



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:

Marc Conte

TAKE NOTICE THAT application for **consent (severance)** 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, March 4, 2026 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, March 2, 2026).

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, March 2, 2026) to the Planning Department, planning@amherstburg.ca. All public comments received prior to the meeting 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 person or 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 submissions 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 decisions of the Town of Amherstburg Committee of Adjustment in respect of the proposed consents, you must make a written request to Town of Amherstburg Committee of Adjustment.

Location of Property: 662 Concession 2 N (Part of Roll No. 3729-420-000-31300)

Purpose of Consent Application B/15/26:

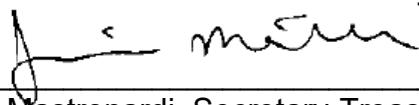
The applicant is proposing to sever a parcel of land from 662 Concession 2 N being 30 m (97.8 ft) ± in width by 30 m (99 ft) ± depth with an area of 900 sq m (9679 sq ft) ± to merge with 672 Concession N for purposes of a lot addition.

The retained parcel being an existing 30 m (97.8 ft) ± of frontage by 103 m (337 ft) ± depth with an area of 3027 sq m (32574 sq ft) ± contains a single detached dwelling.

The subject property is designated Low Density 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.

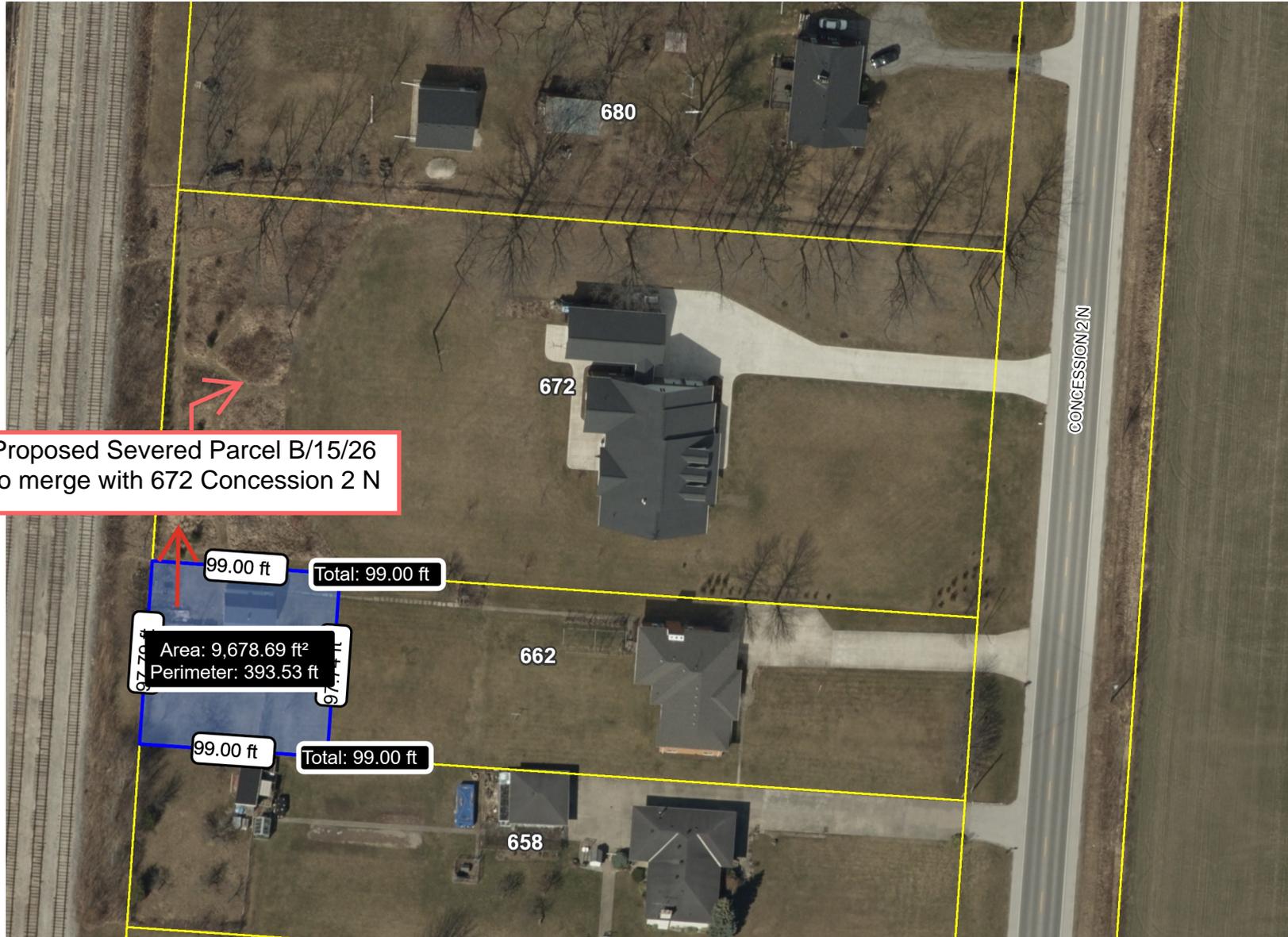
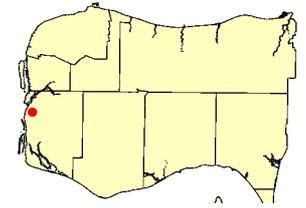
Dated: February 17, 2026



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



Town of Amherstburg



Legend

- Roads
- Parcels
- Essex

Proposed Severed Parcel B/15/26 to merge with 672 Concession 2 N

99.00 ft Total: 99.00 ft

Area: 9,678.69 ft²
Perimeter: 393.53 ft

99.00 ft Total: 99.00 ft

0.0 0 Distance / 0.0 Kilometers



1: 969

Notes

Notes area





CONSENT/LAND SEVERANCE

TOWN OF AMHERSTBURG
Economic and Community Development Department
Planning Services Division
3295 Meloche Road
Amherstburg, Ontario, N9V 2Y8
519-736-5408

At any time when an application for Consent is being considered, the applicant should approach the Secretary Treasurer of the Committee of Adjustment of the Municipality to engage in a pre-consultation meeting to explain the proposed application being contemplated. This formal discussion should provide the applicant with procedural direction as to processing the application as well as determining planning policies under which the application can be considered for approval. At this time, the applicant may also wish to obtain a copy of the Consent/Land Severance Application Form.

A completed application must be submitted approximately 4 weeks before the scheduled hearing date. The meeting schedule, including application deadlines, is available on our website, www.amherstburg.ca/committeeofadjustment.

SUBMISSION REQUIREMENTS

1. One (1) original Consent/Land Severance application form – completed and signed.

Please note that the application must be signed in front of a Commissioner and if signed by a Corporation, must have the Corporate Seal affixed. If signed by an agent, a written authorization, attached, from the owner must also be submitted. **ALL REGISTERED OWNERS MUST SIGN.**

2. Application fee of **\$1577.00** along with an ERCA development review fee of **\$300.00** (total of **\$1877.00** payable to the Town of Amherstburg) must accompany your completed application.
3. Each copy of the application must be accompanied by a sketch, drawn to scale, showing:
 - a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - b) the distance between the subject land and the nearest landmark such as a bridge or railway crossing;
 - c) the boundaries and dimensions of the parcel of land that is the subject of the application, the part that is to be severed, the part that is to be retained, and the location of all land previously severed;
 - d) 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;
 - e) the current uses on land that is adjacent to the subject land;
 - f) 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;
 - g) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
 - h) the location and nature of any easement affecting the subject land.
4. Applications may be delivered or mailed to Planning Services, 3295 Meloche Road, Amherstburg, ON N9V 2Y8.

NOTICE OF HEARING AND POSTING CARD

A Notice of the Hearing will be mailed by prepaid First Class Mail to the applicant and to every owner of land within 60 metres of the subject site not less than fourteen (14) days prior to the date the application is to be heard.

A sign is to be placed on the land subject to the application at least fourteen (14) days prior to the hearing date and is to remain in place until the hearing has been held. The sign is to be placed at the centre of the subject parcel, facing the public road and as close as possible to the property line.

HEARING AND DECISION

The Applicant or an agent must attend the hearing at the designated time and location and speak on behalf of the application answering any questions, which the members of the Committee of Adjustment may have. A written decision will be forwarded to the applicant within ten (10) days of the Hearing Decision. Any conditions imposed by the Committee form part of the Decision and must be met in a manner acceptable to the Committee before final certification can be issued. Within twenty (20) days after the giving of the Notice of decision, the applicant may appeal the decision to the Ontario Land Tribunal (OLT) by filing the OLT Notice of Appeal form and the necessary prescribed fee with the Clerk of the municipality.

CHECKLIST OF SUBMISSION REQUIREMENTS

Applications should be submitted at least 4 weeks prior to a scheduled Committee of Adjustment meeting. Please consult with staff to determine the appropriate timelines.

Please check the appropriate box and attach all necessary material to this form:

- **Required Fee**
Each application must be accompanied by the application fee in the form of a cheque in the amount of **\$1,877.00** payable to the Town of Amherstburg. A **\$300** ERCA planning review fee is included in the application fee and is paid at the time of application. If applying in person payment may be made by cash or debit as well.
 - One (1) copy of this application- completed and signed.
 - One (1) copy of the required sketch.
 - One (1) copy of the Authorization if required.
-

The completed application form and supporting documentation may be returned to the Planning Services Division, 3295 Meloche Road, Amherstburg, Ontario, N9V 2Y8.

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.



TOWN OF AMHERSTBURG
Application for
CONSENT/LAND SEVERANCE

OFFICE USE ONLY

Application No: B/15/26
Date of Pre-consultation Meeting: 2/17/26
Date Application Received: 2/17/26
Date Application Deemed Complete: _____
Staff Person Present: Niloofar Nalae
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: Marc Conte
Mailing Address: [REDACTED]
Postal Code: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

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

Name of Registered Owner: _____
Mailing Address: _____
Postal Code: _____
Phone: _____
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: _____

Address: _____

2. LOCATION AND DESCRIPTION OF SUBJECT LANDS

Assessment Roll No.: 372942000031300
Municipal Address: 662 Concession 2 N
Concession: CON 1 N
Lot: PT LOT 13
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: 97.8 ft
Depth: 435 ft
Area: 0.97Acres

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: 97.8 ft
Depth: 99 ft
Area: 9679 sq ft

Existing Use: shed-residential
 Proposed Use: no change
 Number and use of buildings and structures on the land intended to be severed
 Existing: shed
 Proposed: no change

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): _____

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

Frontage: 97.8 ft
 Depth: 337 ft
 Area: 32574sq ft
 Existing Use: Residential
 Proposed Use: Residential
 Number and use of buildings and structures on the land intended to be severed
 Existing Use: shed
 Proposed Use: no change

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 retained 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 of Water

Municipally owned and operated piped water supply Severed Retained

Well Severed Retained

Other (specify) _____

Type of 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) _____

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 Marc Conte
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.

Feb. 12, 2026 DATE SIGNATURE

DATE SIGNATURE

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

I/We, Marc Conte of the Town of Amherstburg
NAME(S) TOWN OR CITY NAME

in the County of Essex solemnly declare that all of the
COUNTY/REGION/DISTRRICT NAME

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 this date Feb. 12, 2026
COUNTY NAME DATE

Feb. 12, 2026 DATE SIGNATURE OF OWNER OR AUTORIZTION AGENT

Feb. 12, 2026 DATE SIGNATURE OF COMMISSIONER

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.

To: Town of Amherstburg

Description and Location of Subject Lands: _____

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

Marc Conte of Town of Amherstburg
NAME 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
TOWN OR CITY NAME

in the County of Essex this date Feb. 12, 2026
COUNTY NAME DATE

Witness Signature of Owner

Witness Signature of Owner

Witness Signature of Owner

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: 662 Con 2 N

Application Number(s): B/15/26

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]
Signature (Owner/Authorized Agent)

Feb 12 / 26
Date