricultural and urban uses on lands adjacent to agricultural lands.			
3. Lots, buildings, and structures should be clustered away from the agricultural lands to the maximum extent possible.			
4. Topography shall be considered to minimize additional runoff from developed land onto agricultural land and minimize erosion.			
5. A minimum 30 metre setback shall be established between future buildable areas and the agricultural land boundary. The 30 metre separation distance may include a watercourse, road, rail, or utility right of way.			
6. A minimum 15 metre continuous vegetated buffer width shall be established parallel to the agricultural land boundary.			

7. Exceeding a minimum 15 metre wide continuous vegetated buffer parallel to the agricultural land boundary is strongly encouraged to achieve the vegetated buffer widths outlined in the Ministry of Agriculture's "Guide to Edge Planning," most recent edition. When multiple uses occur on the lot, the most stringent vegetation buffer width should be used.			
8. A minimum of 5 metre setback between the vegetation buffer and the future buildable area shall be established to provide for sufficient access to the building(s).			
9. Designing passive open space, including rainwater management infrastructure, next to the edge of any vegetated buffers is encourages adding additional separation from agricultural and urban uses.			
10. Development shall be designed to protect the vegetated buffer from potential negative impacts related to on-site activities (e.g., drainage, recreational pathways, and driveways).			
11. The road pattern shall be planned in such a way as to direct urban traffic away from routes used by farmers to move equipment.			
12. Utility extensions into agricultural land shall be avoided.			
13. Lighting impacts on to agricultural land shall be avoided.			
14. The vegetated buffer shall be located entirely on the non-agricultural side of the property boundary.			
15. The vegetated buffer shall be designed, established and maintained to: filter noise, dust, airborne particulates and chemical spray drift from activities on adjacent agricultural land.			
16. Existing native vegetation within the buffer shall be protected wherever possible; existing vegetation may serve as the entire buffer provided it meets the objectives of these Development Permit guidelines.			
17. Vegetation buffer planting material shall be selected from the Ministry of Agriculture's "Guide to Edge Planning", most recent edition, appropriate for Courtenay's climate zone by following the criteria below: a. Non-invasive b. Not harmful to nearby crops and do not harbor insects or diseases c. Drought tolerant or require minimal irrigation d. Low maintenance and require little or no fertilizer e. Native to the area where possible f. Adaptable to climate change g. Beneficial pollinator plant, wherever possible h. A deterrent to prevent trespass onto farms.			
18. The vegetated portion of the buffer shall be a 'no build zone'. The area shall be free of buildings, parking, paved areas, lawn, paths, active and/or passive recreational activities.			
19. A fence and educational signage about the boundary shall be installed along the agricultural land boundary and/or property line that meets the following criteria: a. Up to the maximum height permitted by the Zoning Bylaw b. Solid wood, chain link, or wire mesh fabric c. According to the fencing specifications found in the Ministry of Agriculture's "Guide to Edge Planning", most recent edition d. Existing fencing may be utilized provided it is in good condition and meets the fencing guidelines.			
20. The vegetated buffer shall be delineated and protected prior to the issuance of a building permit.			
21. A Statutory 219 Covenant shall be registered on title in order to secure the landscaping and fencing measures prescribed, including maintenance, and ensure adherence to recommendations outlined in professional reports, and/or to notify land owners of the potential for land use conflicts due to active farm operations on the adjacent agricultural lands.			

WRITTEN EXPLANATION

Please use the section below (or include a separate letter of rationale) to describe how your development application meets the overall intention of the guidelines. If you have marked guideline(s) as “Not Applicable” or “No”, you must explain clearly why this is the case for your proposed development.

Missing information from your Compliance Checklist means it is incomplete, which prevents your application from proceeding until the issue is resolved.

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