



CITY OF COURTENAY
Planning Services

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COMPLIANCE CHECKLIST

DUPLEX, CARRIAGE HOUSE & SECONDARY RESIDENTIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.9 Duplex, Carriage House and Secondary Residential 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 Orientation, scale, form, height and materials proposed for a duplex, carriage house or secondary residential unit shall reflect the positive characteristics of the surrounding neighbourhood.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Roofs should have articulated lines and designed to reduce the appearance of bulk of the 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.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The principal entrances to a duplex should be at the front of the building and should be defined by porches, dormers, port cochere, canopies or be recessed.	<input type="checkbox"/>	<input type="checkbox"/>	
4. On corner lots, all street facing elevations should have an equal level of quality and design detailing. It is encouraged that an entrance to one unit is from the primary street and the entrance to the second unit on the flanking street.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Design components that can make up the required architecture components include: multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Exterior finishes should be durable and have a common theme. Materials including wood, fibre cement siding, brick or stone masonry and limited amounts of stucco are appropriate. Although use of vinyl is strongly discouraged, where residences in an existing neighbourhood are predominantly vinyl-clad, vinyl may be used. Metal siding is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Buildings should reflect and enhance the character of the neighbourhood by: <ul style="list-style-type: none"> • Respecting the rhythm and scale of the existing streetscape • Visually breaking the larger massing into smaller individual components • Articulating the front facades to create a sense of scale, neighborliness and architectural interest. 	<input type="checkbox"/>	<input type="checkbox"/>	
8. Stepped or alternating massing should be considered in order to avoid a box-like appearance.	<input type="checkbox"/>	<input type="checkbox"/>	

9. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Duplex, carriage house and secondary residential development should fit into the immediate surroundings of its location and not appear visually out of character with adjacent homes or surrounding neighbourhood. To minimize the impact of a duplex, avoid wide, flat faces that dominate the street by articulating and staggering front facades to create depth and architectural interest.	<input type="checkbox"/>	<input type="checkbox"/>	
11. To Promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to side by side duplex development.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Duplexes shall reflect the façade characteristics of single family homes.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Mirror image duplexes are discouraged. Varying the layout and staggering duplex units is encouraged to create architectural diversity.	<input type="checkbox"/>	<input type="checkbox"/>	
B. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
1. Duplexes and carriage homes should be situated to ensure the privacy of residences on adjoining properties and to retain existing significant trees where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Carriage houses shall be situated to the rear of the property where appropriate and in keeping with the existing neighbourhood design.			
C. PARKING AND GARAGES	Yes	No	Explanation of Non-Conformity
1. Where feasible, all properties which abut a lane should access the property from the lane and all parking should be in the rear yard.	<input type="checkbox"/>	<input type="checkbox"/>	
2. For corner sites with no lane access, garages/carriage houses are encouraged to be in the rear yard with access via a driveway from the flanking street subject to approval from the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Garage entrances are encouraged to be faced away from the street where possible.	<input type="checkbox"/>	<input type="checkbox"/>	
4. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City. The width of driveways should be minimized and shared between units wherever possible.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Garages incorporated into the building structure should not project beyond the front elevation. Garage doors shall incorporate windows.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Detached parking garages and associated carriage houses are encouraged to be located near the rear property line, subject to zoning bylaw siting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parking and driveways shall not occupy more than 50% of the area of the front yard or, where the site has a flanking side street, not more than 50% of the area flanking side yard.	<input type="checkbox"/>	<input type="checkbox"/>	

D. NATURAL ENVIRONMENT & HAZARDOUS CONDITIONS	Yes	No	Explanation of Non-Conformity
1. Buildings and structures must be located on the portions of the site that are not environmentally sensitive.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The City may require that works be constructed to protect vegetation where there is a desire to preserve significant or landmark trees or where concern may be created by the development of the land.	<input type="checkbox"/>	<input type="checkbox"/>	
3. In areas where slopes are in excess of 30%, the City may require that tree preservation areas be established to control erosion and/or protect banks.			
4. In order to ensure adequate protection from erosion and soil instability, the City may regulate all land clearing, land grading, irrigation works, landscaping and may require hazard lands to remain free of development.			