



CITY OF COURTENAY
Planning Services

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COMPLIANCE
CHECKLIST
INDUSTRIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.4 Industrial 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 comment. **Incomplete forms will result in application delays.**

Project Address:		Date:	
Applicant:		Signature:	
A. FORM AND CHARACTER	Yes	No	Comment
1. All buildings, structures and expansions or additions thereto, shall be architecturally coordinated and shall give consideration to the relationship between building and open areas, circulation systems, visual impact and design compatibility with the surrounding properties. In particular, it is recommended that the visibility of blank unarticulated walls and flat roofs be discouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Acute noise sources shall be located as far from residential uses as possible. Buildings located on corner lots, lots adjacent to residential or institutional properties, or next to public open spaces should be stepped down toward the blanking street, adjacent building, or public open space.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Any fencing will have to be appropriately screened with landscaping from adjoining properties of a different zone or use, or from a transit corridor.	<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 of landscaped area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to 29 th Street, Mission Road, Ryan Road, Lerwick Road, Atlas Road, Anderton Road, Comox Road and Cumberland Road. A continuous perimeter landscaped area of at least 6.0 metres in width shall be provided along the width of all property lines adjacent to all other roads. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 sq.m, a continuous perimeter landscaped area of at least 15 metres shall be provided along the inside of the adjacent property lines.	<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. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 3.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
6. A minimum 7.5 metre continuous landscape buffer area shall be provided along all adjacent residential or institutional property boundaries and 3 metres adjacent all other uses.	<input type="checkbox"/>	<input type="checkbox"/>	
7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.	<input type="checkbox"/>	<input type="checkbox"/>	
8. On light industrial lots which back onto the residential buffer zones, light industrial buildings shall be placed parallel to the buffer in order to increase the screening effect of the buffer. Where this results in long, blank walls, additional planting, building articulation, or other means shall be used to break up the monotony of the surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Loading areas, garbage and recycling containers and storage areas shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, a solid decorative fence or a combination thereof.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Developments shall include installation of street trees and sidewalks along all adjacent streets. 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 amenities areas for employees are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Streamside Stewardship 1993 guidelines and the "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.	<input type="checkbox"/>	<input type="checkbox"/>	
13. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.	<input type="checkbox"/>	<input type="checkbox"/>	
14. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Setback areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.	<input type="checkbox"/>	<input type="checkbox"/>	

16. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.	<input type="checkbox"/>	<input type="checkbox"/>	
18. 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"/>	
19. 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"/>	
20. All landscape 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.			
E. PARKING	Yes	No	Explanation of Non-Conformity
1. Parking areas shall be screened from adjacent properties and from direct view of large expanses or parked vehicles from the street. The screening may be achieved by landscaping and fencing where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Parking areas shall include landscaped areas, defined by concrete curbs with landscaping, to provide visual breaks between clusters of approximately ten stalls, where practicable, given parking lot circulation and other site constraints. The termination of parking aisles shall be landscaped.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Parking lots shall be broken down into smaller parking areas evenly dispersed throughout the development integrated with planted landscape areas. Tree planting is required throughout all parking areas where practicable given parking lot circulation and other site constraints.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.	<input type="checkbox"/>	<input type="checkbox"/>	
5. The site plan must demonstrate the capacity for the safe and efficient movement of people and traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Bicycle parking facilities shall be provided at grade near the primary building entrances of all buildings.	<input type="checkbox"/>	<input type="checkbox"/>	