



**CITY OF COURTENAY
Planning Services**

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COMPLIANCE CHECKLIST

DEVELOPMENT PERMIT AREA-5 HAZARDOUS CONDITIONS – STEEP SLOPES

The following checklist provides a quick reference for compliance with the guidelines contained within Division 10 Development Permit Area (DPA)-5 to establish a process for hazard assessment over those areas that are susceptible to land slippage and ensure that development is protected from such hazardous conditions of the City of Courtenay Zoning Bylaw No. 2500. Applicants are required to complete this checklist to show whether their proposal incorporates 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. A separate sheet may also be used.

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' guidelines. Most 'general' guidelines are expected to apply to most applications. Please read the section headings carefully.
(See Map 7 on page 57 of the DPA- 5 guidelines)

GENERAL GUIDELINES – Site planning	Yes	Not Applicable	No
1. Land shall be safe for the intended use or measures required for the land to be safe for the intended use shall be provided.			
2. A report shall be provided completed by a professional engineer or geoscientist experienced in geotechnical engineering indicating the land is safe for the intended use or measures required for the land to be safe for the intended use, in accordance with the Development Permit Area guidelines.			
3. Development shall be designed to minimize any alterations to the steep slope and to reflect the site rather than altering the site to reflect the development.			
4. Where risk slope stabilization measures are proposed, bioengineering approaches should be proposed prior to hard engineering solutions.			
5. Buildings or permanent structures shall not be constructed in areas subject to steep slope hazardous conditions.			
6. Buildings and structures shall be sited in accordance with setbacks determined by the City or a geotechnical report by a qualified professional.			
7. As much as possible, the site should be designed to avoid the need for retaining walls.			
8. Existing vegetation should be maintained to absorb water, minimize erosion and protect the slope.			
9. Natural slopes of 30 per cent or more should be maintained as natural open space.			

