



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

830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# COMPLIANCE CHECKLIST

## DUPLEX, CARRIAGE HOUSE & SECONDARY RESIDENTIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.9 Duplex, Carriage House and Secondary Residential 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 comments. **Incomplete forms will result in application delays.**

<b>Project Address:</b> 1026 10th Street		<b>Date:</b> May 6th, 2022	
<b>Applicant:</b> 0905332 BC LTD		<b>Signature:</b> 	
A. FORM AND CHARACTER	Yes	No	Comment
1. The Orientation, scale, form, height and materials proposed for a duplex, carriage house or secondary residential unit shall reflect the positive characteristics of the surrounding neighbourhood.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed duplex appears visually pleasing and will give the neighbourhood an uplift by having new, unique, and modern home designs mixed in. Duplex appears almost as a single family home and thus will fit in nicely with the neighbourhood (See renderings)
2. Roofs should have articulated lines and designed to reduce the appearance of bulk of the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof lines articulate well to match up with front and rear gables. The slope of the roof is slightly lower than the preferred (4:12 rather than 6:12) which helps reduce total height and reduce the bulkness on the top floor ( See renderings )
3. The principal entrances to a duplex should be at the front of the building and should be defined by porches, dormers, port cochere, canopies or be recessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entrances for both units are at the front of the structure. The entrance is recessed and both sides are staggered by several feet to allow further privacy and division between the units. (See renderings & site plan)
4. On corner lots, all street facing elevations should 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 on the flanking street.	<input type="checkbox"/>	<input type="checkbox"/>	N/A. Lot is not on a corner
5. Design components that can make up the required architecture components include: multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The front of both units have multiple gables and a recessed entrance surrounded by wooden finishing. The exterior finishing on the front of the home around the garages and upper windows will all have unique styles to improve visual attractiveness of the duplex. (See attached rendering)
6. 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. Although use of vinyl is strongly discouraged, where residences in an existing neighbourhood are predominantly vinyl-clad, vinyl may be used. Metal siding is not permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The front of exterior will be finished with wood and fiber cement siding only. There will be some use of vinyl on the side and back sides of the home (See rendering)
7. Buildings should reflect and enhance the character of the neighbourhood by: <ul style="list-style-type: none"> <li>• Respecting the rhythm and scale of the existing streetscape</li> <li>• Visually breaking the larger massing into smaller individual components</li> <li>• Articulating the front facades to create a sense of scale, neighborliness and architectural interest.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The duplex structure is in appearance almost like a single family home to fit in well with the surrounding neighbourhood. The front facade of building has some staggered components that reduce the effect of a "box" shaped structure. The front facade was of great focus during the design and was meant to be neighbourly and visually pleasing to fit in with the general attractiveness of the neighbourhood. (See rendering)
8. Stepped or alternating massing should be considered in order to avoid a box-like appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One unit is pushed back several feet further than the other unit to avoid this issue. Smaller portions to the facade are also staggered.

9. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One side of duplex is pushed back several feet to help with privacy. Front driveway divided by vegetation and back yard can be divided with fence for further privacy.
10. Duplex, carriage house and secondary residential development should fit into the immediate surroundings of its location and not appear visually out of character with adjacent homes or surrounding neighbourhood. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Duplex fits by appearing similar to a single family home. The front of the duplex is in a staggered arrangement (one side is pushed back) to avoid the appearance of a wide, flat, "boxy" duplex (See attached renderings & site plan for more detail)
11. To Promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to side by side duplex development.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed duplex is a side-by-side arrangement to allow for driveway space for both units, garage access for both units, and equal back yard access for both units. Based on the lot dimensions a side-by-side arrangement would be preferable for the residents of the units
12. Duplexes shall reflect the façade characteristics of single family homes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duplex designed similarly to a single family home. Front facade appears as a single family home if it weren't for the two main doors (See rendering for more detail)
13. Mirror image duplexes are discouraged. Varying the layout and staggering duplex units is encouraged to create architectural diversity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each side of duplex is staggered to create a diverse looking front as opposed to a mirror flat duplex (See rendering for more detail)
<b>B. SITING, LANDSCAPING AND SCREENING</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Duplexes and carriage homes should be situated to ensure the privacy of residences on adjoining properties and to retain existing significant trees where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A (No existing trees, see rendering for landscaping around home)
2. Carriage houses shall be situated to the rear of the property where appropriate and in keeping with the existing neighbourhood design.			N/A. (Proposed development does not contain carriage home)
<b>C. PARKING AND GARAGES</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Where feasible, 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"/>	N/A. (No laneway)
2. For corner sites with no lane access, garages/carriage houses are encouraged to be in the rear yard with access via a driveway from the flanking street subject to approval from the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	N/A. (Not a corner site)
3. Garage entrances are encouraged to be faced away from the street where possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Garage is incorporated in main structure on both sides of the duplex. Only direction it can face is toward the street
4. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City. The width of driveways should be minimized and shared between units wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway will be divided by some vegetation rather than paving the entire front side of the home. This will overall reduce the total amount of paving required as the garage entrance are on opposite sides of the structure and require paving in front
5. Garages incorporated into the building structure should not project beyond the front elevation. Garage doors shall incorporate windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Garages are flush with the projects front elevation. Garage doors incorporate windows. (See rendering for more detail)
6. Detached parking garages and associated carriage houses are encouraged to be located near the rear property line, subject to zoning bylaw siting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	N/A (No detached garages proposed in the project)
7. Parking and driveways shall not occupy more than 50% of the area of the front yard or, where the site has a flanking side street, not more than 50% of the area flanking side yard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The driveway will extend from front of garage to end of road which allows at least 2 vehicles per unit. There will be a curve that allows entrance to the front door. NOTE: The vegetation/grass has not be widened in the rendering to reflect this.

D. 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"/>	N/A. (Site does not contain environmentally sensitive areas)
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"/>	N/A. (Minimal vegetation on site, single large bush)
3. In areas where slopes are in excess of 30%, the City may require that tree preservation areas be established to control erosion and/or protect banks.			N/A. (Slope does not exceed 30%)
4. In order to ensure adequate protection from erosion and soil instability, the City may regulate all land clearing, land grading, irrigation works, landscaping and may require hazard lands to remain free of development.			