



**CITY OF COURTENAY
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250-703-4839
Fax: 250-334-4241
Email: planning@courtenay.ca

COMPLIANCE CHECKLIST

DEVELOPMENT PERMIT AREA-2 INTENSIVE RESIDENTIAL FORM AND CHARACTER DEVELOPMENT AREA FOR DUPLEXES, DETACHED SECONDARY RESIDENCES, HERITAGE NEIGHBOURHOODS, AND BARE LAND STRATAS AND MOBILE HOME DEVELOPMENT

The following checklist provides a quick reference for compliance with the guidelines contained within Division 10 Development Permit Area - 2 (DPA-2) for Intensive Residential form and character development area for duplexes, detached secondary residences, heritage neighbourhoods, and bare land stratas and mobile home developments of the City of Courtenay Zoning Bylaw No. 2500. Applicants are required to complete this checklist to indicate whether their proposal a referenced guideline, whether a referenced guideline does not apply, or whether their proposal is not meeting a required guideline.

A written submission that describes how the overall application meets the intention of the guidelines is required. Where a guideline is required, and is not being met, the written submission must include a justification stating the divergence and the reason. Space is provided within this checklist to include the written submission, although a separate sheet may also be used to provide the written submission.

Incomplete forms will result in application delays.

Development Permit Area guidelines can be accessed at: [DPA Guidelines](#)

Project Address:	Date:
Applicant:	Signature:
Agent:	Signature:

The guidelines are organized into 'general' and 'additional' guidelines. Most 'general' guidelines are expected to apply to most applications. 'Additional' guidelines will only apply to specific uses, areas, or circumstances. Please read the section headings carefully.

GENERAL GUIDELINES – DUPLEXES	Yes	Not Applicable	No
1. Passive design strategies that take advantage of site-specific climatic conditions are encouraged wherever possible. Strategies may include, but not be limited to, building orientation and strategic placement of windows and awnings to achieve passive heating, cooling and natural light objectives.			
2. The primary façade of buildings should be oriented to face the fronting street(s).			
3. Building design including the placement of windows, balconies, and doors shall ensure visual privacy between residences.			
4. On corner lots, all street-facing elevations shall have an equal level of quality and design detailing. It is encouraged that an entrance to one unit is from the primary street and the entrance to the second unit is on the flanking street.			
5. Where a laneway exists, parking shall be accessed from the lane.			
6. For corner sites with no lane access, driveway access from the flanking street for one of the units is encouraged, subject to approval from the City Engineer.			
7. Vehicle parking and access should be located at the side or rear and set back from the primary dwelling façade.			
8. Parking and driveways shall not occupy more that 50% of the area of the front yard and, where the site has a flanking side street, not more that 50% of the area of the flanking side yard.			
9. Where applicable, detached parking garages should be located near the rear property line.			

10. Garage entrances should be faced away from the street where possible.			
11. Garages incorporated into the building structure should not project significantly beyond the front elevation.			
12. Principal entrances to a residence shall be clearly defined using lighting, colour, paving texture, landscaping and enhanced architectural features, such as porches, patios, canopies, or recessed entryways.			
13. The front of the building shall be articulated.			
14. High-quality and a variety of siding types are required. Siding and building accents should include local building materials such as fir beams, cedar and stone.			
15. Roofs should have articulated lines and be designed to reduce the appearance of bulk of the residence on upper floors.			
16. Garage doors shall incorporate windows.			
17. Side-by-side style duplexes shall be staggered.			
18. For stacked style duplex units the staircase to the upper unit should be embedded within the building.			
19. Private usable outdoor spaces shall be provided for each dwelling unit. Where possible, these should be located to the south or west to optimize solar exposure.			
20. Shared parking areas located on a fronting street should contain a dividing landscape buffer between unit parking stalls.			
21. To reduce impervious surfaces, driveways and parking areas shall use permeable paving material such grassed cellular paving, porous pavers, or a comparable alternative.			
GENERAL GUIDELINES – CARRIAGE HOUSES AND OTHER DETACHED SECONDARY RESIDENCES	Yes	Not Applicable	No
22. Passive design strategies that take advantage of site-specific climatic conditions are encouraged wherever possible. Strategies may include, but not be limited to, building orientation and strategic placement of windows and awnings to achieve passive heating, cooling, and natural light objectives.			
23. Secondary residences should be located to the rest of the property where appropriate and in keeping with the existing neighbourhood character.			
24. Garage entrances should be faced away from the street where possible.			
25. Garages incorporated into the building structure should not project significantly beyond the front elevation.			
26. Garage doors shall incorporate windows.			
27. Where applicable, detached parking garages should be located near the rear property line.			
28. Vehicle parking and access should be located at the side or rear and set back from the primary dwelling façade.			
29. Parking and driveways shall not occupy more than 50% of the area of the front yard and, where the site has a flanking side street, not more than 50% of the area of the flanking side yard.			
30. Where a laneway exists, parking shall be accessed from the lane.			
31. Where a laneway exists, units located towards the rear of the property shall be oriented to face the laneway, and buildings entrances, lighting, landscaping, and materials shall be used to reinforce a safe and attractive public realm.			
32. For corner sites with no lane access, driveway access from the flanking street is encouraged, subject to approval from the City Engineer.			
33. Building design including the placement of windows, balconies, and doors shall ensure visual privacy between residences.			

34. Building should have similar or complementary siding material and style to the primary dwelling on the property.			
35. To reduce impervious surfaces, driveways and parking areas shall use permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City.			
36. Windows and doors should be articulated with trim. Large expanses of glass are not supported.			
ADDITIONAL GUIDELINES FOR MOBILE HOMES AND BARE LAND STRATAS	Yes	Not Applicable	No
37. The design of the overall project shall be based on a comprehensive concept and shall give adequate attention to the attractive layout of the mobile or bare land strata lots and structure placement, landscape character and design, location and screening of parking areas, design and placement of recreation areas, and design of vehicular and pedestrian circulation.			
38. Formalized pedestrian access shall be provided throughout the project to connect internal streets and parking areas with semi-private areas for residents, and to the public walkway system.			
39. A street tree planting plan for internal streets that provides for appropriately selected species at approximately 15 metre intervals shall be provided.			
ADDITIONAL GUIDELINES FOR PRIMARY AND SECONDARY RESIDENCES IN THE OLD ORCHARD & TERMIANL ADDITION NEIGHBOURHOODS (Refer to Map 2 on page 28 of the DPA-2 Guidelines.)	Yes	Not Applicable	No
40. Passive design strategies that take advantage of site-specific climatic conditions are encouraged wherever possible. Strategies may include, but not be limited to, building orientation and strategic placement of windows and awnings to achieve passive heating, cooling, and natural light objectives.			
41. The orientation, scale, form, height and materials proposed for a residence shall reflect and enhance heritage theme characteristics and neighbouring buildings.			
42. On corner lots, all street-facing elevations shall have an equal level of quality and design detailing.			
43. Vehicle parking and access should be located at the side or rear and set back from the primary dwelling façade.			
44. Where a laneway exists, parking should be accessed from the lane.			
45. Parking and driveways shall not occupy more that 50% of the area of the front yard and, where the site has a flanking side street, not more that 50% of the area of the flanking side yard.			
46. Garage entrances should be faced away from the street where possible.			
47. Garages incorporated into the building structure should not project beyond the front elevation.			
48. Roofs shall have substantial slope and articulated lines and be designed to reduce the bulk of a residence on upper floors. Roof slopes with greater than 6:12 pitch are preferred; however, proposals for lower-pitch rooflines with significant articulation and design interest may be considered.			
49. The primary façade of principal buildings should be oriented to face the fronting street and/or public open space.			
50. Front doors shall be clearly visible and accessible from a public street or publicly accessible pathway and shall be defined by porches, dormers, port cochere, canopies, or be recessed.			
51. Design components that contribute to architectural interest shall be incorporated. These include multiple gables, dormers, bay windows, decorative shingles, wood trim, porches, and verandas.			

