



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 minor variance by:

Coulson Design-Build Inc.

TAKE NOTICE THAT application for **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, October 1, 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, September 29, 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, September 29, 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: **156 Fort Street**
 (Roll No.: 3729-260-000-02700)

Purpose of Application A/25/25: The applicant is proposing the construction of a 26 ft x 22 ft, 572 sq ft, accessory structure which includes a garage on the first floor and an Additional Dwelling Unit (ADU) on the second floor with a total height to the peak of the roof of 6.3 m.

The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 3(1)(c) which permits a maximum accessory structure height of 5.5 metres to the peak of the roof in a Residential Zone.

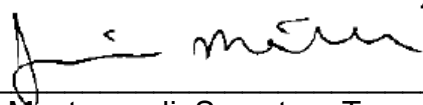
The subject parcel is 6189.25 sq ft in lot area and the single detached dwelling has a footprint of 1466.5 sq ft and a height of 5.41 m. The proposed total lot coverage is 33%.

Therefore, the amount of relief requested is 0.8 m in accessory structure height.

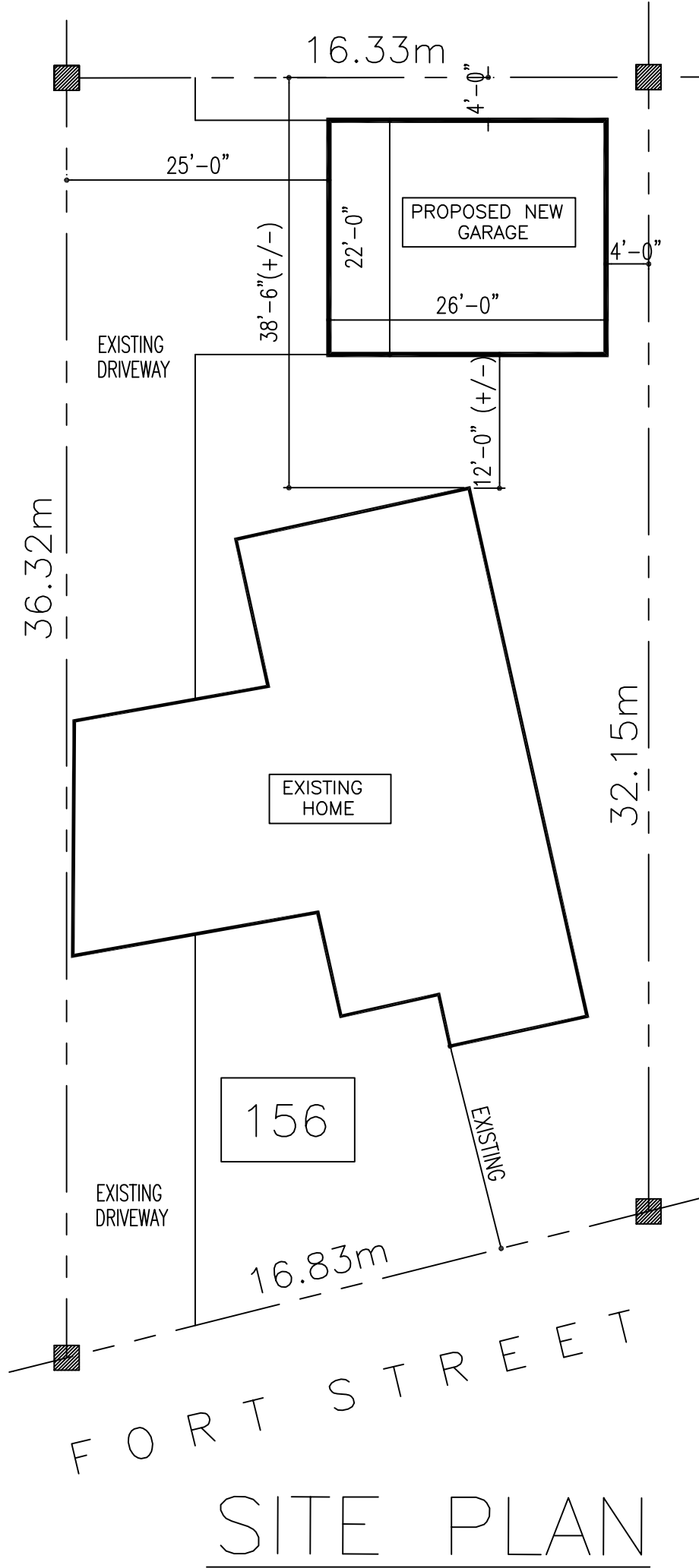
The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential First Density (R1) Zone in the Town's Zoning By-law.

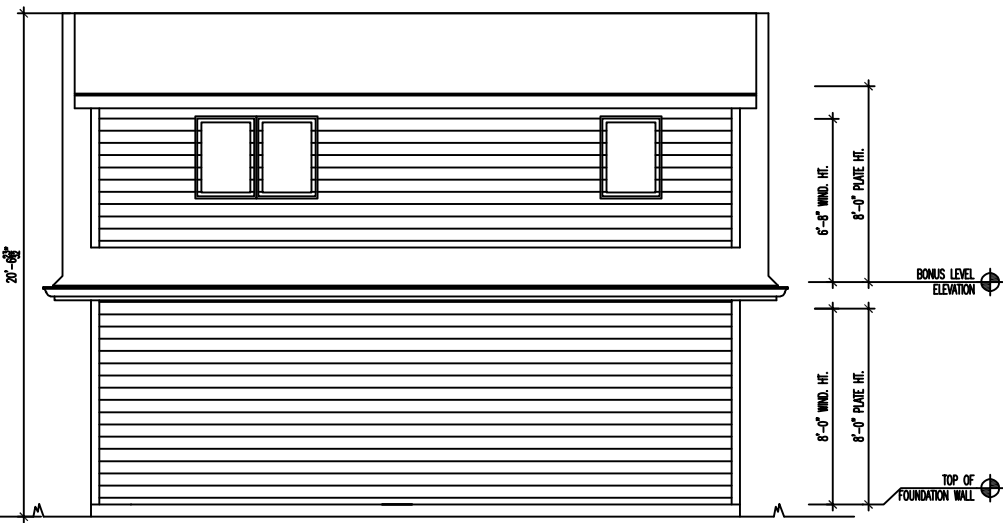
Additional Information relating to the proposed application is available by contacting the Town of Amherstburg Planning Offices by phone or email, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated: September 19, 2025

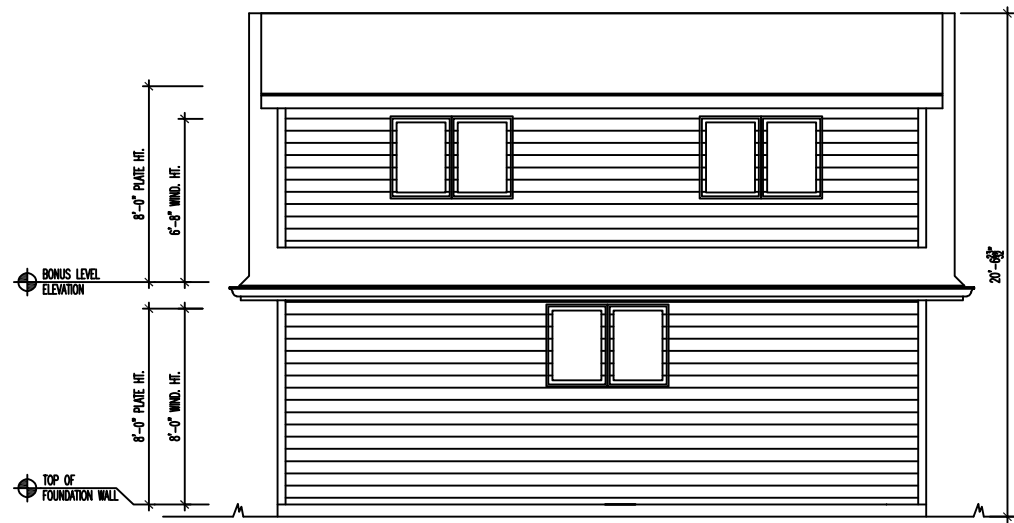


Janine Mastronardi, Secretary-Treasurer
Town of Amherstburg Committee of Adjustment
3295 Meloche Road, Amherstburg, ON N9V2Y8

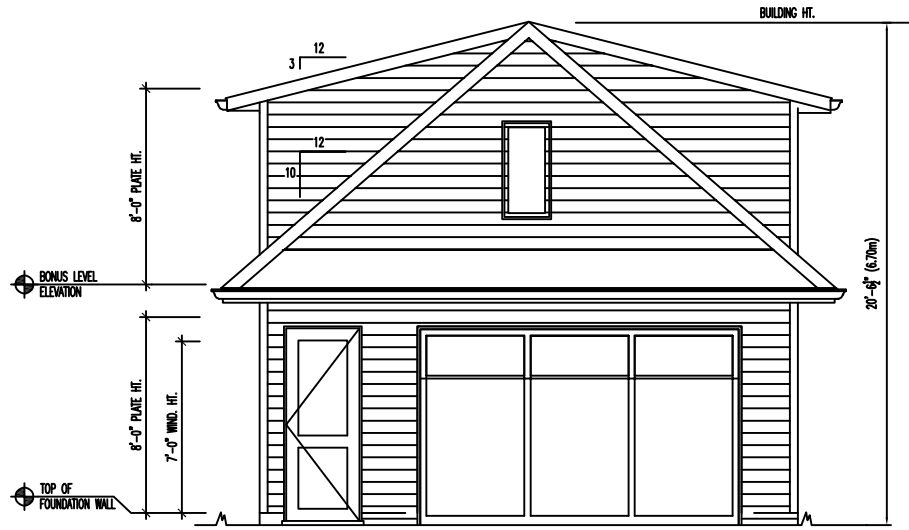




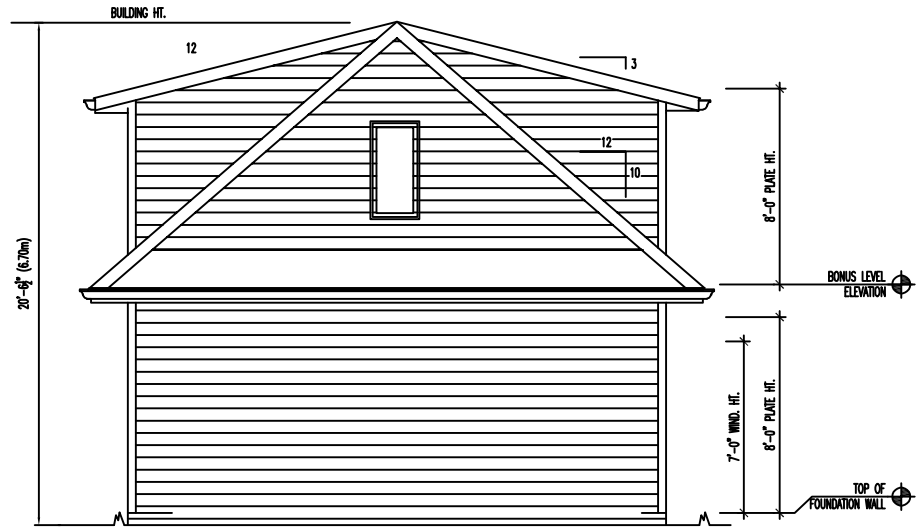
NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION

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

Application No. A/25/25

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 9/15/25
3. Date application deemed complete by municipality 9/15/25
4. Name of registered owner Coulson Design-Build Inc.
Telephone number [REDACTED]
Address & Postal Code [REDACTED]
Email _____
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:

6. Location and description of subject land:
Concession No. _____ Lot(s) No. _____
Registered Plan No. 240 Lot(s) No. Part Lot 5
Reference Plan No. 12R29142 Part(s) No. Part of Part 10
Street Address 156 Fort Street Assessment Roll No. 3729-260-02700

7. Size of subject parcel:

Frontage 16.83 m Depth irregular Area 575 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 R1

11. Nature and extent of relief from the Zoning By-law requested _____

Section 3(1)(c) states, "No accessory building or structure in any zone other than an Industrial or Agricultural zone shall exceed 5.5 metres in height measured to the peak of the roof for any accessory structure."

Proposing 6.3 m height, Relief requested 0.8 m in accessory structure height.

12. Reasons why minor variance is necessary To provide enough height for

an ADU on the second floor of the proposed accessory structure.

13. Current use of subject land residential

14. Length of time current use of subject land has continued 79 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 with attached carport. See site plan for existing setbacks.
- Height to the peak of the roof 5.41 m
- Lot coverage approximately 1466 sq ft
16. Date of construction of existing buildings and structures on the subject land:
- 1946
17. Date subject land acquired by current registered owner 2024
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:
- 26 ft x 22 ft, 572 sq ft, accessory structure with a height of 6.3 m to the peak of the roof to contain garage space on the first floor and an ADU on the second floor.
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/08/25, provisions consent granted, lot size in MV application provided retained parcel area.

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.

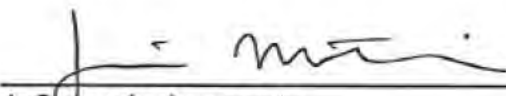
Dated at the Town of Amherstburg this 15th day of September, 2025


(signature of applicant, solicitor or authorized agent)

I, Drew Coulson of the Town of Amherstburg
in the 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 in the County
of Essex this 15th day of September, 2025.


Applicant, Solicitor or Authorized Agent


A Commissioner, etc.

Jenine 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.

AUTHORIZATION

(Please see note below)

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

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

_____ of the _____ 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 _____
PRINT TOWN OR CITY

in the _____ on _____
PRINT COUNTY/REGION/DISTRICT **DATE**

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

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

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.

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

PROPERTY ADDRESS: 156 Fort Street

APPLICATION NUMBER(S): A/25/25

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)

Sept. 15, 2025
DATE