



TOWN OF
HILLSBOROUGH

APPLICATION Driveway Permit

Public Works Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9600 or 919-296-9602
www.hillsboroughnc.gov

DRIVEWAY PERMIT REQUIREMENTS

Below is information on driveway permits from the Hillsborough Code of Ordinances and Unified Development Ordinance.

- (a) Except as otherwise provided below, no person may open, construct, alter, or relocate any driveway across any public sidewalk or into any street or cut any curb for such purpose without having obtained a written permit from the administrator.
- (b) Any person who receives a permit shall be responsible for repairing any damage caused by the driveway construction to the sidewalk, street (including curb and gutter), stormwater pipe or drainage ditches.
- (c) The administrator shall review the driveway construction and design plans and shall issue the permit unless it is found that the driveway, if constructed as proposed, will fail to comply with any of the provisions of this section or will substantially interfere with or pose a danger to:
 - (1) People using the street or sidewalk intersected by the driveway.
 - (2) Public facilities, including utility poles and traffic signal standards.
 - (3) Stormwater drainage capabilities.
- (d) No driveway may be constructed closer than 3 feet to a fire hydrant or catch basin or closer than 30 feet to the right of way line of a street that intersects with the street that the driveway opens onto.
- (e) If the driveway crosses a drainage ditch on a lot that abuts a street without curb or gutter, then piping of sufficient size and strength, as approved by the administrator, shall be installed at the property owner's expense beneath the driveway surface so that the ditch's drainage capability is not materially impaired.
- (f) If the proposed driveway is concrete, the thickness of the driveway must be at least 6 inches when within the town right of way. If the proposed driveway is gravel with a new stormwater drainage pipe, at least 8 inches of cover must be on top of the pipe.
- (g) A driveway will require inspection from the Public Works and Stormwater and Environmental Services divisions.
- (h) These standards do not apply to driveways that open onto state-maintained streets, to the extent that the state has approved the driveway. A permit also is not required if the driveway is being constructed in accordance with plans approved pursuant to a review process authorized by [Chapter 15: Sanitary Sewer Use](#) of the Hillsborough Code of Ordinances.

Extra rules apply for driveways that are attached to anything except one- or two-family homes. See Section 6.9: Driveway Connections in the [Hillsborough Unified Development Ordinance](#).

DRIVEWAY PERMIT APPLICATION

Every applicant must fill out the following sections. For the application to be considered complete, the property owner must sign the Authority to File Application (applicant and property owner signatures are required).

A \$50 permit fee must be paid to the Town of Hillsborough.

Permit and penalty fees may be paid through one of the following methods:

- Online — Pay online through the town’s Payments and Donations Site: www.municipalonlinepayments.com/hillsboroughnc. Select *Make a One-Time Payment or Donation*.
- Phone — Call 833-262-5902 to make a payment by credit or debit card 24 hours a day.
- In person — Visit the Town Hall Annex, 105 E. Corbin St., open 9 a.m. to 5 p.m. weekdays.
- Deposit box — Place check or money order payment in the deposit box located on the parking lot side of the Town Hall Annex.

GENERAL INFORMATION

Project Address: _____

Parcel ID No.: _____ Hillsborough Zoning Classification: _____ Historic District Overlay

Applicant Name: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

Status of Applicant: Property Owner Contractor Legal Representative Other: _____

Property Owner Names: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

PROJECT SPECIFIC INFORMATION

Does the driveway require moving an existing sidewalk? Yes No

What is the total width of the curb or sidewalk cut? _____

Comments: _____

AUTHORITY TO FILE APPLICATION

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Hillsborough Planning and Economic Division may enter the subject property for the purpose of investigation and analysis of this request.

Note: Applications will not be accepted without the property owner’s signature.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Staff Title and Name: _____

Extraterritorial Jurisdiction: Yes No Historic District Overlay: Yes No

Permit Status: Approved Approved with Conditions Denied

Conditions: _____

Comments or Reason for Denial: _____

Permit No. _____ Staff Title and Name: _____

Zoning Officer Signature: _____ Date: _____

Date Permit Picked Up: _____