



Adopted: May 2, 2022

Driveway Alteration Policy for the Village of Hillsborough

1. POLICY STATEMENT

The Village of Hillsborough is committed to the safe access and egress through the Village's Right of Way to private properties. This policy outlines the requirements and standards for driveways.

2. PURPOSE

This policy ensures property owners construct driveways as specified by the Village of Hillsborough.

3. SCOPE

- This policy applies to all new and modified residential, commercial, industrial and institutional driveways; with or without curb cuts and culverts located within the municipality of the Village of Hillsborough.
- This policy shall represent the standards and specifications for driveways.
- This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Administrator or designate.

4. DEFINITIONS

- **Alteration** refers to the actions of removal, replacement, widening, and narrowing
- **Driveway** refers to an access within the municipal right-of-way facilitating or supporting vehicular travel (continuous, intermittent or temporary) between the travelled roadway and a private property.

5. GENERAL CONDITIONS

Installation or Alteration of Driveways

Approval for any installation or alteration of driveways within the municipal right-of-way are mandatory.

Terms and Conditions

Approval for the installation or alteration of a driveway will be subject to the following terms and conditions:

- a. All work is to be built to the standards of the Village of Hillsborough;



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- b. The applicant must not commence any work until approval from the municipality is issued;
- c. The applicant must request and receive locates for all underground utilities prior to commencing work;
- d. The applicant must provide 24 hours' notice to the Village prior to commencing work; and,

- All driveways within the municipal right-of-way shall connect to a driveway within a private lot to provide access/egress to private property. The portion of the driveway on the municipal right-of-way shall not be used to perform any other function, including parking of vehicles or storage of materials and equipment.
- A driveway altering may not be approved where the installed or altered driveway does not provide suitable sightline clearance at the entry point into the road allowance.
- All risk, responsibility and expense associated with any driveway located on any municipal right-of-way is the responsibility of the serviced property owner.
- No driveway shall meet the travelled portion of the road allowance at an angle of less than sixty degrees (60°).
- Negative driveway slopes are not permitted within the municipal right-of-ways and are discouraged on private property due to storm water and drainage issues.
- The access shall be constructed with no resulting damage to the road or driving surface. If damage occur, the driving surface and shoulder of the road shall be restored to their original condition. Ditches shall be neatly trimmed, and drainage patterns preserved.
- The Village reserves the right to alter or close (temporarily) any driveway with advance notice except in the case of unplanned emergency work where appropriate notice cannot be reasonably given. This right also extends to authorized service providers (utilities) operating within the municipal right-of-way. Any work which requires the disruption of an existing driveway by the Village, or an authorized service provider shall be reinstated to its pre-disturbed condition or better; however, recognizing that there may be variations in colour between new and aged material and that such variations will be deemed acceptable. The limit of reinstatement shall be between the edge of the road and the municipal right-of-way or where the municipal sidewalks are present, between the edge of the road and the municipal sidewalk.

6. Determination of Location-Sight Distance

The desirable sight distances are to be used to assess the relative safety of a proposed access.



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Minimum Sight Distance

Sight Distance	
Speed Limit (km/h)	Sight Distance (m)
50	65
60	85
70	110
80	140

7. Maximum Number of Driveways

A maximum of two (2) access points is permitted upon approval from the Village of Hillsborough. Each access point shall have a finished top width of 6.0 m. Upon approval, extensions may be added to an existing or new access point to allow for a maximum finished top width of up to 10.0 m.

The centreline distance between the two access points on one residential or recreational property should not be less than 20.0 m.

8. Driveway Width

The calculation of driveway width shall apply at the lot line and additionally where the driveway meets the travelled portion of the road.

The minimum width of a driveway shall be 3.0 metres.

The maximum width of a driveway within the municipal right-of-way shall be:

- a. For lots with frontages less than 15.24 metres, maximum of 50% of the lot frontage.
- b. For lots with frontages larger than 15.24 metres, the maximum driveway width shall be 7.62 metres.

The Public Works Supervisor may review maximum allowable driveway widths for residential properties and driveway widths for cul-de-sac lots with reduced frontage on a case-by-case basis.



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9. Responsibilities

Council has the authority and responsibility to:
Approve the Driveway Alteration Policy.

The Administrator/Clerk has the authority and responsibility to:
Review and propose revisions to the Driveway Alteration Policy.

The Public Works Supervisor has the authority and responsibility to:

- Ensure compliance and implement the Driveway Alteration Policy with the Driveway Alteration Policy.
- Order driveways to be remediated or removed.
- Approve the driveway width for cul-de-sac lots.
- Review second driveways requests.

Staff have the authority and responsibility to:
Abide by the Driveway Alteration Policy.

Mayor

Clerk