



# 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