



CITY OF COURTENAY
Planning Services

830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-334-4441 Fax: 250-334-4241
 Email: planning@courtenay.ca

COMPLIANCE
CHECKLIST
INTENSIVE RESIDENTIAL
DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.6 Intensive 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 comment. **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 residence should reflect heritage theme characteristics. The following shall be considered in developing the plans: <ul style="list-style-type: none"> • roofs should have substantial slope and articulated lines and designed to reduce the bulk of a residence on upper floors • principle entrance to a residence should be defined by porches, canopies or recessed and facing the street • design components that can make up the required architecture components includes consideration of multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas • exterior finishes should have a common theme • the design and finishing around windows and exterior doors should visually enrich the building elevation. Significant recessing of windows and doors, wood trim boards, or equivalent treatments is strongly encouraged. Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing, for example, is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent or coordinated design. 	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stepped or alternating massing should be considered in order to avoid a box like appearance.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.	<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 landscaping plan for the front and side yards drawn to scale and showing the type, size and location of proposed landscaping shall be submitted as part of the Development Permit application and the landscaping shall be completed within 6 months of occupancy of the residence.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Developments shall include installation of street trees and sidewalks along all adjacent streets and sidewalks shall be a minimum of 1.5 metres from the curb of an adjacent street. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental streetlights are encouraged throughout the site. Outdoor patios or amenities areas for employees are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
6. 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"/>	
7. 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"/>	
8. Setbacks 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"/>	
9. 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"/>	
10. 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"/>	
D. PARKING	Yes	No	Explanation of Non-Conformity
1. Should be located at the side or rear and setback from the front face of the principle building.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Where lane access is provided, parking off the lane shall be considered.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The area between a parking space or driveway and the property line shall be fully landscaped.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Parking and driveways shall not occupy more than 50% of the front yard area.	<input type="checkbox"/>	<input type="checkbox"/>	