



CITY OF COURTENAY
Planning Services

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COMPLIANCE CHECKLIST

DOWNTOWN DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.1 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 comments. **Incomplete forms will result in application delays.**

Project Address:			Date:
Applicant:			Signature:
A. FORM AND CHARACTER	Yes	No	Comment
1. The design of buildings shall reflect the heritage of the City of Courtenay and the use of materials such as stone, brick, ornamental work and wood with varied details and columns is required.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The scale, form, height, setback, materials and character of new development should complement neighboring developments.	<input type="checkbox"/>	<input type="checkbox"/>	
3. 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. Visual interest will be created 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 detailing to create visual interest.	<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. 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.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character where residential space is proposed over commercial, the fourth floor shall be stepped back to enhance light penetration to the street, views and appearance of building.	<input type="checkbox"/>	<input type="checkbox"/>	
7. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.	<input type="checkbox"/>	<input type="checkbox"/>	
8. 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"/>	
9. Commercial ground level business premises should be provided continuously along pedestrian oriented shopping areas within the downtown core.	<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. A building height impact assessment to identify impacts and suggest possible mitigation measures may be required.	<input type="checkbox"/>	<input type="checkbox"/>	
11. 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. SIGNAGE	Yes	No	Explanation of Non-Conformity
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"/>	
C. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
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 landscaping buffer area of at least 4.5 metres shall be provided along the inside of all property lines adjacent to Cumberland Road, 17 th Street, Fitzgerald Avenue, Anderton Avenue and Cliffe Avenue, south of 8 th Street and adjacent to a residential or institutional zoned property and 3.0 metres on all other roads.	<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. Garbage and recycling containers shall be screened with landscaping and fencing and gated to a minimum height of 2 metres. Similarly, utilities, service kiosks, meters, elevator housing, exhaust elements, satellite dishes, etc. shall be screened with landscaping and fencing.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged matching the materials used for the principle building.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Developments shall include installation of street trees and sidewalks along all adjacent streets as well as foundation landscaping around any building face where applicable. 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"/>	
8. 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.	<input type="checkbox"/>	<input type="checkbox"/>	
9. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property. <ul style="list-style-type: none"> • shrubs – 450 mm • groundcover & grass – 300 mm • trees – 300 mm around and below the root ball 	<input type="checkbox"/>	<input type="checkbox"/>	

10. Street furniture such as benches, lamps and refuse containers shall be incorporated in the landscape design. These shall be required to be consistent, similar, or identical in character to the architectural character of the development and identified by type and source in the application.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Open spaces acting as sites of public assembly shall incorporate special landscape features such as fountains, landscaping or monuments as focal elements.	<input type="checkbox"/>	<input type="checkbox"/>	
12. All landscaped areas shall be serviced by an underground irrigation system.	<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. To separate parking, service or storage areas, and internal roadways 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 affected property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Underground parking is encouraged. The exterior façade of parking structures should be architecturally integrated and provide continuity of commercial uses at street level.	<input type="checkbox"/>	<input type="checkbox"/>	
5. 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"/>	
6. Bicycle parking facilities shall be provided at grade near the primary building entrances.	<input type="checkbox"/>	<input type="checkbox"/>	