



**CITY OF COURTENAY**  
**Planning Services**

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# COMPLIANCE CHECKLIST

## MULTI RESIDENTIAL BUILDINGS ABOVE 3 STOREYS DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.5.1 Multi Residential Buildings Above 3 Storeys 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.**

<b>Project Address:</b>		<b>Date:</b>	
<b>Applicant:</b>		<b>Signature:</b>	
<b>A. FORM AND CHARACTER</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
1. Plans submitted for development permits must illustrate a general architectural style detailing, scale, materials, treatment of entrances, gradation of building heights, indoor/outdoor space relationships, recreational area design, and parking layout. In particular, the following design aspects must be addressed: <ul style="list-style-type: none"> <li>• Stepped or alternate massing to break up the volume of a building to avoid a boxlike appearance;</li> <li>• Articulated walls detailed with varied cladding material, windows and doors, and patio features to create visual interest;</li> <li>• Sloped an varied roof lines;</li> <li>• Screened rooftop mechanical equipment incorporated into overall architectural treatment of buildings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All development shall maximize sun penetration to pedestrian levels and to neighbouring public and private spaces to provide for outdoor activity areas.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Buildings shall be designed and sited to ensure view corridors, view opportunities and solar access are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. COMPATABILITY WITH SURROUNDING LAND USES</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Attention should be paid to overall architectural style and detailing, scale, and quality of finishing materials to achieve a harmonious integration with the neighbourhood. The choice of building materials shall contribute towards an appearance of solid, quality construction and long term durability. Buildings shall include design features such as stepping back the buildings mass from the street or surrounding land use and providing pitched roofs with varied roof lines.	<input type="checkbox"/>	<input type="checkbox"/>	