



Encroachment Permit for **Outdoor Seating**

Complete this application in its entirety and submit, along with \$100 application fee, to the address below:

City of Hampton
Development Services Center
22 Lincoln Street, 3rd Floor
Hampton, Virginia 23669
757.728.2444 (p) | dscpermits@hampton.gov

OFFICE USE ONLY	
Date Received	_____
Application Number OS	____ - _____
CDD Approval	_____
PW Approval	_____
Date Approved	_____

1. PROPERTY INFORMATION

Address or Location _____

LRSN _____ Zoning District _____

2. BUILDING INFORMATION

Square Footage _____ Square Footage of Outdoor Dining Area _____

Outdoor Seating Capacity _____ Number of Existing Water Closets _____

- Please attach an exhibit [no larger than 8.5" x 14"] indicating the outdoor seating area and the encroachment into the public right-of-way, designed in accordance with the City of Hampton Pedestrian Amenity Design Guidelines.
- Please attach images/graphic representations of furniture to be utilized.

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

Owner's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

4. APPLICANT INFORMATION (if different from owner)

Applicant's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

5. INSURANCE Provide evidence of commercial general liability insurance of an amount not less than \$1,000,000 with the City of Hampton shown as an additional named insured.

OFFICE USE ONLY		
<input type="checkbox"/> Application Form	<input type="checkbox"/> Furniture Samples	<input type="checkbox"/> Plat/Exhibit
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Proof of Insurance	



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6. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

7. 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 _____

For businesses or organizations, attach proof that the person signing is legally authorized to bind the entity:

- For **corporations**, please attach a copy of a corporate resolution or other official document showing that the person signing for the company has authorization to do so.
- For **partnerships**, attach a copy of the partnership agreement on file with the Circuit Court.
- For **associations**, attach proof, such as a resolution of a civic league or other officially recognized body, that the person signing has authority to do so for the organization.

8. 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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Checklist:

- Application, signed by applicant and property owner
 - If property owner is corporation, partnership, or association, please include necessary documentation
- Exhibit [no larger than 8.5" x 14"] indicating the outdoor dining area and the encroachment into the public right-of-way
- Images/graphic representations of furniture
- Evidence of Insurance
- Application Fee of \$100