



CORPORATION OF THE TOWN OF AMHERSTBURG
271 SANDWICH ST S, AMHERSTBURG, ONTARIO N9V 2A5

NOTICE OF PUBLIC HEARING

In the matter of the *Planning Act*, R.S.O. 1990, as amended, and, in the matter of an application for consent by:

Christian and Alyce Pottle

TAKE NOTICE THAT application for **consent (severance) and minor variance** under the above-noted file will be heard by the TOWN OF AMHERSTBURG COMMITTEE OF ADJUSTMENT on the date, time and place shown below:

**Amherstburg Council Chambers, 271 Sandwich St. S., Amherstburg, ON
Wednesday, November 5, 2025 at 8:00 A.M. (morning)**

This is a public hearing for the purpose of hearing evidence in support of or in opposition to the above-noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing.

If you wish to participate in the Committee of Adjustment meeting electronically, please email the Secretary Treasurer at jmastronardi@amherstburg.ca to request the meeting invitation by 4:00 p.m. two nights before the hearing (Monday, November 3, 2025).

Public Comment Submission:

If you have comments on this application, they may be forwarded in writing to the Secretary-Treasurer either by mail or in person to:

Janine Mastronardi, Secretary-Treasurer
3295 Meloche Road
Amherstburg, ON
N9V 2Y8

Comments can also be submitted by email by 4:00 p.m. two nights before the hearing (Monday, November 3, 2025) to the Planning Department, planning@amherstburg.ca. All public comments received prior to the meeting by the above noted due date, will be read aloud at the beginning of the relevant application.

This is a public hearing for the purpose of hearing evidence in support of or in opposition to the above-noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application, they may be forwarded in writing to the Secretary-Treasurer at the address shown above.

If you do not attend and are not represented at this hearing, the Committee may proceed in your absence (including possible amendments to the original request). Except as otherwise provided for in the *Planning Act*, you will not be entitled to any further notice of the proceedings.

If a specified person or any public body that files an appeal of a decision of the Town of Amherstburg Committee of Adjustment in respect of the proposed consent does not make written submission to the Town of Amherstburg Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Town of Amherstburg Committee of Adjustment in respect of the proposed consent, you must make a written request to Town of Amherstburg Committee of Adjustment.

Location of Property: 1109 County Road 20
(Roll No.: 3729-460-000-13700)

Purpose of Application B/34/25: The applicant is proposing to sever a parcel of land being 20.12 m $\pm$ frontage by 53.34 m $\pm$ depth with an area of 1073.2 sq m $\pm$ to create a new residential building lot for a single detached dwelling.

The remaining parcel being 17.33 m $\pm$ frontage by an irregular depth with a total area of 10,703.15 sq m $\pm$ contains a single detached dwelling and two accessory structures.

Purpose of Application A/25/25:

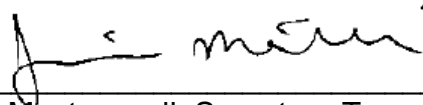
The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 6(3)(b) which requires a 20 m minimum lot frontage for a lot created in the R1A Zone.

Subsequent to consent application B/34/25, the retained parcel will have a lot frontage of 17.33 m. The amount of relief requested is 2.67 m in lot frontage.

The subject property is designated LowD ensity Residential in the Town's Official Plan and zoned Residential Type 1 (R1A) Zone in the Town's Zoning By-law.

Additional Information relating to the proposed application is available by contacting the Town of Amherstburg Planning Offices by phone or email, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated: October 22, 2025



Janine Mastronardi, Secretary-Treasurer
Town of Amherstburg Committee of Adjustment
3295 Meloche Road, Amherstburg, ON N9V2Y8



TOWN OF AMHERSTBURG
Application for
CONSENT/LAND SEVERANCE

OFFICE USE ONLY

Application No: B/34/25

Date of Pre-consultation Meeting: June, 2025

Date Application Received: 9/24/25

Date Application Deemed Complete: 10/10/25

Staff Person Present: J. Mastronardi

Municipal Fee Received: Paid

ERCA Fee Received: Paid

1. CONTACT INFORMATION

Applicant/Owner Information

Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of the Planning Act and will be used to process this application.

Name of Registered Owner: Christian Pottle

Mailing Address: [REDACTED]

Postal Code:

Phone:

Email:

Agent Authorized by Owner to file the Application (if applicable):

Name of Registered Owner: Alyce Pottle

Mailing Address: [REDACTED]

Postal Code:

Phone: [REDACTED]

Email:

Which of the above is the Primary Contact? ☒ **Applicant** ☒ **Agent**

If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:

Name: BMO, 243 Dalhousie Street, Amherstburg, ON N9V1W8

Address:

2. LOCATION AND DESCRIPTION OF SUBJECT LANDS

Assessment Roll No.: 3729 460 000 13700

Municipal Address: 1109 Front Road North

Concession: 1

Lot: Part Lot 21

Registered Plan No.:

Lot(s):

Reference Plan No.:

Part(s):

3. CURRENT OFFICIAL PLAN DESIGNATION AND ZONING OF SUBJECT LANDS:

Official Plan Designation: Low Density Residential

Zoning: R1A

4. CURRENT SIZE OF SUBJECT PARCEL:

Frontage: 122.87 ft

Depth: irregular

Area: 2.91 ac

5. ARE THERE ANY EASEMENTS OR RESTRICTIVE COVENANTS AFFECTING THE SUBJECT LAND?

☐ Yes ☒ No

If yes, please provide a description of each easement or covenant and its effect.

6. TYPE AND PURPOSE OF TRANSACTION (please check all applicable)

Conveyance

Agricultural Area: ☐ farm split ☐ surplus dwelling ☐ lot addition

☐ technical severance

Other Areas: ☒ creation of new lot ☐ technical severance

☐ lot addition

Other: ☐ mortgage or charge ☐ easement/rig-of-way

☐ partial discharge of mortgage ☐ correction of title

☐ other (specify) _____

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED:

Frontage: 20.12 m (66 ft)

Depth: 53.34 m (175 ft)

Area: 1073.2 sq m (11,550 sq ft)

Existing Use: residential

Proposed Use: residential

Number and use of buildings and structures on the land intended to be severed

Existing Use: vacant land

Proposed Use: single detached dwelling building lot

Is there an existing access bridge on this parcel? ☐ Yes ☒ No

Is there a water service connection on this parcel? ☐ Yes ☒ No

Is there a sanitary sewer connection on this parcel? ☐ Yes ☒ No

Access to proposed severed lot

☐

Municipal Road

☒

County Road

☐

Provincial Highway

☐

Private

☐

Water

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

8. NUMBER OF NEW LOTS PROPOSED (NOT INCLUDING RETAINED LOT): 1

9. DESCRIPTION AND USE OF LAND INTENDED TO BE RETAINED:

Frontage:17.33 m (56.87 ft)

Depth:irregular

Area:1.0703 ha (2.6448 ac)

Existing Use:residential

Proposed Use:residential

Number and use of buildings and structures on the land intended to be severed

Existing Use:single detached dwelling and 2 accessory structures

Proposed Use:no change proposed

Is there an existing access bridge on this parcel?

☒

Yes

☐

No

Is there a water service connection on this parcel?

☒

Yes

☐

No

Is there a sanitary sewer connection on this parcel?

☒

Yes

☐

No

Access to proposed severed lot

☐

Municipal Road

☒

County Road

☐

Provincial Highway

☐

Private

☐

Water

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

10. TYPE OF WATER SUPPLY AND SANITARY SEWAGE DISPOSAL (please check all applicable)

Type Water

Municipally owned and operated piped water supply

☒

Severed

☒

Retained

Well

☐

Severed

☐

Retained

Other (specify)

Type Sanitary

Municipally owned and operated sanitary sewers

☒

Severed

☒

Retained

Septic tank

☐

Severed

☐

Retained

Other (specify)

When will water supply and sewage disposal service be available?

11. PROPERTY HISTORY

Have there been any previous severances of land from this holding?

☐ Yes ☒ No

If yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's name: _____

Relationship (if any) to the owner: _____

Use of parcel: _____

Date parcel created: _____

Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under Section 53 of the Act, as amended, or its predecessors?

☐ Yes ☒ No

If yes, please indicate the file number and the decision: _____

12. CURRENT APPLICATIONS

Please indicate whether the property is the subject of an application for one of the following:

- ☐ Official plan or official plan amendment approval
- ☐ Zoning by-law amendment
- ☐ Minister's zoning order amendment
- ☒ Minor variance
- ☐ Consent or approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application(s) _____

Concurrent A/26/25 for retained parcel lot frontage _____

Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

☐ Yes ☒ No

Is the owner, solicitor or agent applying for any minor variance or permission to extend or enlarge under Section 45 of the Planning Act, R.S.O. 1990, as amended, in relation to any land that is the subject of this application?

☐ Yes ☒ No

Is the requested application consistent with policy statements issued under subsection 3(1) of the Planning Act? (ie: 2024 Provincial Planning Statement)

☒ Yes ☐ No

Is the subject land within an area of land designated under any provincial plan or plans?

☐ Yes ☒ No

If yes, does the requested application conform to or does not conflict with the provincial plan or plans? _____

Is the land associated with any natural environment area or adjacent to or abutting lands that are designated as a Wetland or Natural Environment?

☐ Yes ☒ No

If yes, an Environmental Impact Assessment is required, for approval by the Town and Essex Region Conservation Authority, to be completed in accordance with the County of Essex Guidelines for Environmental Impact Assessments or when Council considers it appropriate, additional requirements may be made to the Guidelines in accordance with more detailed locally adopted terms of reference for an Environmental Impact Assessment.

Does the proposed project include the addition of permanent above ground fuel storage?

☐ Yes ☒ No

Is the land within 600 m of property that is designated as Extractive Industrial?

☐ 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

13. CONSENT OF OWNER

The owner must also complete the following or a similar authorization attached to the application.

Consent of Owner(s) to the Use and Disclosure of Personal Information and to Allow Site Visits to be Conducted

In accordance with the provisions of the Planning Act, it is the policy of the Town of Amherstburg Planning Services Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation,

I/we Alyce Pottle

PRINT NAME(S)

the owner(s)/authorized applicant, hereby acknowledge the above-noted policy and provide my/out consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Sept. 24, 2025
DATE

[Signature]
SIGNATURE

DATE

SIGNATURE

14. AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner)

I/We, Alyce Pottle

PRINT NAME(S)

of the Town of Amherstburg

PRINT TOWN OR CITY NAME

in the County of Essex

COUNTY/REGION/DISTRICT NAME

solemnly declare that all of the

information and the statements contained in this application are true, and I/we, 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

Town of Amherstburg

PRINT TOWN OR CITY NAME

in the County of Essex

COUNTY NAME

this 24th day of September, 20 25

DAY

MONTH

YEAR

Sept. 24, 2025
DATE

[Signature]
SIGNATURE OF OWNER OR AUTORIZTION AGENT

Sept. 24, 2025
DATE

[Signature]
SIGNATURE OF COMMISSIONER

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

16. POSTING COMMITTEE OF ADJUSTMENT ADVISORY SIGN

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.

Each sign must remain posted beginning 14 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

Property Address: 1109 Front Rd N

Application Number(s): B/34/25

I understand that each sign must be posted at least 14 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 (Owner/Authorized Agent)

Sept. 25, 2025

Date

AUTHORIZATION

(Please see note below)

To: Secretary-Treasurer
Committee of Adjustment
Town of Amherstburg
Description and Location of Subject Land:

1109 Front Rd N

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

Alyce Pottle of the Town of Amherstburg to:
PRINT NAME PRINT TOWN OR CITY

- (1) make an application on my/our behalf to the Committee of Adjustment for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town's Committee of Adjustment relevant to the application.

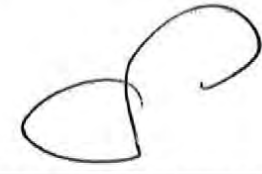
Dated at the Town of Amherstburg
PRINT TOWN OR CITY

in the County of Essex on Sept. 24, 2025
PRINT COUNTY/REGION/DISTRICT DATE


SIGNATURE OF WITNESS

SIGNATURE OF WITNESS

SIGNATURE OF WITNESS


SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

Municipal Fee Received:	☒
ERCA Fee Received:	☒

Application No. A/26/25

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 9/24/25
3. Date application deemed complete by municipality 10/10/25
4. Name of registered owner Christian Pottle

Telephone number _____

Address & Postal Code [REDACTED]

Email _____

Name of registered owner's solicitor or authorized agent (if any) Alyce Pottle

Telephone number [REDACTED]

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:

BMO, 243 Dalhousie Street, Amherstburg, ON N9V1W8

6. Location and description of subject land:

Concession No. 1 Lot(s) No. Part Lot 21

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Street Address _____ Assessment Roll No. 372946000013700

7. Size of subject parcel:

Frontage 17.33 m Depth irregular Area 10,703.15 sq m

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

10. Current Zoning of subject land R1A

11. Nature and extent of relief from the Zoning By-law requested _____
Section 6(3)(b) requires any new lot being created in the R1A Zone
to have a minimum lot frontage of 20 m.

Proposing 17.33 m Frontage, Relief requested 2.67 m for the retained lot

12. Reasons why minor variance is necessary _____
The remaining land holding after severance causes certain regulatory deficiencies.

13. Current use of subject land _____
Residential

14. Length of time current use of subject land has continued _____
60 + 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:

Single detached dwelling, a garage, and 2 sheds.

Lot coverage approximately 1399.32 sq ft

Lot frontage 17.33 m (56.85 ft)

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

Existing detached garage converted to dwelling in 2018.

17. Date subject land acquired by current registered owner 2025

18. Proposed use of subject land Residential

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:

None at this time.

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:

B/34/25 concurrent application for the lot severance.

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.

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 Town of Amherstburg on Sept. 24, 2025
PRINT NAME OF TOWN OR CITY DATE



SIGNATURE APPLICANT, SOLICITOR OR AUTHORIZED AGENT

I, Alyce Pothé of the Town of Amherstburg in the
NAME PRINT NAME OF TOWN OF CITY

County/District/Regional Municipality of Essex 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 Town of Amherstburg
PRINT NAME OF TOWN OR CITY

In the County of Essex on Sept. 24, 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.

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

15. AUTHORIZATION

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the ~~consent~~ application.

Minor variance
gm.

To: Town of Amherstburg

Description and Location of Subject Lands: 1109 Front Rd N

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

Alyce Pottle

PRINT NAME

of Town of Amherstburg

PRINT TOWN OR CITY NAME

To:

- (1) make an application on my/our behalf to the Committee of Adjustment of the Town of Amherstburg;
- (2) appear on my behalf at any hearings(s) of the application; and
- (3) provide any information or material required by the Committee relevant to the application.
- (4) submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application

DATED at the Town of Amherstburg

PRINT TOWN OR CITY NAME

in the County of Essex this 24th day of Sept., 20 25.

COUNTY NAME

DAY

MONTH

YEAR



Witness



Signature of Owner

Witness

Signature of Owner

Witness

Signature of Owner

POSTING COMMITTEE OF ADJUSTMENT ADVISORY SIGN

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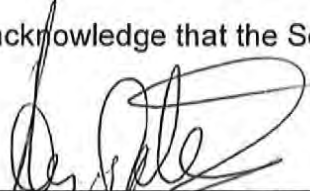
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Chris Aspila, MCIP RPP
Manager of Planning Services

PROPERTY ADDRESS: A/26/25
APPLICATION NUMBER(S): 1109 Front Rd N

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.

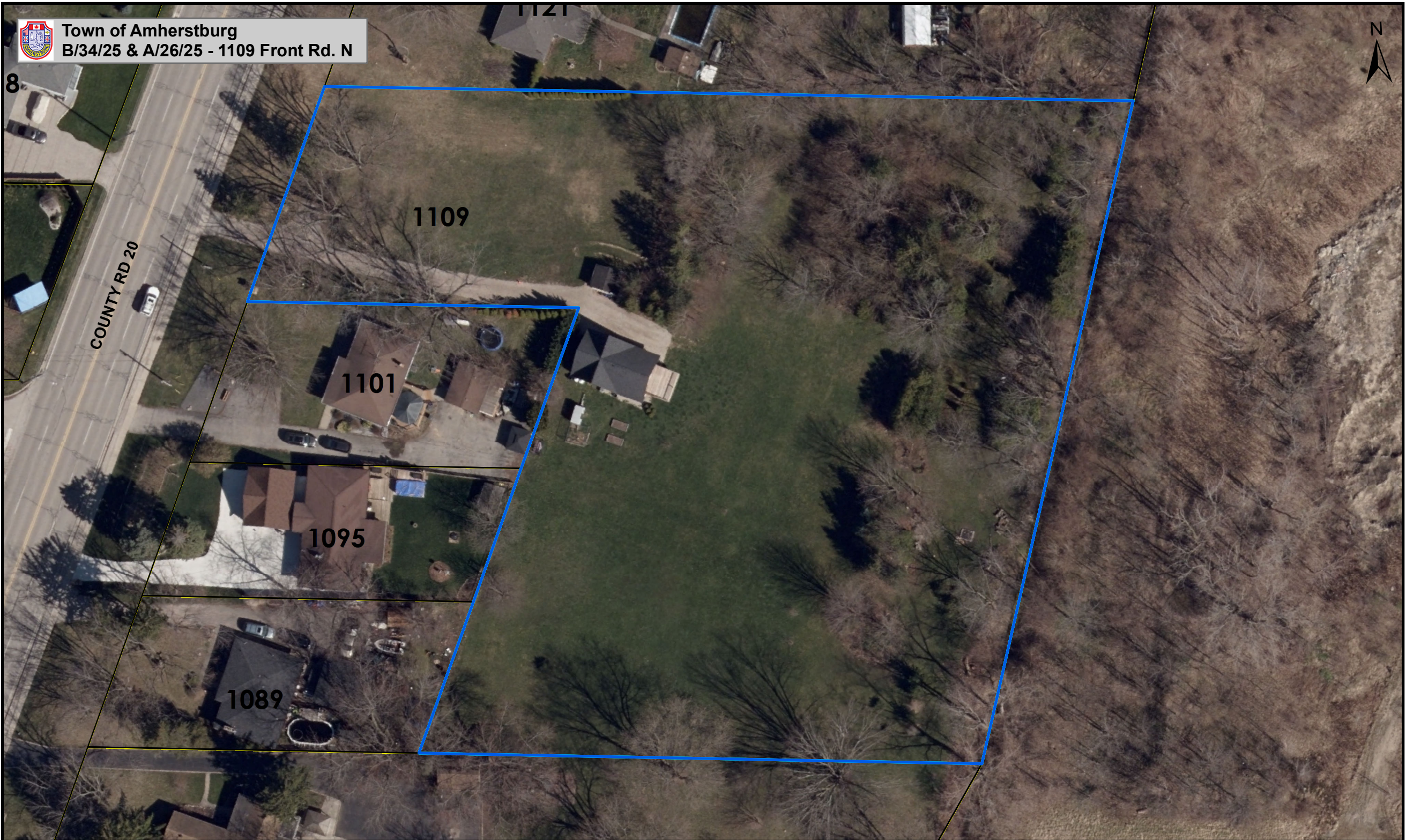

SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

Sept. 24, 2025
DATE



Town of Amherstburg
B/34/25 & A/26/25 - 1109 Front Rd. N

8





County RD 20

Frontage: 17.33 m

Frontage: 20.12 m

Depth: 53.34 m

Severed Lot area

Lot area: 1073.2 sq m

1109 FRONT RD N

Retained Lot area

Lot Area: 10703.15 sq m