



Application for  
**Use Permit**

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Hampton  
Community Development Department, Planning Division  
22 Lincoln Street, 5th Floor  
Hampton, Virginia 23669

OFFICE USE ONLY Date Received:
<b>RECEIVED</b>
JUL 1 2016
<b>PLANNING DEPT.</b>
Case Number: UP _____

**1. PROPERTY INFORMATION**

Address or Location 1414 N. Mallory Street Hampton, VA 23663

LRSN 12006101 Zoning District Multiple Residential (R-M)

Current Land Use Retreat Center

Proposed Land Use Educational and Instructional Facility

The proposed use will be in:  an existing building  a new addition  a new building

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

Owner's Name Hampton University

Address Queen & Tyler Streets City Hampton State VA Zip 23668

Phone (757) 727-5213 Email doretha.spells@hamptonu.edu

**3. APPLICANT INFORMATION (if different from owner)**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**4. APPLICANT AGENT INFORMATION (if different from applicant)**

Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**5. 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. as specified in Step 2 above.

"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 Hampton University

Signed by: \_\_\_\_\_ Vice President for Business  
Name (printed) Doretha J. Spells, Its (title) Affairs & Treasurer

Signature  Date July 13, 2016

Name (printed) \_\_\_\_\_, Its (title) \_\_\_\_\_

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

Name (printed) \_\_\_\_\_, Its (title) \_\_\_\_\_

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

**6. 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 \_\_\_\_\_

Name (printed) \_\_\_\_\_

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

OFFICE USE ONLY

Application Form

Narrative Statement

Supplemental Form (if required)

Application Fee

Survey Plat

Additional materials (if required)

**APPLICATION FOR USE PERMIT**  
**NARRATIVE STATEMENT**

Hampton University proposes to extend its living-learning community by using 1414 N. Mallory Street as an educational satellite facility for the purpose of hosting educational activities directly connected to the University's main campus. Such activities will allow the University to conduct lectures, training sessions for students, faculty and staff, as well as other such teaching/learning experiences.

The property will consist of the following:

<b><u>Square Footage</u></b>	28,609 sq. ft.
<b><u>Number of dwelling units</u></b>	Building which will house 68 individuals.
<b><u>Number of employees</u></b>	10

**Operational Details** (including hours of operation and number of clients/customers)

Hampton University proposes to use 1414 N. Mallory Street as an educational satellite facility to align with the University's mission of offering exemplary programs and opportunities, which enable students, faculty and staff, to grow and develop. As an extension of the campus environment, the N. Mallory Street facility will provide additional needed space for learning, communication, and collaboration. The hours of operation will be between 8 a.m. and 8 p.m. The number of clients/customers will vary from 25 up to a total of 200.

**Number of existing and proposed parking spaces**

- 33 current parking spaces
- 35 proposed new parking spaces

**Circulation of vehicular traffic on site and to and from site**

Circulation of vehicular traffic is adequate on site and off site as determined by Mr. Robert S. Miller, III, Partner of MSA, P.C.

## **Detailed description of business to be conducted**

The literature demonstrates that “learning communities” are a means of improving academic engagement and outcomes, increasing student persistence, and increasing graduation rates for underrepresented students. The N. Mallory Street facility will allow the University to create a living-learning community that will (1) encourage students and faculty alike, to connect ideas from various disciplines, (2) engage with each other through ongoing dialogue and interactions, and (3) contribute to more positive student learning outcomes.

The primary educational program which will operate at the N. Mallory Street facility will be the Religious Studies Program. The University Chaplain serves as the Director of the Religious Studies Program and is responsible for the programming, procurement of courses, special lectures, workshops, seminars and additional academic and educational activities. The Religious Studies Program includes degree offerings at the associate’s (Associate of Arts in Biblical Studies) and bachelor’s (Bachelor of Arts in Religious Studies) levels, and once pending approval is granted, will also include degree options at the master’s level (Master of Arts in Practical Theology and Master of Divinity in Religious Studies). Each of these religious studies programs, with increased enrollment, will require additional space to be provided by the N. Mallory Street facility for course lectures and other course-related activities, workshops and seminars, and for additional faculty and staff.

Beginning in summer 2017, the N. Mallory Street facility will serve as a site for implementation of activities associated with the Head, Heart and Hand Summer Theological Institute at Hampton University. Funded by the Lilly Endowment, Inc., this one-week Christian ecumenical program is organized around three overarching areas of activity: (1) knowledge acquisition using the “head;” (2) understanding as engaging the “heart;” and (3) service employing the “hand” to actualize knowledge. The “head” component of the program will involve presentation, reading and post-presentation discussions. The “heart” component will integrate newly acquired knowledge in personal pursuits such as journaling, prayer, reflection, discussion and dialogue. The service goal, or “hand” component, will emphasize conversion of knowledge and understanding into action through planning of a service project with support from program staff, discussion with peers, and assistance from a mentor. The N. Mallory Street

facility, with its existing chapel, is an appropriate setting for the activities associated with each component of the program. In addition, the chapel will also provide appropriate space for the Religious Studies Programs.

Finally, the N. Mallory Street facility will serve as a site for faculty development and training activities sponsored by the University's Center for Teaching Excellence (CTE). Annually, from August to April, the CTE hosts a number of training sessions and workshops for new and continuing faculty on topics such as strategies for infusing technology into the classroom, innovative instructional methods, facilitating problem-solving and critical thinking skills, fundraising and developing a viable, research program. CTE Faculty Associates and invited consultants serve as facilitators for the training sessions.

As previously stated, Hampton University's proposal for use of 1414 N. Mallory Street as an educational satellite facility is aligned with the University's mission of offering exemplary programs and opportunities, which enable students, faculty and staff, to grow and develop. As an extension of the campus environment, the N. Mallory Street facility will provide additional needed space for the living-learning community.

### **Description of ownership/management**

Hampton University

**NOTES:**

- THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE REPORT PROVIDED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, TITLE NO.: 14-1468H1, DATED AUGUST 25, 2014 AND EFFECTIVE AT 8:00 A.M.
- FLOOD ZONE INFORMATION SHOWN HEREON IS NOT GUARANTEED AND WAS APPROXIMATELY SCALED FROM F.E.M.A. FLOOD MAPS. MSA, P.C. IS NOT A PARTY IN DETERMINING THE REQUIREMENTS FOR FLOOD INSURANCE ON THE PROPERTY SHOWN HEREON. FOR FURTHER INFORMATION AND TO CONFIRM THE FLOOD ZONE FOR THIS PROPERTY, CONTACT THE LOCAL COMMUNITY FLOOD OFFICIAL.

THIS PROPERTY APPEARS TO FALL IN FLOOD ZONES: X, SHADED X, AE (EL B) & AE (EL 9) COMMUNITY NO.: 515527 PANEL: 014MG DATED: AUGUST 16, 2011

FLOOD ZONE DETERMINATION IS BASED ON THE FLOOD INSURANCE RATE MAPS AND DOES NOT IMPLY THAT THIS PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR DAMAGE.

- THIS SURVEY DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WEILANDS, ENVIRONMENTAL HAZARDS, CEMETERIES OR ANY UNDERGROUND STRUCTURE NOT OBSERVED DURING THE COURSE OF THE SURVEY.

- AS PER CITY OF HAMPTON ZONING DEPARTMENT, THIS SITE IS ZONED R-M (MULTIPLE RESIDENCE DISTRICT). SETBACK REQUIREMENTS AS PER ZONING ORDINANCE:

- FRONT SIDE: 30 FEET  
SUM OF SIDE YARD = 25% OF LOT WIDTH  
MINIMUM SIDE YARD = 10% OF LOT WIDTH  
(IF THE WIDTH OF THE 2 SIDE YARDS IS 25 FEET OR MORE, 1 OF THE SIDE YARDS NEED NOT BE MORE THAN 10 FEET)
- REAR: 20 FEET  
(IF THE DEPTH OF THE LOT IS GREATER THAN 75 FEET, THE DEPTH SHALL BE INCREASED BY 1/3 OF THE REAR YARD DEPTH OVER 75 FEET; NO REAR YARD SHALL BE MORE THAN 35 FEET)
- SIDE (ALONG STREET) 15 FEET  
MAXIMUM BUILDING HEIGHT IS 51 FEET OR 3 STORES  
(THE HEIGHT LIMIT MAY BE INCREASED TO 68 FEET OR FOUR (4) STORES WHEN SIDE YARDS OF AT LEAST 25 FEET ARE PROVIDED; BUILDINGS MAY BE INCREASED AN ADDITIONAL 5 FEET IN HEIGHT FOR EACH ADDITIONAL 10 FEET OF SIDE YARD.)

- EXISTING PARKING:  
EXISTING PAINTED SPACES = 33 SPACES  
EXISTING HC SPACES = 0 SPACES  
TOTAL SPACES = 33 SPACES

- NORTH MERIDIAN SHOWN HEREON IS BASED ON DEED BOOK 278, PAGE 380

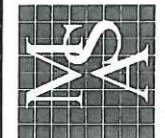
**SCHEDULE B - SECTION II EXCEPTIONS:**

- DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTERS, IF ANY, CREATED, FIRST APPEARING IN THE PUBLIC RECORDS OR ATTACHING SUBSEQUENT TO THE EFFECTIVE DATE BUT PRIOR TO THE DATE THE PROPOSED INSURED ACQUIRES FOR VALUE OF RECORD THE ESTATE OR INTEREST OR MORTGAGE COVERED BY THIS COMMITMENT. NOT A SURVEY ITEM.
- POLICY DOES NOT INSURE HOMEOWNERS ASSOCIATION DUES OR COMMON AREA MAINTENANCE CHARGES, BUT POLICY DOES INSURE THAT THE HOMEOWNERS ASSOCIATION DUES ARE SUBORDINATE TO THE INSURED DEED OF TRUST, (IF APPLICABLE) NOT A SURVEY ITEM.
- TAXES/STORMWATER CHARGES FROM THE BEGINNING OF THE FIRST HALF FISCAL YEAR 2014/15, NOT YET DUE AND PAYABLE, AND ALL OTHER TAXES FOR SUBSEQUENT YEARS. NOT A SURVEY ITEM.
- TERMS, PROVISIONS, RESTRICTIONS, CONDITIONS, EASEMENTS, LIENS, ASSESSMENTS, DEVELOPER RIGHTS, OPTIONS, RIGHTS OF FIRST REFUSAL AND RESERVATIONS CONTAINED IN INSTRUMENT RECORDED IN DEED BOOK 1192, PAGE 1558, BUT OMITTING ANY COVENANT OR RESTRICTION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN UNLESS AND ONLY TO THE EXTENT THAT SAID COVENANT (A) IS EXEMPT UNDER CHAPTER 42, SECTION 3607 OF THE UNITED STATES CODE, OR (B) RELATED TO HANDICAP BUT DOES NOT DISCRIMINATE AGAINST HANDICAPPED PERSONS. NO PLOTTABLE EASEMENTS/RESTRICTIONS CONTAINED WITHIN DEED BOOK 1192, PG 1558.
- RIGHTS OF OTHERS TO USE OF EASEMENT GRANTED FOR INGRESS/EGRESS BY INSTRUMENT RECORDED IN DEED BOOK 448, PAGE 526. RIGHTS NOT PLOTTABLE. 20' R/W FOR INGRESS & EGRESS SHOWN ON SURVEY.
- EASEMENT GRANTED FOR UTILITIES BY INSTRUMENT RECORDED IN DEED BOOK 448, PAGE 892. SHOWN ON SURVEY.
- EASEMENT GRANTED FOR SEWER BY INSTRUMENT RECORDED IN DEED BOOK 856, PAGE 251. SHOWN ON SURVEY.
- RIGHTS OR CLAIMS OF PARTIES NOT SHOWN BY THE PUBLIC RECORDS. RIGHTS AND CLAIMS NOT PLOTTABLE.
- ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND. THE TERM "ENCROACHMENT" INCLUDES ENCROACHMENTS OF EXISTING IMPROVEMENTS LOCATED ON THE LAND ONTO ADJOINING LAND, AND ENCROACHMENTS ON THE LAND OF EXISTING IMPROVEMENTS LOCATED ON ADJOINING LAND. IF ANY OBSERVED AT TIME OF SURVEY, THEN SHOWN ON SURVEY.
- ANY LIEN, OR RIGHT TO A LIEN, FOR SERVICES, LABOR, OR MATERIAL HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BY LAW AND NOT SHOWN BY THE PUBLIC RECORDS. NOT A SURVEY ITEM.
- ANY TITLES OR RIGHTS ASSERTED BY ANYONE INCLUDING BUT NOT LIMITED TO PERSONS, CORPORATIONS, GOVERNMENTS OR OTHER ENTITIES, TO TIDE TO LANDS COMPRISING THE SHORES OR BOTTOMS OF NAVIGABLE RIVERS, LAKES, BAYS, OCEAN OR GULF, OR LANDS BEYOND THE LINE BY THE UNITED STATES GOVERNMENT OR WATER RIGHTS, IF ANY. TITLE AND RIGHTS NOT PLOTTABLE.

**LEGAL DESCRIPTION: (AS PER TITLE REPORT)**

THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE BOROUGH OF CHESAPEAKE, CITY OF HAMPTON, VIRGINIA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEING ALL OF PARCELS 1 & 2 AS SHOWN ON "DEED OF THE PROPERTY OF OLD POINT COMFORT COLLEGE" DRAWN BY WILLIAMS, COLE & BLANCHARD & ASSOCIATES DATED SEPTEMBER 26, 1957 AND ATTACHED TO DEED BETWEEN OLD POINT COMFORT COLLEGE CORPORATION AND THE REDEMPTORISTS FATHERS OF VIRGINIA INCORPORATED DATED 1/20/59 IN DEED BOOK 278, PAGE 380.  
LESS AND EXCEPT THAT CERTAIN PROPERTY CONVEYED TO JOSEPH GERARD GALLAGHER AND ALICE O'BRIEN GALLAGHER DATED 6/11/71 AND RECORDED IN DEED BOOK 443, PAGE 532.  
LESS AND EXCEPT THAT CERTAIN PROPERTY CONVEYED TO JOSEPH GERARD GALLAGHER AND ALICE O'BRIEN GALLAGHER DATED 9/27/71 AND RECORDED IN DEED BOOK 443, PAGE 532.  
LESS AND EXCEPT THAT CERTAIN PROPERTY CONVEYED TO BENJAMIN J. FISCELLA AND ROBERT J. FISCELLA DATED 10/1/73 AND RECORDED IN DEED BOOK 468, PAGE 524.

**MSA, P.C.**  
Environmental Sciences • Planning • Surveying  
Civil & Environmental Engineering • Landscape Architecture  
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www.msaonline.com



DESIGNED	WJS	DATE	9-25-14
DRAWN	JUV		
CHECKED	JUV		
APPROVED	JUV		

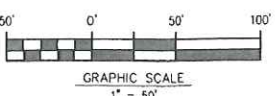
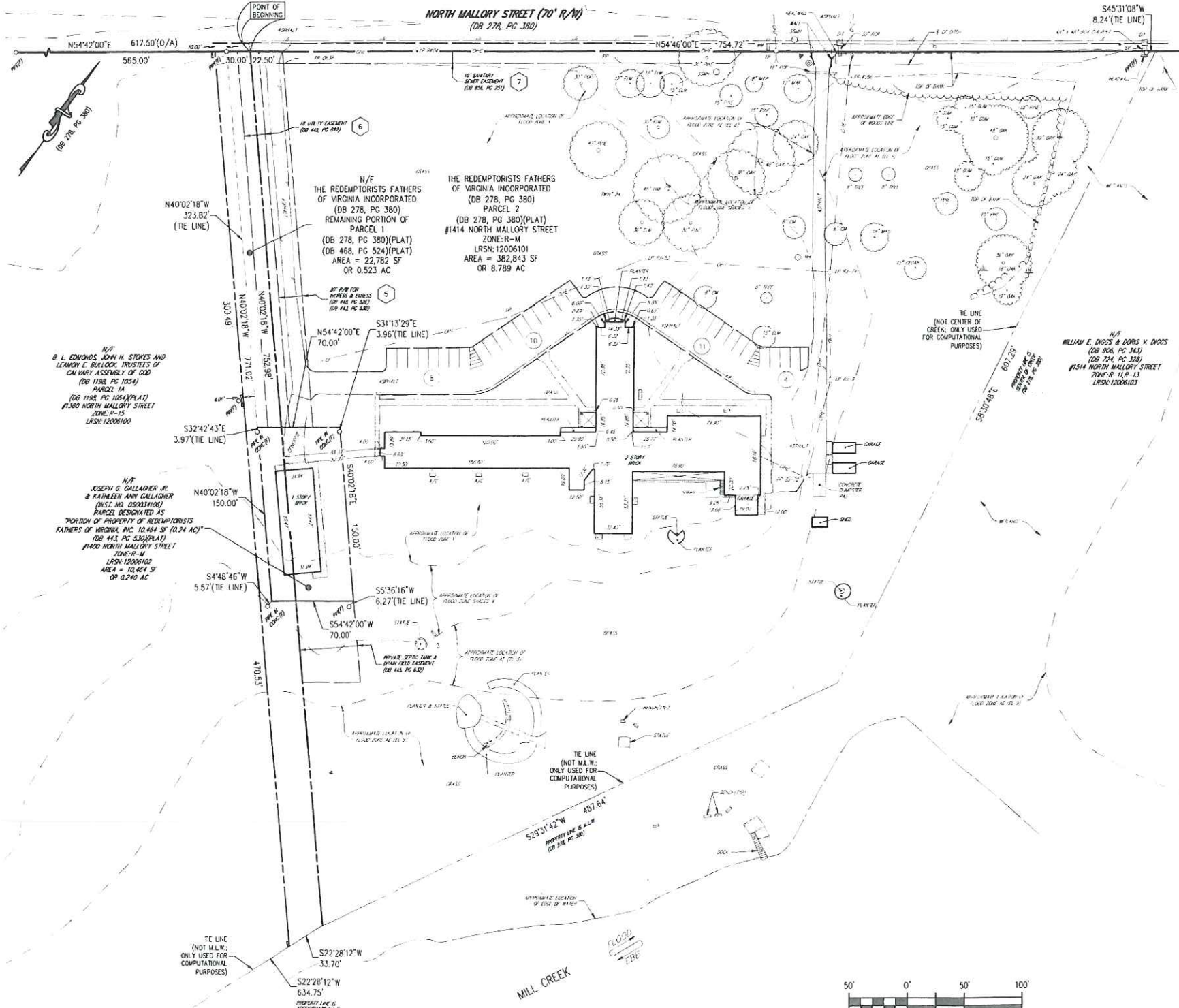
LEGEND	
SYMBOL/ABBREVIATION	DESCRIPTION
	MANHOLE
	SANITARY CLEANOUT
	VALVE
	WATER METER
	FIRE HYDRANT
	WELL
	MONITOR WELL
	DROP INLET
	CURB INLET
	ROOF DRAIN
	GAS METER
	POWER POLE
	LIGHT POLE
	LIGHT POLE / CONCRETE BASE
	PEDESTAL
	CURB AND GUTTER
	FENCE
	PROPERTY LINE
	BUILDINGS
	STORM SEWER
	SANITARY SEWER
	WATER
	ELECTRIC & TELEPHONE LINE
	TRAFFIC BOX
	SIGN
	MAIL BOX
	TREE
	BUSH/HEDGE
	PAVEMENT
	CONCRETE
	TEMPORARY BENCHMARK (TBM)
	ELEVATIONS
	TOP OF CURB ELEVATIONS
	IRON PIN FOUND - PIN (F)
	IRON PIN SET - PIN (S)
	MONUMENT FOUND - MON (F)
	MONUMENT SET - MON (S)
	NUMBER OF PARKING SPACES
	SCHEDULE B, EXCEPTION

**COMPOSITE METES & BOUNDS DESCRIPTION OF PARCEL 2 AND THE REMAINING PORTION OF PARCEL 1:**  
BEGINNING AT A POINT ON THE EASTERN RIGHT-OF-WAY LINE OF NORTH MALLORY STREET AND BEING AT THE WESTERN CORNER OF PARCEL 2 (DB 278, PG 380), AND AT THE NORTHERN CORNER OF THE REMAINING PORTION OF PARCEL 1 (DB 278, PG 380)(DB 468, PG 524), SAID POINT BEING THE POINT OF BEGINNING, THENCE DEPARTING THE POINT OF BEGINNING ALONG THE EASTERN RIGHT-OF-WAY LINE OF NORTH MALLORY STREET NS4°42'00"E, A DISTANCE OF 22.50' TO A POINT, THENCE NS4°46'00", A DISTANCE OF 254.22' TO A POINT AT THE NORTHERN CORNER OF PARCEL 2 (DB 278, PG 380) AND AT THE WESTERN CORNER OF LRSN-12006103, THENCE DEPARTING THE EASTERN RIGHT-OF-WAY LINE OF NORTH MALLORY STREET ALONG THE CENTER OF CREEK (DB 278, PG 380) (THE LINE) S8°30'48"E, A DISTANCE 607.29' TO A POINT; THENCE ALONG THE MEAN LOW WATER LINE (DB 278, PG 380) (THE LINE) S29°31'42"W, A DISTANCE OF 487.64' TO A POINT; THENCE CONTINUING ALONG THE MEAN LOW WATER LINE (DB 1198, PG 1054) S22°28'12"W, A DISTANCE OF 33.70' TO A POINT; THENCE ALONG THE SOUTHERN PROPERTY LINE OF THE REMAINING PORTION OF PARCEL 1 (DB 278, PG 380)(DB 468, PG 524) N40°02'18"W, A DISTANCE OF 771.02' TO A POINT ON THE SOUTHERN RIGHT-OF-WAY LINE OF NORTH MALLORY STREET; THENCE ALONG THE SOUTHERN RIGHT-OF-WAY LINE OF NORTH MALLORY STREET NS4°42'00"E, A DISTANCE OF 30.00' TO A POINT, SAID POINT BEING THE POINT OF BEGINNING AND CONTAINING 405,825 SQUARE FEET OR 9.312 ACRES.  
LESS AND EXCEPT THAT CERTAIN PROPERTY, PORTION OF PROPERTY OF REDEMPTORISTS FATHERS OF VIRGINIA, INC. 10,464 SF (0.24 AC) (DB 443, PG 530)(PLAT), CONVEYED TO JOSEPH G. GALLAGHER JR. & KATHLEEN ANN GALLAGHER BY INSTRUMENT NUMBER 050034108 CONTAINING 10,464 SQUARE FEET OR 0.240 ACRES.

**SURVEYOR'S CERTIFICATION**  
TO FIDELITY NATIONAL TITLE INSURANCE COMPANY AND HAMPTON UNIVERSITY.  
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6A/B, 7A, 7C, 8, 9, 11A, 12, 13, 16, 17, AND 18 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON SEPTEMBER 25, 2014.

DATE OF PLAT OR MAP: 9-25-14

JEFFREY J. VERRETH, L.S. 2306  
Lic. No. 2306  
9-25-14



ALTA/ACSM LAND TITLE SURVEY OF  
**PARCEL 2**  
(DB 278, PG 380)  
#1414 NORTH MALLORY STREET, LRSN-12006101  
HAMPTON VIRGINIA

SHEET  
**1**  
1 of 1 Sheets  
SCALE: 1" = 50'  
PROJ. NO.: 00057AM







**Hampton University**  
**1414 North Mallory Street**  
**Parking Analysis**

University policy states that vehicle parking decals are only issued to Junior and Senior residential students. Freshmen and Sophomores are not permitted to operate privately owned vehicles on campus. During the 2015-2016 academic year, 330 students, out of 1,576 students eligible to have vehicles, were issued vehicle permits. This represents only 20% of the students eligible to have a vehicle on the campus.

Students housed at the Mallory Street location will have several alternate transportation options. The University will provide shuttle service for the students to and from the location. Additionally, students can utilize the Hampton Roads Transit bus services. The nearest bus stop is located at the corner of Darby Avenue which is less than 200 ft. from the edge of the property. There are seven additional bus stops on Mallory Street. Bus service operates from 7:30 a.m. until approximately 8:45 p.m. Monday through Saturday and from 8:30 a.m. until 6:25 p.m. on Sundays.



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Environmental Sciences • Planning • Surveying • Civil & Environmental Engineering • Landscape Architecture

1414 N. Mallory Street, Hampton, Virginia  
Impact on City of Hampton Public Services and Facilities  
MSA Project 00057AM  
Dated July 12, 2016

1. Traffic is not impacted negatively in that access to N. Mallory Street is at two (2) existing locations. These access points have crossovers in the median on N. Mallory allowing full turning movements both northeast and southwest. The added parking and educational facilities will not significantly impact the traffic on N. Mallory.
2. The existing building has been used for similar uses in the past. The new use will not impact the need for public safety services.
3. There is existing public water and sewer service to the site which will be continued. The added load to these systems is incidental.
4. Utility service is already provided and will not be increased significantly.