



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

OLD ORCHARD DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.8 Old Orchard and Area 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 building or structure must reflect the heritage theme characteristics outlined for the Old Orchard and area.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Roofs should have articulated lines and designed to reduce the bulk of a residence on upper floors. Roofs with slopes greater than 6:12 are preferred.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The principal entrance to a residence should be at the front of the house and be defined by porches, dormers, port cochere, canopies or be recessed.	<input type="checkbox"/>	<input type="checkbox"/>	
4. 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.	<input type="checkbox"/>	<input type="checkbox"/>	
5. 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. Stucco should be limited to no more than 60 percent of exterior cladding. Vinyl and metal siding are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim. Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent and coordinated design.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Buildings should reflect the preferred heritage character 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. • Articulate the front facades to create, a sense of scale, neighbourliness, and architectural interest. 	<input type="checkbox"/>	<input type="checkbox"/>	
8. 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 landscaping plan, 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 1 year of occupancy of the residence.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The maintenance and planting of fruit and nut trees are encouraged to reflect the neighbourhood's heritage as much of the area was an orchard prior to becoming a residential subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Landscaping and screening elements should incorporate water conserving landscape principles.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when feasible.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.	<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"/>	
D. PARKING AND GARAGES	Yes	No	Explanation of Non-Conformity
1. 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. On all properties that do not abut a lane, access should be provided from the street via a driveway beside the principal building. Garages are encouraged to be located beside or to the rear of units, and should be recessed behind the front façade.	<input type="checkbox"/>	<input type="checkbox"/>	
3. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with a permeable paving material such grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Garages incorporated into the building structure should not be placed at the front of the building and should not project beyond the front elevation. Garage doors should incorporate windows.	<input type="checkbox"/>	<input type="checkbox"/>	
5. For corner sites with no lane access, garages are encouraged to be in the rear yard with access via a driveway from the flanking street subject to the approval of the city Engineer. Garage entrances are encouraged to be faced away from the street where possible.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Detached parking garages located near the rear property line are encouraged to allow for permeable surfaces and landscape areas in rear yards.	<input type="checkbox"/>	<input type="checkbox"/>	

7. The area between a parking space or driveway and the property line shall be fully landscaped.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Parking and driveways shall not occupy more than 50% of the front yard area.	<input type="checkbox"/>	<input type="checkbox"/>	
E. 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 order to provide for the protection of and access to natural features and to promote pedestrian rather than vehicular access in as many areas as possible, public trails must be continued, created and secured. The City may require or accept the grant of public trails as a condition of subdivision or development permit.	<input type="checkbox"/>	<input type="checkbox"/>	
4. In areas where slopes are in excess of 30 percent, the City may require that tree preservation areas be established to control erosion and/or protect banks.	<input type="checkbox"/>	<input type="checkbox"/>	
5. In order to ensure adequate protection from erosion, soil instability the City may regulate all land clearing, land grading, irrigation works, landscaping, and may require hazard lands to remain free of development.	<input type="checkbox"/>	<input type="checkbox"/>	
F. DUPLEX	Yes	No	Explanation of Non-Conformity
1. A duplex development should fit into the immediate surroundings of its location and not appear visually out of character to the adjacent homes. 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"/>	
2. To promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to the common side by side duplex development.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Duplexes should relate to the façade characteristics of single family homes.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Varying the layout and staggering duplex units is encouraged to create architectural diversity.	<input type="checkbox"/>	<input type="checkbox"/>	
5. On corner lots, all street facing elevations should have an equal level of quality of design and 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"/>	
6. To reduce the amount of impervious surfaces on a lot, driveways should be minimized in width and shared between units wherever possible	<input type="checkbox"/>	<input type="checkbox"/>	

G. MULTI RESIDENTIAL, COMMERCIAL & INDUSTRIAL	Yes	No	Explanation of Non-Conformity
1. Multi residential, commercial, and industrial buildings in this neighbourhood must complement the residential heritage character of the area that is reflected in the traditional elements of the predominant architectural styles found in the character residences of the Old Orchard and Area.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Variety, continuity, and pedestrian interest should be expressed in the design of buildings, especially at the ground level. Monolithic structures and long expanses of straight walls must be avoided. The use of dormers, bay windows, balconies and other forms of building articulation are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Multi residential, commercial and industrial buildings must be designed in context with surrounding low density residential buildings. Massing should step down as the building nears street frontages and adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Windows which are divided into smaller paned sections by wood or metal muntins or transoms are supported. Large expanses of glass are not encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Signage shall be consistent and enhance the neighbourhood's heritage character.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Mechanical equipment shall be appropriately screened and buffered to reduce any negative visual and acoustical impacts.	<input type="checkbox"/>	<input type="checkbox"/>	