



Zoning Administrator Permit for

Banquet Hall

Complete this application in its entirety and submit to the address below:

City of Hampton
Community Development Department
Land Development Services Division
22 Lincoln Street, 3rd Floor
Hampton, Virginia 23669

OFFICE USE ONLY	
Date Received	_____
Application Number	ZA_____ - _____
Zoning Official Approval	_____
Date Approved	_____

1. PROPERTY INFORMATION

Address or Location _____

LRSN _____

Zoning District _____

2. LOT INFORMATION

Current Number of On-site Parking Spaces _____ Proposed Number of On-site Parking Spaces _____

3. BUILDING INFORMATION

Square Footage _____

Dance Floor Area _____

Please attach a floor plan of the facility with all rooms labeled as to their use and square footage and showing the location of the dance floor area

4. OPERATIONAL INFORMATION

Proposed Type(s) of Events to be Offered _____

Proposed Occupancy _____ Length of Ownership of this Business _____

Please attach proof of liability insurance underwritten by insurers

Proposed Hours of Operation: Mon _____ Tue _____ Wed _____

Thu _____ Fri _____ Sat _____ Sun _____

5. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____



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6. APPLICANT INFORMATION (if different from owner)

Applicant's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

7. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

8. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc.

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of the legal entity (attach additional page if necessary):

Name of Legal Entity _____

Signed by:

Name (printed) _____, Its (title) _____

Signature _____ Date _____

9. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Name (printed) _____

Signature _____ Date _____



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CONDITIONS OF PERMIT

Please initial next to each condition to indicate applicant(s) understanding and willingness to comply.

- _____ Events shall be private and not open to the general public, whether or not a fee is charged
- _____ The hours of operation for a banquet hall shall not extend beyond 6:00 a.m. to 1:00 a.m. the following day
- _____ During the time of any event, occupancy shall not exceed the number listed on the capacity certificate
- _____ Live entertainment shall comply with City Code section 22-9 with respect to any sound or noise
- _____ Sufficient staff shall be provided to monitor patron behavior upon their exit of the building into the surrounding areas
- _____ When required by law, the restaurant must maintain a valid license from the Virginia Department of Alcoholic Beverage Control (VABC) and comply with all restrictions or requirements imposed by VABC. In addition, the banquet hall permit may be terminated for any violation of federal, state, or local law
- _____ The property owner shall comply with section 4-16 of the Hampton City Code with respect to dancing on the premises and dance floor area
- _____ Neither the facility nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event at the facility
- _____ The operator must provide proof of and maintain liability insurance underwritten by insurers, indemnifying the property owner and operator against all claims which may arise in connection with the proposed activity
- _____ The banquet hall permit shall be valid for eighteen (18) months from the date of approval by the zoning administrator. After twelve (12) months of operation, prior to the expiration date, the banquet hall permit will be scheduled for review by the zoning administrator to consider if the continuation of the banquet hall permit would not be detrimental to the public health, safety and welfare and that to continue the activities under the banquet hall permit would not cause public inconvenience, annoyance, disturbance or have an undue impact on the community or be incompatible with other uses of land in the zoning district. The review will be based, in part, upon a physical site review, traffic flow and control, access to and circulation within the property, off-street parking and loading, hours and manner of operation, noise, light, neighborhood complaints, police service calls, and any violations of any federal, state or local law. If, after review, the zoning administrator determines that the banquet hall permit would not be detrimental to the public health, safety and welfare and that to continue the activities under the banquet hall permit would not cause public inconvenience, annoyance, disturbance or have an undue impact on the community or be incompatible with other uses of land in the zoning district, the zoning administrator may administratively extend the banquet hall permit in five-year increments. Each such extension shall be subject to the same administrative review. If the zoning administrator determines that that the banquet hall permit would be detrimental to the public health, safety and welfare and that to continue the activities under the banquet hall permit would cause public inconvenience, annoyance, disturbance or have an undue impact on the community or be incompatible with other uses of land the zoning district, the zoning administrator will notify the permittee of a denial of the extension in writing in the same manner as required under chapter 1 of the zoning ordinance. A permittee aggrieved by the decision of the zoning administrator may appeal the decision of the zoning administrator to the board of zoning appeals in the manner set forth in chapter 13 of the zoning ordinance. Nothing contained herein shall limit the rights of a permittee to seek a new banquet hall permit
- _____ The zoning administrator, or appointed designee, shall have the ability to revoke the banquet hall permit upon violation of any of the above conditions

I hereby agree to the above conditions relating to use of the property under consideration. I understand that failure to abide by the above conditions may result in revocation of this permit.

Signature _____