

Municipal Fee Received:	<input checked="" type="checkbox"/>
ERCA Fee Received:	<input checked="" type="checkbox"/>

Application No. A /13/25

**PLANNING ACT**  
**APPLICATION FOR MINOR VARIANCE** ☒  
**APPLICATION FOR PERMISSION** ☐  
**TOWN OF AMHERSTBURG**

1. Name of approval authority Town of Amherstburg
2. Date application received by municipality May 13, 2025
3. Date application deemed complete by municipality May 13, 2025
4. Name of registered owner Chad and Juliette Sinclair

Telephone number [REDACTED]

Address & Postal Code [REDACTED]

Email [REDACTED]

Name of registered owner's solicitor or authorized agent (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_

Address & Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Please specify to whom all communications should be sent:

☒ registered owner      ☐ solicitor      ☐ agent

5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

N/A

6. Location and description of subject land:

Concession No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Street Address 134 Balaclava Street South Assessment Roll No. 3729 230 000 02000

## 7. Size of subject parcel:

Frontage 60ft Depth irregular Area 0.68 ac

## 8. Access to subject parcel:

☒ Municipal Road    ☐ County Road    ☐ Provincial Highway  
☐ Private    ☐ Water

If access to the subject land is **by water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

\_\_\_\_\_

## 9. Current Official Plan Land Use designation of subject land \_\_\_\_\_

Low density residential, + medium density residential

10. Current Zoning of subject land R1 + R2/RM1

## 11. Nature and extent of relief from the Zoning By-law requested \_\_\_\_\_

5m relief from setback  
440 sq ft relief from current  
by-law of 1076 sq ft.

12. Reasons why minor variance is necessary To gain extra 5m of space between existing and new home (ADU) and to move and keep existing garage for access to ADU and rear yard.13. Current use of subject land primary residence and garage14. Length of time current use of subject land has continued 30+ years

15. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

See site plan.

16. Date of construction of existing buildings and structures on the subject land:

50 + years

17. Date subject land acquired by current registered owner May 27, 2021

18. Proposed use of subject land primary residence, rental property and garage

19. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

2, ADU + Garage

20. Type of water supply:



municipally owned and operated piped water supply



well



Other (specify) \_\_\_\_\_

21. Type of sanitary sewage disposal:



municipally owned and operated sanitary sewers



septic system



Other (specify) \_\_\_\_\_



22. Type of storm drainage:

- ☒ sewers  
☐ ditches  
☐ swales  
☐ Other (specify) \_\_\_\_\_

23. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- ☐ consent to sever ☐ approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

Not applicable - not subject of any applications

24. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act.

Unknown - not while in our possession

25. The proposed project includes the addition of permanent above ground fuel storage:

- ☐ Yes ☒ No

26. Is the land within 600m of property that is designated as Extraction Industry?

- ☐ Yes ☒ No

If yes, as per Section 3.3.3 of the Official Plan a noise and vibration study is required for approval by the Town, to be completed.

**A minor variance application fee of \$1214.00, along with an ERCA development review fee of \$200.00 (total of \$1414.00 payable to the Town of Amherstburg), must accompany your completed application.**

Dated at the Amherstburg on May 08 2025  
PRINT NAME OF TOWN OR CITY DATE



  
SIGNATURE APPLICANT, SOLICITOR OR AUTHORIZED AGENT

I, Chad Sinclair of the Amherstburg in the  
NAME PRINT NAME OF TOWN OF CITY

County/District/Regional Municipality of Amherstburg solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Amherstburg  
PRINT NAME OF TOWN OR CITY

In the County of Essex on May 08 2025  
PRINT COUNTY/REGION/DISTRICT DATE

   
APPLICANT, SOLICITOR OR AUTHORIZED AGENT A COMMISSIONER, ETC.

Janine Quintina Mastronardi, a Commissioner, etc.,  
 Province of Ontario, for the  
 Corporation of the Town of Amherstburg.  
 Expires June 30, 2027.

## POSTING COMMITTEE OF ADJUSTMENT ADVISORY SIGN

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This will confirm the requirements of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you upon submission of your application(s). You are directed to post the sign in a prominent location that will enable the public to observe the sign.

The location of the sign will depend on the lot and location of structures on it. The sign should be placed so as to be legible from the roadway in order that the public see the sign and make note of the telephone number should they wish to make inquiries. The Zoning By-law prohibits the signs from being located in any corner lot sightlines. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

The sign must remain posted beginning 10 days prior to the Hearing, until the day following the decision of the Committee of Adjustment. Please complete the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the Committee's requirements. Failure to post the sign as required will result in deferral of the application.

Chris Aspila, MCIP RPP  
Manager of Planning Services

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PROPERTY ADDRESS: 134 Balclava Street South

APPLICATION NUMBER(S): A/13/25

I understand that each sign must be posted at least 10 days before the Hearing, and will remain posted and be replaced if necessary, until the day following the Decision.

I acknowledge that the Secretary-Treasurer has confirmed these requirements with me.

  
SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

May 08 2025  
DATE