



# The Corporation of The Town of Amherstburg

271 SANDWICH ST. SOUTH  
AMHERSTBURG, ONTARIO  
N9V 2A5

PLANNING SERVICES DEPARTMENT  
BUS (519) 736-5408  
FAX (519) 736-9859  
Website: [www.amherstburg.ca](http://www.amherstburg.ca)

May 1, 2025

Re: Files **B/12-16/25**  
Decisions Made on Applications for Consent of  
**Bernadette Meloche, c/o Drew Coulson, Agent**  
**3918 Concession 3 S (Roll No. 3729-550-000-09400)**

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In compliance with Subsection 17 of Section 53 of The Planning Act, I enclose herewith a certified copy of the decision of the Committee with regard to the above-noted file.

Please be advised that the last day for filing an appeal is **May 21, 2025.**

Subsection 19 of Section 53 of The Planning Act states that the applicant, the Minister, a specified person or any public body may, not later than 20 days after the giving of notice under subsection (17) is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Tribunal by filing with the Clerk of the municipality or the Minister a notice of appeal setting out the reasons for the appeal, accompanied by the fee charged by the Tribunal.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent.

Only the applicant, the Minister, a specified person or any public body may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an individual/neighbour.

On an application that has been granted by the Committee, before final certification can be issued, proof in writing must be submitted to the Secretary-Treasurer showing that all conditions imposed by the Committee have been dealt with in a manner satisfactory to the appropriate authority.

Take notice that an appeal to the Ontario Land Tribunal in respect to the provisional consent may be made by filing a notice of appeal with the Secretary-Treasurer either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Town of Amherstburg as the Approval Authority or by mail, 271 Sandwich Street South, Amherstburg, ON, N9V2A5, no later than 4:30 p.m. on March 25, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$400 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca). If the e-file portal is down, you can submit your appeal to [planning@amherstburg.ca](mailto:planning@amherstburg.ca).

Janine Mastronardi, Secretary-Treasurer

**DECISION OF APPROVAL AUTHORITY  
WITH REASONS RE APPLICATION FOR CONSENT**

(a) Name of approval authority	<b>TOWN OF AMHERSTBURG COMMITTEE OF ADJUSTMENT</b>
(b) Name of Applicant	RE AN APPLICATION BY (b) <b>Bernadette Meloche, c/o Drew Coulson, Agent</b>
(c) Brief Description	LOCATION OF PROPERTY (c) <b>3918 Concession 3 S (Roll No. 3729-550-000-09400)</b>
(d) As set out in application	<p>PURPOSE OF APPLICATION (d) The applicant is proposing to sever a parcel of land being 22.86 m ± frontage by an irregular ± depth with an area of 1200 sq m ± to create a new residential building lot for a single detached dwelling.</p> <p>The remaining parcel being 70.1 m (230 ft) ± frontage by an irregular depth with a total area of 11.65 hectares ± contains a single detached dwelling and two accessory structures</p> <p>The subject property is designated Low Density Residential and Agricultural in the Town’s Official Plan and zoned Agricultural (A) Zone in the Town’s Zoning By-law. The proposed severances are wholly located within the Low Density Residential designation and within the settlement boundary.</p>
(e) Date of decision	<p>CONCUR in the following decision and reasons for decision made on the (e) 30<sup>th</sup> day of April, 2025.</p> <p><b>DECISION: APPROVED</b></p>
(f) State conditions to be satisfied before granting of consent	<ol style="list-style-type: none"><li>1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.</li><li>2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.</li><li>3. That all property taxes be paid in full.</li><li>4. That the severed parcel be rezoned to Residential Type 1A (R1A) Zone through the zoning by-law amendment application process or to a related zone through the Town’s ongoing Zoning By-law review process.</li><li>5. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.</li><li>6. That the applicant be required to obtain a Right-of-Way Permit from Infrastructure Services according to Town policy for any work required within the limits of the Town right-of-way. All permitting costs will be borne entirely by the applicant.</li><li>7. That the applicant must install a driveway access to the severed parcel to the satisfaction of the municipality.</li><li>8. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Coordination with the Infrastructure Services department is required to confirm species and caliper to be planted. Cash in lieu may also be provided to satisfy this requirement in the amount of \$500.00 per lot created.</li><li>9. That the applicant confirm and install separate sanitary sewer connections, water services and storm sewer connections to the severed in accordance with and under the supervision of the municipality at the applicant’s expense.</li><li>10.The applicant will be responsible for the restoration of the roadway and boulevard on McLeod Avenue once all sanitary sewer connections are completed. At a minimum, the applicant shall repave the south lane width from the first sewer connection to the last sewer connection, five (5) small patch</li></ol>

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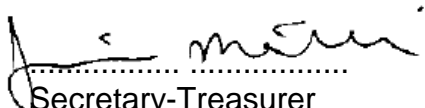
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- 12. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
- 13. The subject lands are within the watershed of the McBride Road Branch Drain and the Willow Beach Drain, however, there is no immediate connection available to either drain from the subject lands. Drainage approvals will be required to create and legalize a suitable connection to the outlet drainage system, in compliance with the Drainage Act.
- 14. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

(g) State reasons for decision      REASONS FOR DECISION: (g) The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Planning Statement.

I/WE, the undersigned, in making the decision upon this application for consent, in addition to other matters, have had regard to the matters that are to be had regard to under subsection 51(4) of The Planning Act, and having considered whether a plan of subdivision of the land in accordance with Section 50 of the said Act is necessary for the proper and orderly development of the municipality.

..... Terris Buchanan	..... Anthony Campigotto	..... Debbie Rollier
..... Donald Shaw	..... Josh Mailloux	ORIGINAL DOCUMENT SIGNED

**CERTIFICATION**  
*The Planning Act, R.S.O. 1990*

(h) Name of approval authority	I, <b>Janine Mastronardi, Secretary-Treasurer</b> of the (h) <b>Town of Amherstburg</b> certify that the above is a true copy of the decision of the approval authority with respect to the application recorded therein.	
(i) Name & address of approval authority	Dated this 1 <sup>st</sup> day of May, 2025	 ..... Secretary-Treasurer Town of Amherstburg Committee of Adjustment 3295 Meloche Rd, Amherstburg, ON N9V 2Y8

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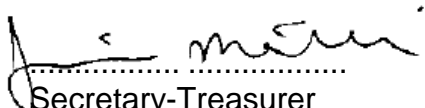
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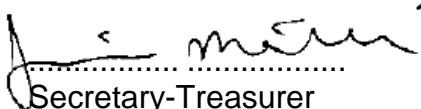
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Dated this 1<sup>st</sup> day of May, 2025

  
Secretary-Treasurer  
Town of Amherstburg  
Committee of Adjustment  
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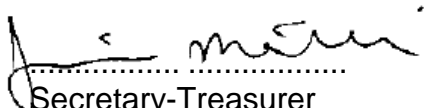
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(d) As set out in application	<p>PURPOSE OF APPLICATION (d) The applicant is proposing to sever a parcel of land being 22.03 m ± frontage by an irregular depth with an area of 1220 sq m ± to create a new residential building lot for a single detached dwelling.</p> <p>The remaining parcel being 70.1 m (230 ft) ± frontage by an irregular depth with a total area of 11.65 hectares ± contains a single detached dwelling and two accessory structures.</p> <p>The subject property is designated Low Density Residential and Agricultural in the Town’s Official Plan and zoned Agricultural (A) Zone in the Town’s Zoning By-law. The proposed severances are wholly located within the Low Density Residential designation and within the settlement boundary.</p>
(e) Date of decision	CONCUR in the following decision and reasons for decision made on the (e) 30 <sup>th</sup> day of April, 2025.
(f) State conditions to be satisfied before granting of consent	<p>DECISION: <b>APPROVED</b></p> <ol style="list-style-type: none"><li>1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.</li><li>2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.</li><li>3. That all property taxes be paid in full.</li><li>4. That the severed parcel be rezoned to Residential Type 1A (R1A) Zone through the zoning by-law amendment application process or to a related zone through the Town’s ongoing Zoning By-law review process.</li><li>5. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.</li><li>6. That the applicant be required to obtain a Right-of-Way Permit from Infrastructure Services according to Town policy for any work required within the limits of the Town right-of-way. All permitting costs will be borne entirely by the applicant.</li><li>7. That the applicant must install a driveway access to the severed parcel to the satisfaction of the municipality.</li><li>8. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Coordination with the Infrastructure Services department is required to confirm species and caliper to be planted. Cash in lieu may also be provided to satisfy this requirement in the amount of \$500.00 per lot created.</li><li>9. That the applicant confirm and install separate sanitary sewer connections, water services and storm sewer connections to the severed in accordance with and under the supervision of the municipality at the applicant’s expense.</li><li>10.The applicant will be responsible for the restoration of the roadway and boulevard on McLeod Avenue once all sanitary sewer connections are completed. At a minimum, the applicant shall repave the south lane width from</li></ol>

the first sewer connection to the last sewer connection, five (5) small patch repairs will not be permitted. A pre-pave inspection is required with representatives from the Town prior to asphalt restoration to confirm scope of asphalt replacement required.

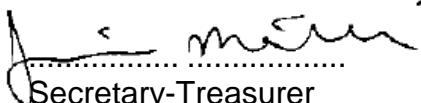
- 11. That the applicant submit a grading/ servicing plan for the severed parcel to address the locations of proposed storm, sanitary and water service connections, driveway locations and widths, grading and restoration of municipal right-of-way. The servicing plan is to be reviewed and approved by Infrastructure Services prior to application of a building permit for the newly created parcels. The approved servicing plan must form part of the building permit application. Sanitary connections will not be permitted directly into the existing manholes.
- 12. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
- 13. The subject lands are within the watershed of the McBride Road Branch Drain and the Willow Beach Drain, however, there is no immediate connection available to either drain from the subject lands. Drainage approvals will be required to create and legalize a suitable connection to the outlet drainage system, in compliance with the Drainage Act.
- 14. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

(g) State reasons for decision      REASONS FOR DECISION: (g) The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Planning Statement.

I/WE, the undersigned, in making the decision upon this application for consent, in addition to other matters, have had regard to the matters that are to be had regard to under subsection 51(4) of The Planning Act, and having considered whether a plan of subdivision of the land in accordance with Section 50 of the said Act is necessary for the proper and orderly development of the municipality.

..... Terris Buchanan	..... Anthony Campigotto	..... Debbie Rollier
..... Donald Shaw	..... Josh Mailloux	ORIGINAL DOCUMENT SIGNED

CERTIFICATION  
The Planning Act, R.S.O. 1990

(h) Name of approval authority	I, <b>Janine Mastronardi, Secretary-Treasurer</b> of the (h) <b>Town of Amherstburg</b> certify that the above is a true copy of the decision of the approval authority with respect to the application recorded therein.	
(i) Name & address of approval authority	Dated this 1 <sup>st</sup> day of May, 2025	 Secretary-Treasurer Town of Amherstburg Committee of Adjustment 3295 Meloche Rd, Amherstburg, ON N9V 2Y8