



**CITY OF COURTENAY
Development Services**

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SUSTAINABILITY EVALUATION

COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the “Description” column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, 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.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. *provides substantial benefits to the City;*
- b. *will not negatively impact on the City’s infrastructure, neighborhood or environment;*
- c. *new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;*
- d. *Meets applicable criteria set out in the OCP.*

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address:	Date:
Applicant:	Signature:

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. The application:	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	
b) Balances the scale and massing of buildings in relation to adjoining properties;	
c) Complements neighboring uses and site topography;	
d) Provides or supports mixed used developments or neighborhoods;	
e) Promotes walking to daily activities and recreational opportunities;	
f) Supports a range of incomes;	
g) Is a positive impact on views and scenery;	
h) Preserves and provides greenspace, trails and landscaping;	

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	
b) Maintains a high standard of quality and appearance;	
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	
d) Avoids creating a strip development appearance;	
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	
g) Builds and improves pedestrian amenities;	
h) Provides underground parking;	
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	
b) Provides multi-functional street(s);	
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	
c) Provides public and private amenity space;	
d) Preserves heritage fixtures;	
e) Orients to views, open space and street;	
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	
b) Provides for native species, habitat restoration/improvement;	
c) Includes tree lined streetscapes.	