



Zoning Administrator Permit for  
**Outdoor Dining: DT-1, DT-2, PH-1 Zones**

**Complete this application in its entirety and submit 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 **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 \_\_\_\_\_ Square Footage of Outdoor Dining 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 outdoor dining area.

**4. OPERATIONAL INFORMATION**

Existing Seating Capacity \_\_\_\_\_ Proposed Seating Capacity \_\_\_\_\_

Length of Ownership of this Business \_\_\_\_\_

Existing Hours of Operation: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_

Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Proposed Hours of Outdoor Dining: 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.*

\_\_\_\_\_ All outdoor dining areas shall conform to the provisions and guidelines of this section. No zoning certificate shall be issued to authorize the installation of an outdoor dining area without prior approval by the zoning administrator, after review by the director of planning and the city health department of the plans for such installation. Elements to be reviewed shall include: the type, number and placement of tables, chairs, and/or other dining furniture; the placement of planters, trash receptacles, bollards, fences, other street furnishings and landscaping; the amount and location of surface material to be applied and the corresponding loss of green space, if any, and the type and amount of landscaping to be installed to compensate for that loss; the limits of encroachment, if any, into public rights-of-way; and the width of the unobstructed pedestrian thoroughfare adjacent to the outdoor dining area.

\_\_\_\_\_ Outdoor dining area surfaces shall be kept free of litter and shall be graded to prevent pooling of water. No vehicle parking shall be permitted on these surfaces. If green space is lost due to the application of surface material, then landscaping shall be required to mitigate that loss.

\_\_\_\_\_ The outer edge of any outdoor dining area shall not reduce the adjacent pedestrian thoroughfare to less than five (5) feet.

\_\_\_\_\_ Tables, chairs and other furniture placed within the outdoor dining area shall be readily available for use. Any furniture which is not readily accessible may not be stored within the outdoor dining area, but must be stored within a wholly enclosed structure.

\_\_\_\_\_ Signage on awnings and canopies is permissible and will count towards the maximum total signage allowed for the principal establishment.

\_\_\_\_\_ The hours of operation shall not extend beyond the normal operating hours of the principal establishment.

\_\_\_\_\_ Any encroachment of an outdoor dining area into a public right-of-way must be approved through an Encroachment Permit for Outdoor Seating.

Signature \_\_\_\_\_