



TOWN OF  
HILLSBOROUGH

## APPLICATION Stormwater Management Utility Fee Appeal

Stormwater and Environmental Services Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9621  
www.hillsboroughnc.gov

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel Identification Number: \_\_\_\_\_  
Physical Address  
(location if no address assigned): \_\_\_\_\_

### BASIS OF APPEAL

Check all that apply. Attach descriptions and other documentation as indicated.

- Ownership — Parcel does not belong to me.  
Please provide a copy of the latest recorded deed, which can be obtained from the [Orange County Register of Deeds](#).
- Impervious Surface — No impervious surface exists on the parcel; impervious surface has been removed; or impervious surface mapped is located on adjacent parcel.  
If available, please provide an as-built survey of your parcel. If none exists, staff will review the property file and conduct an on-site visit to verify appeal information.
- Property Designation — Property is designated as non-residential but is residential or vice versa.  
If available, please provide an as-built survey of your parcel. If none exists, staff will review the property file and conduct an on-site visit to verify appeal information.
- Tier — Non-residential property has been billed at the incorrect tier.  
Please provide a copy of a certified survey or an updated as-built survey created no earlier than 12 months before the date of this appeal.
- Other — If none of the above apply.  
Please explain why you are appealing or disputing your stormwater management utility fee on the following page. Attach any supporting information to be considered.

**APPEAL EXPLANATION AND DESCRIPTION**

Please provide an explanation of your appeal or describe local conditions of your parcel that warrant consideration of an appeal.

**AUTHORIZATION**

By signing below, you acknowledge that the information provided is accurate and true. Your signature also conveys permission to Stormwater and Environmental Services Division staff to enter your property at their convenience to verify appeal information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL INSTRUCTIONS**

Submit completed applications and supporting information to:

Mail: Manager Terry Hackett  
Stormwater and Environmental Services  
Town of Hillsborough  
PO Box 429  
Hillsborough, NC 27278

Email: terry.hackett@hillsboroughnc.gov

Appeals will be processed and a response mailed and/or emailed within 30 days of receiving a complete application.

For additional information, please review [Section 19-8\(d\)](#) of the Hillsborough Code of Ordinances.

**TOWN OF HILLSBOROUGH USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Property Designation: \_\_\_\_\_ Impervious: \_\_\_\_\_ Tier: \_\_\_\_\_

Appeal Denied by: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Appeal Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Billing Information Updated:  Yes  No Date Updated: \_\_\_\_\_