



TOWN OF AMHERSTBURG
Application for
CONSENT/LAND SEVERANCE

OFFICE USE ONLY	
Application No.:	B/12-16/25
Date of Pre-consultation Meeting:	3/20/25
Date Application Received:	4/7/25
Date Application Deemed Complete:	4/7/25
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: Bernadette Meloche	
Mailing Address: [REDACTED]	
Postal Code: [REDACTED]	Phone:
Cell:	Email:
Agent Authorized by Owner to file the Application (if applicable):	
Name: Drew Coulson	
Mailing Address: [REDACTED]	
Postal Code: [REDACTED]	Phone:
Cell: [REDACTED]	Email:
Which of the above is the Primary Contact? <input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> 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.: 3729 550 000 09400

Municipal Address: 3918 Concession 3 S

Concession: 1

Lot: Pt Lt 19, Pt Caldwell G

Registered Plan No.:

Lot(s):

Reference Plan No.:

Part(s):

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

Official Plan Designation: LowDenRes & A Zoning: Agricultural

4. CURRENT SIZE OF SUBJECT PARCEL:

Frontage: 230 ft (on Conc 3 S)

Depth: Irregular

Area: 12.23 ha (30.23 acres)

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	
<input type="checkbox"/>	farm split
<input type="checkbox"/>	surplus dwelling
<input type="checkbox"/>	lot addition
<input type="checkbox"/>	technical severance
Other Areas	
<input checked="" type="checkbox"/>	creation of new lot
<input type="checkbox"/>	technical severance
<input type="checkbox"/>	lot addition
Other	
<input type="checkbox"/>	mortgage or charge
<input type="checkbox"/>	easement/right-of-way
<input type="checkbox"/>	partial discharge of mortgage
<input type="checkbox"/>	correction of title
<input type="checkbox"/>	other (specify) _____

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED: B/12/25- Lot 1

Frontage: 22.86 m (75 ft)

Depth: irregular

Area: 1200 sq m (1,917 sq ft)

Existing Use: agricultural

Proposed Use: residential

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

Existing: vacant

Proposed: single detached dwelling

Is there an existing access bridge on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a water service connection on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a sanitary sewer connection on this parcel?

☐

Yes (locate on sketch)

☒

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.

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED: B/13/25- Lot 2

Frontage: 22.86 m (75 ft)

Depth: 48.77 m (160 ft)

Area: 1115 sq m (12,002 sq ft)

Existing Use: agricultural

Proposed Use: residential

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

Existing: vacant

Proposed: single detached dwelling

Is there an existing access bridge on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a water service connection on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a sanitary sewer connection on this parcel?

☐

Yes (locate on sketch)

☒

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.

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED: B/14/25- Lot 3

Frontage: 22.86 m (75 ft)

Depth: 48.77 m (160 ft)

Area: 1115 sq m (12,002 sq ft)

Existing Use: agricultural

Proposed Use: residential

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

Existing: vacant

Proposed: single detached dwelling

Is there an existing access bridge on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a water service connection on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a sanitary sewer connection on this parcel?

☐

Yes (locate on sketch)

☒

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.

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED: B/15/25- Lot 4

Frontage: 22.86 m (75 ft)

Depth: 48.77 m (160 ft)

Area: 1115 sq m (12002 sq ft)

Existing Use: agricultural

Proposed Use: residential

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

Existing: vacant

Proposed: single detached dwelling

Is there an existing access bridge on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a water service connection on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a sanitary sewer connection on this parcel?

☐

Yes (locate on sketch)

☒

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.

7. DESCRIPTION AND USE OF LAND INTENDED TO BE SEVERED: B/16/25- Lot 5

Frontage: 22.03 m (72.3 ft)

Depth: irregular

Area: 1220 sq m (13,132 sq ft)

Existing Use: agricultural

Proposed Use: residential

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

Existing: vacant

Proposed: single detached dwelling

Is there an existing access bridge on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a water service connection on this parcel?

☐

Yes (locate on sketch)

☒

No

Is there a sanitary sewer connection on this parcel?

☐

Yes (locate on sketch)

☒

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):				5
9. DESCRIPTION AND USE OF LAND INTENDED TO BE <u>RETAINED</u>:				
Frontage:	230 ft (on Con 3 S)	Depth:	Irregular	Area: 11.65 ha
Existing Use: residential and agricultural				
Proposed Use: no change, residential and agricultural				
Number and use of buildings and structures on the land intended to be retained				
Existing: 1- single detached dwelling and two accessory structures				
Proposed Use: No change proposed				
Is there an existing access bridge on this parcel?				
<input checked="" type="checkbox"/>	Yes (locate on sketch)	<input type="checkbox"/>	No	
Is there a water service connection on this parcel?				
<input checked="" type="checkbox"/>	Yes (locate on sketch)	<input type="checkbox"/>	No	
Is there a sanitary sewer connection on this parcel?				
<input checked="" type="checkbox"/>	Yes (locate on sketch)	<input type="checkbox"/>	No	
Access to proposed retained lot				
<input checked="" type="checkbox"/>	Municipal Road	<input type="checkbox"/>	County Road	<input type="checkbox"/>
<input type="checkbox"/>	Private	<input type="checkbox"/>	Water	
<p>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.</p> 				

10. TYPE OF WATER SUPPLY AND SANITARY SEWAGE DISPOSAL (please check all applicable)	
Type Water	
Municipally owned and operated piped water supply	
Severed	<input checked="" type="checkbox"/> Retained <input checked="" type="checkbox"/>
Well	
Severed	<input type="checkbox"/> Retained <input type="checkbox"/>
Other (specify) _____	
Type Sanitary	
Municipally owned and operated sanitary sewers	
Severed	<input checked="" type="checkbox"/> Retained <input checked="" type="checkbox"/>
Septic tank	
Severed	<input type="checkbox"/> Retained <input type="checkbox"/>
Other(specify) _____	
When will water supply and sewage disposal services be available?	

11. PROPERTY HISTORY	
Have there been any previous severances of land from this holding?	
<input checked="" type="checkbox"/>	Yes (locate on sketch)
<input type="checkbox"/>	No
If yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:	
Grantee's name	Unknown
Relationship (if any) to the owner:	Unknown

Use of parcel: residential	
Date parcel created: 1989- Parts 1-8, 12R-10198	
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?	
<input type="checkbox"/>	Yes (locate on sketch)
<input checked="" type="checkbox"/>	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:	
<input type="checkbox"/>	Official plan or official plan amendment approval
<input type="checkbox"/>	Zoning by-law amendment
<input type="checkbox"/>	Minister's zoning order amendment
<input type="checkbox"/>	Minor variance
<input type="checkbox"/>	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?	
<input checked="" type="checkbox"/>	Yes (locate on sketch)
<input type="checkbox"/>	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?	
<input type="checkbox"/>	Yes (locate on sketch)
<input checked="" type="checkbox"/>	No

12. CURRENT APPLICATIONS CONTINUED

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



Yes (locate on sketch)



No

Comments: _____

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



Yes (locate on sketch)



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 (locate on sketch)



No

If yes, 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 adopt terms of reference for an Environmental Impact Assessment.

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



Yes (locate on sketch)



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 Draw Coulson
PRINT NAME(S)

the owner(s)/authorized applicant, hereby acknowledge the above-noted policy and provide my/our 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.

April 7, 2025
DATE


SIGNATURE

DATE

SIGNATURE

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

I/We, Drew Coulson of the
PRINT NAME(S)

Town of Amherstburg in the
PRINT TOWN OR CITY NAME


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

April 7, 2025
DATE


SIGNATURE OF OWNER OR AUTHORIZATION AGENT

April 7, 2025
DATE


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

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: 3918 Concession 3 S, Amherstburg

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

Drew Coulson

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

COUNTY NAME

on April 3, 2025

DATE

Dave Meloche

Witness

Bernadette Meloche

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: 3918 Con 3 S

Application Number(s): B/12-16/25

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.

April 7, 2025
Signature (Owner/Authorized Agent)

[Signature]
Date