



Application for

Use Permit

Community Development Department
Planning Division

22 Lincoln Street, 5th Floor | Hampton, Virginia 23669
Phone 757-727-6140 | Fax 757-728-2449 | www.hampton.gov/planning



Application for
Use Permit

OFFICE USE ONLY
Date Received:

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

Case Number: UP 25-00013

1. PROPERTY INFORMATION

Address or Location 2413 Shell Rd, Hampton VA 23661

LRSN 1002232 Zoning District R-9

Current Land Use Religious Facility

Proposed Land Use Day Care 2 (Commercial)

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 West End Baptist Church of Hampton, Inc

Address 2413 Shell Rd City Hampton State VA Zip 23661

Phone (757) 927 0683 Email webmaster@cox.net

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name Vernissa Thomas

Address 4509 Winnie Belle City Chesapeake State VA Zip 23321

Phone (757) 506-1460 Email VERNISSA@ yahoo.com

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 West End Baptist Church of Hampton, Inc

Signed by:

Name (printed) Paul Thomas, Its (title) Senior Pastor

Signature [Signature] Date 2/16/2026

Name (printed) Vernissa Thomas, Its (title) Executive Pastor

Signature [Signature] Date 2/16/2026

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) |



Supplemental Information for
Day Care

Complete this supplement in its entirety and submit with the completed Use Permit application form 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:

Case Number: UP 25-0013

1. LOT INFORMATION

Lot Width 208.78 ft Lot Depth 208.78 ft Total Lot Area (ac. or sq. ft.) 43,608 sq. ft.
Area to be Fenced (ac. or sq. ft.) 3,321 sq. ft. Fence Height 6 ft Fence Type CHAIN LINK
Area of Outdoor Play Area (ac. or sq. ft. - if different from area to be fenced above) 1353 sq. ft.
Current Number of On-site Parking Spaces 62 Proposed Number of On-site Parking Spaces 62

☒ Please attach a sketch showing the parking area and the circulation to, from and within the parking lot

2. BUILDING INFORMATION

Square Footage 5,100 Stories 1 Number of Classrooms 2
Number of Offices 4 Number of Kitchens 0 Number of Toilets 9
Number of Washbasins 6 Area of Indoor Play Area (sq. ft.) N/A
Is this currently an occupied residence? ☐ Yes ☒ No Will this be an occupied residence? ☐ Yes ☒ No
Type of Construction: ☐ Wood Frame with Siding ☒ Wood Frame with Brick ☐ Masonry
☐ Other (describe) _____

☐ Please attach a floor plan showing rooms labeled with square footage, use and (for classrooms) ages of children

3. OPERATIONAL INFORMATION

Number of Clients 36 Age Range of Clients 2 1/2 - 5 yrs Number of Employees 4
Hours of Operation: Mon 0600-1800 Tue 0600-1800 Wed 0600-1800 Thu 0600-1800
Fri 0600-1800 Sat N/A Sun N/A

4. LICENSING

Name of State Licensing Agency VA DOE Code of Virginia 22.1-289.031



**WEST END BAPTIST CHURCH OF HAMPTON, INC.
BOARD RESOLUTION**

Subject: Authority to Sign on Behalf of West End Baptist Church of Hampton, Inc.

At a duly called meeting of the Board of Directors of West End Baptist Church of Hampton, Inc., the following resolution was adopted on this date: February 12, 2026

RESOLVED that Paul Thomas, Bishop/Senior Pastor/President; Vernissa Thomas, Executive Pastor/Vice President; and Ethel DeBrew, Treasurer are each authorized and empowered, acting individually, to sign, execute, and deliver on behalf of **West End Baptist Church of Hampton, Inc.**, any and all documents necessary to obtain a "Use Permit" to operate a daycare at 2413 Shell Road, Hampton, Virginia."

FURTHER RESOLVED, that any prior resolutions inconsistent herewith are hereby revoked to the extent of such inconsistency, and that this resolution shall remain in full force and effect until amended or revoked by the Board of Directors of West End Baptist Church of Hampton, Inc.

IN WITNESS WHEREOF, the undersigned certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Directors of West End Baptist Church of Hampton, Inc.

Certified by:

Paul S. Thomas
Bishop/Senior Pastor/President

West End Baptist Church of Hampton, Inc.

2413 Shell Road, Hampton, VA 23661

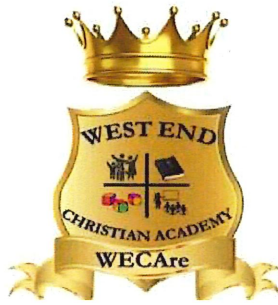
Church Office: (757) 251-2560 – Fax: (757) 251-2678 – Email: WEBCAdmin@cox.net

Website: WEBCVictoriousLiving.com – Like us on Facebook: [@WEBCHampton](https://www.facebook.com/WEBCHampton)

Bishop Paul S. Thomas, M.Div., Senior Pastor

Elder Vernissa Thomas, Executive Pastor

"Empowering the Children of God to Live Victoriously"



Narrative Statement
West End Christian Academy
2413 Shell Road, Hampton, VA 23661

West End Christian Academy is a proposed daycare center designed to provide a safe, nurturing, and spiritually enriching environment for young children in the Hampton community. The facility is located at **2413 Shell Road, Hampton, Virginia**, and is part of the long-standing ministry of **West End Baptist Church of Hampton, Inc.** The daycare will offer a structured program centered on Christian values, early learning, and social development. Hours of operations will be from **6 AM – 6 PM, Monday thru Friday**, serving children from **2 ½ years old to five years old**.

The proposed daycare facility includes **two main classrooms** designed to meet the developmental needs of children. **Classroom 1**, measuring **23 feet by 15 feet 3 inches**, features a set of double doors that provide direct access to the outdoor playground area, allowing for safe and convenient transitions between indoor and outdoor activities for ages **2 ½ years old to 36 months**.

Classroom 2, measuring **13 feet 2 inches by 18 feet 9 inches**, offers ample space for group instruction, play, and creative learning for ages **37 months to 5 years old**.

Additional spaces include a **potential lunchroom** measuring **15 feet by 9 feet 7 inches**, and two potential classrooms:

- **Classroom 3** (10 feet 10 inches by 14 feet 11 inches) suitable for small group or early preschool activities.

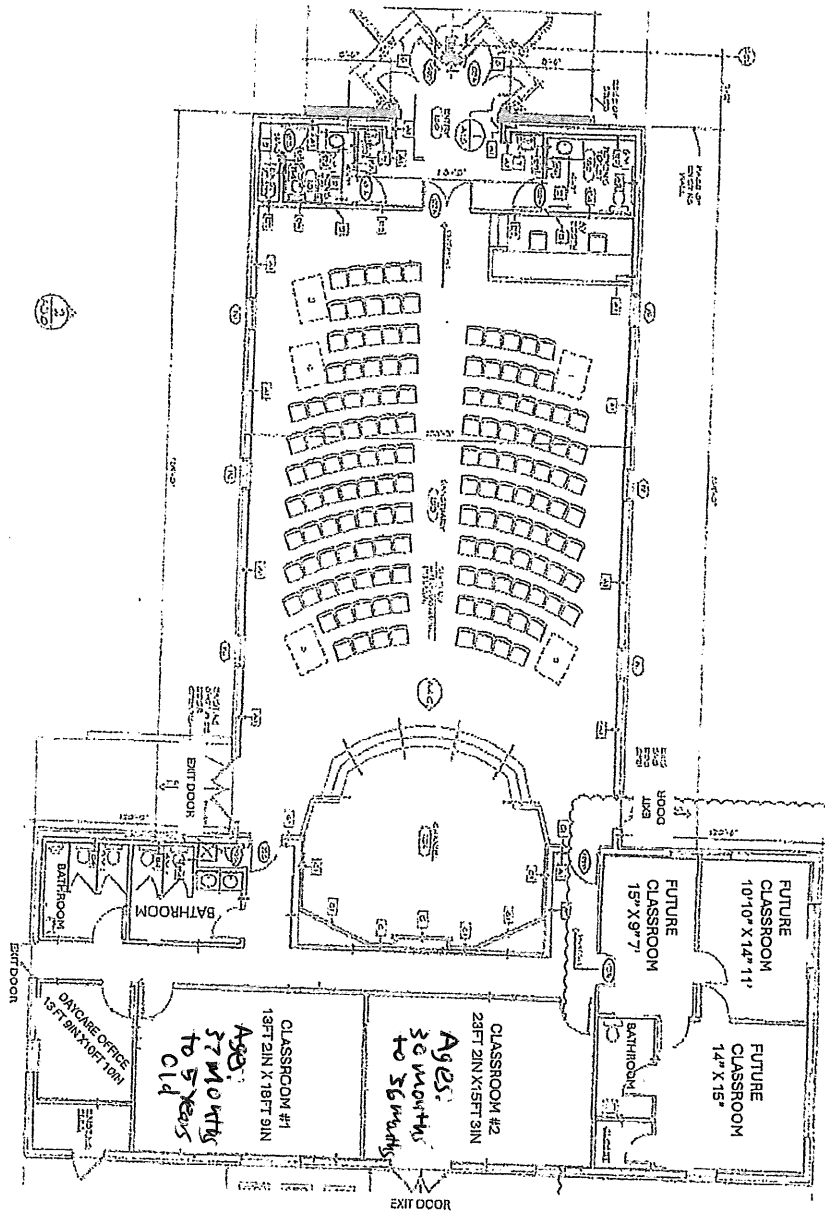
- **Classroom 4** (14 feet by 15 feet) which includes an adjoining bathroom, making it ideal for younger age groups requiring restroom accessibility.

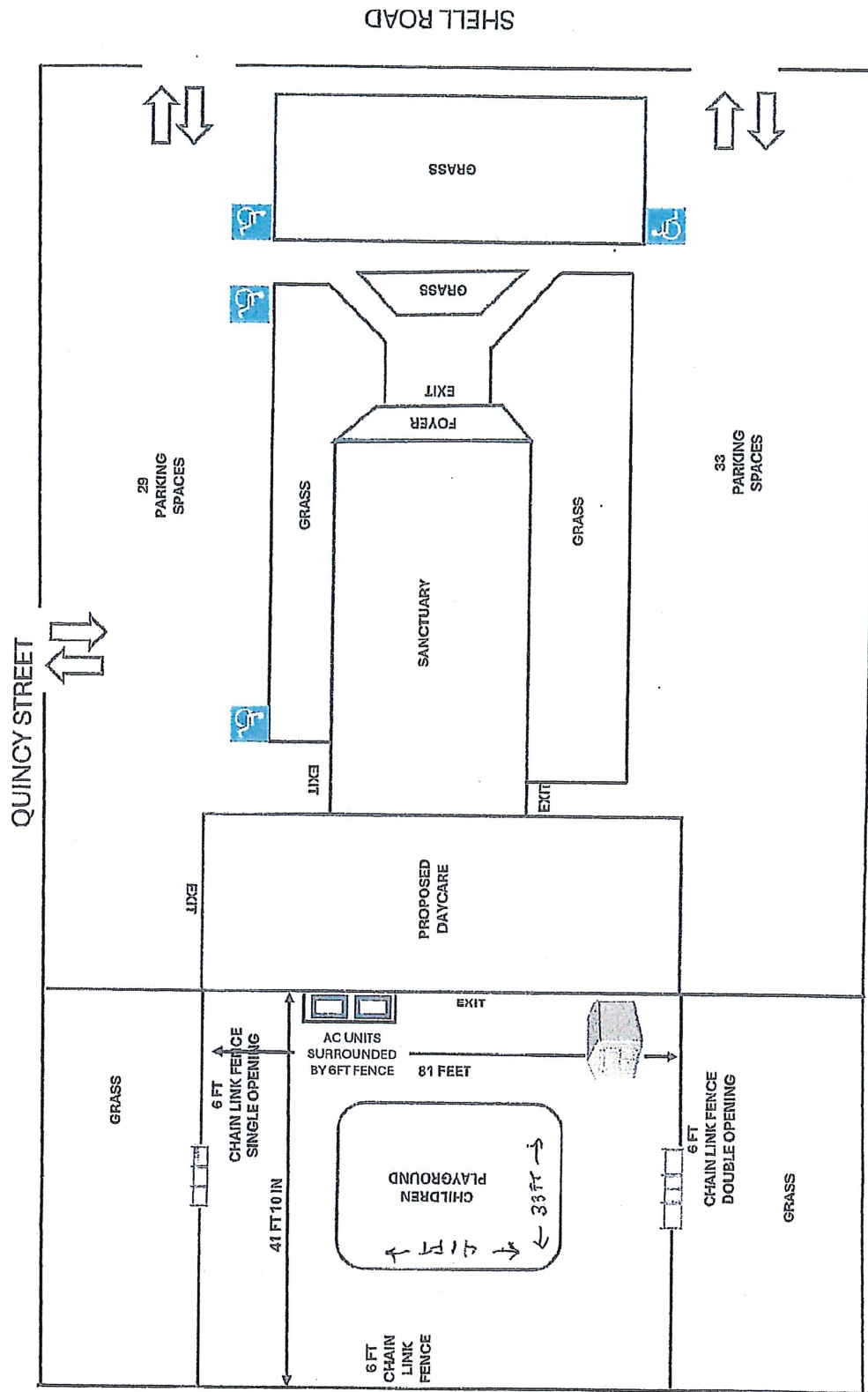
A dedicated **Daycare Office** (13 feet by 10 feet 10 inches) will be located near the main entryway, positioned across from the boys' restroom for efficient supervision and administrative access. The **Boys' Bathroom** includes two toilet stalls, one urinal, and one sink, while the **Girls' Bathroom** contains two toilet stalls and two sinks, ensuring adequate facilities for enrolled children.

The **outdoor playground** will be located directly behind the daycare building, in an area measuring **81 feet by 41 feet**, and will be fully enclosed by a **6-foot tall chain-link fence**. The playground will feature **4-6-inch-deep layer of rubber mulch** contained by railroad ties for safety and stability. There will be two entry gates: a **4-foot-wide gate** for pedestrian use and a **10-foot-wide gate** for maintenance or emergency access.

Parking accommodation is generous and well-planned, consisting of **two separate parking lots**. **Parking Lot 1** provides **33 spaces** including **1 handicap-accessible space**, while **Parking Lot 2** offers **29 spaces** with **3 handicap-accessible spaces**. Both lots include designated entrance and exit points to promote smooth traffic flow during drop-off and pick-up times.

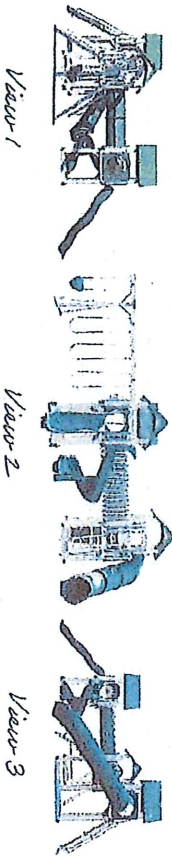
West End Christian Academy is designed with both function and faith in mind—offering a welcoming environment where children can grow academically, socially, and spiritually. The thoughtful layout supports safety, accessibility, and efficiency, ensuring that the academy can serve as a trusted educational foundation for our community, military, and all families in the Hampton area.



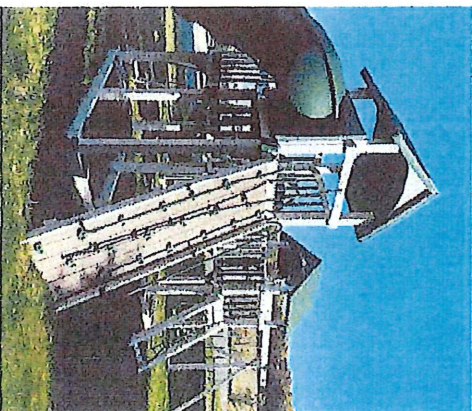
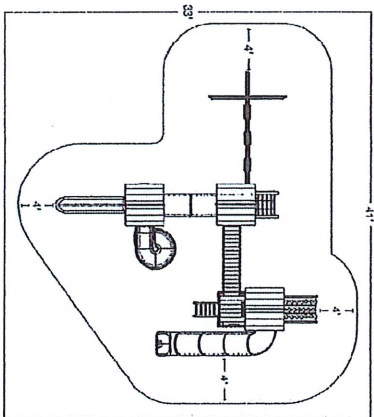


Pathfinder

The Pathfinder Playground is packed with fun! The Pathfinder perfectly matches your play project with all the slides, climbers, and more that you need!



44



COMMERCIAL FLEX 1

LARGE SERIES

PATHFINDER

SPECIFICATIONS	
Age Range	2-12
Capacity	22 - 45 children
Playground Height	12.4'
Max. Fall Height	8'
Playground Row Dimensions	33' x 27'
Use Zone	41' x 33'

FEATURES	
Towers	(2) 4'x4' Play Deck w/5' Deck Height, 4'x8' Double Deck w/5' & 7' Deck Heights
Roofs	(3) Plastic Roof
Climbers	5' Cargo Net, 5' Ladder, 7' Rock Wall
Connectors	6' Tunnel, 8'x2' Solid Bridge
Slides	5' Super Spiral Slide, 5' Avalanche Slide, 7' Steepwinter Slide
Swings	(3) Belt Swing, Deluxe Toddler Swing
Swing Beams	4 Position Standard Swing Beam

SURFACING	
Wood Mulch	14 Cubic Yards = 3" uncompacted Mulch
Rubber Playground Mulch	6 Tons = 4" uncompacted mulch
Poured-in-place Rubber Surfacing	1553 Square Feet
Border Needed	148 Linear Feet

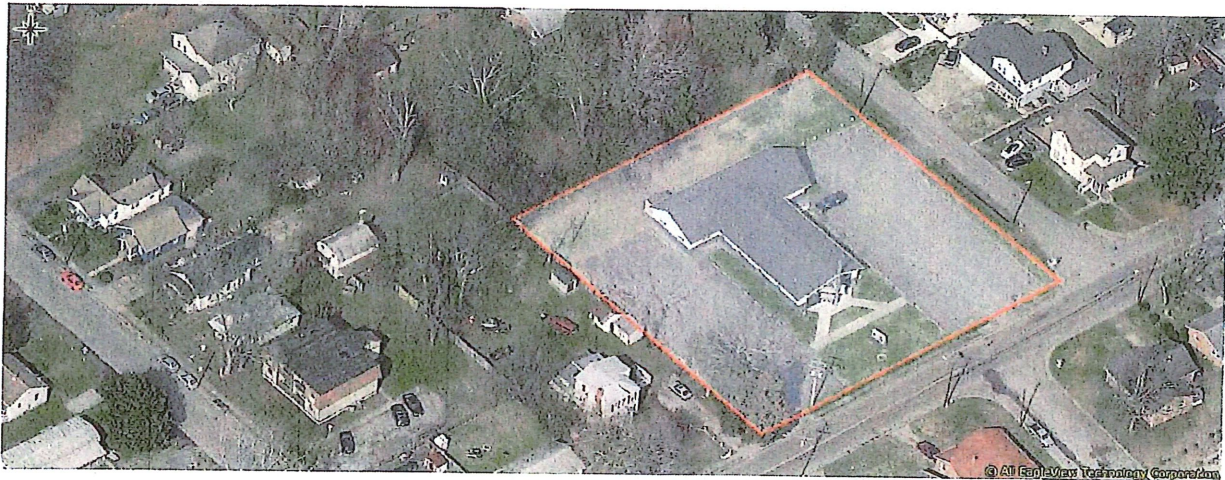
COLORS: ● ● ● ●

Did you know?

Our playgrounds and swing beams can bundle together as customizable packages. See pages 22-28 and 46-47

45

webc areial



Hampton, Virginia

Legend

- Parcels
- Boundary

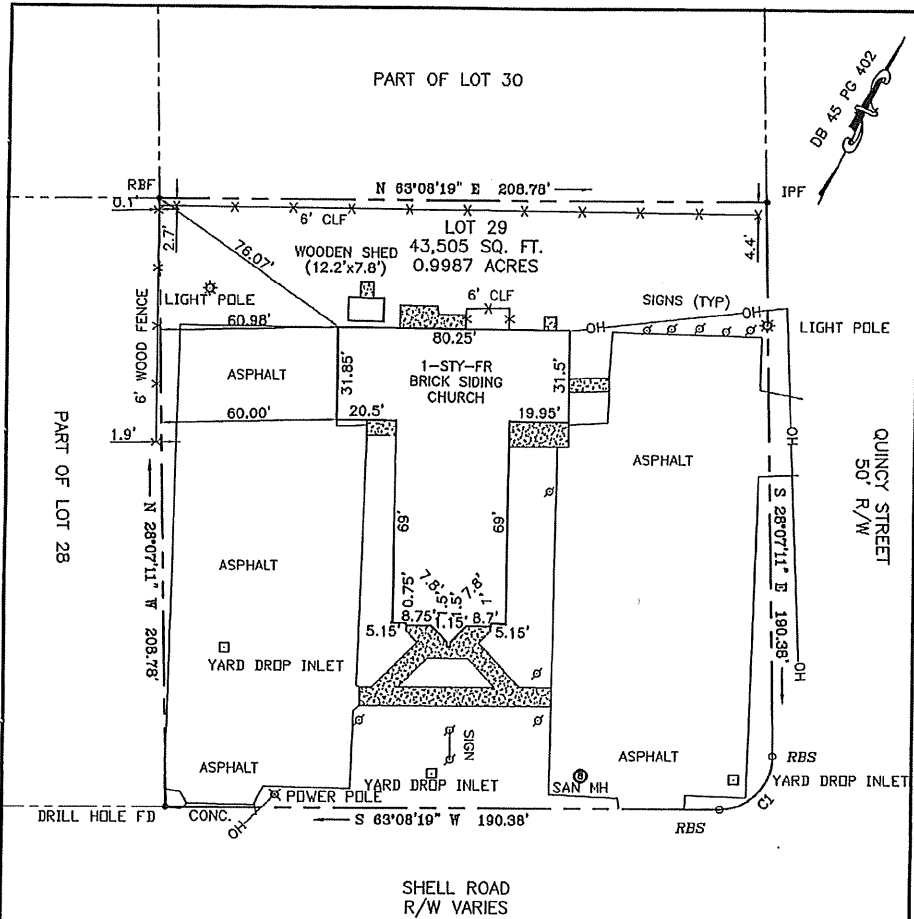


Feet
0 25 50 75 100
1:1,128 / 1"=94 Feet

Title: Parcels

Date: 8/6/2025

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Hampton is not responsible for its accuracy or how current it may be.



CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD LENGTH	CHORD BEARING
CI	91°16'30"	18.00'	28.67'	18.40'	25.73'	S 17°30'34" W

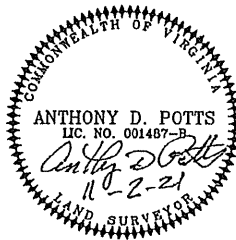
NOTES: UNDERGROUND UTILITIES EXCEPT AS SHOWN

THIS PROPERTY IS LOCATED IN FIRM ZONE X,
(UNSHADED)(AREA OUTSIDE 0.2% ANNUAL CHANCE FLOOD)
AS SHOWN ON COMMUNITY PANEL NO. 616527 0024 H
DATED MAY 16, 2016 (INDEX DATE MAY 16, 2016)

REF: DB 45 PG 402, DB 443 PG 1

NO TITLE REPORT PROVIDED

ALL EASEMENTS MAY NOT BE SHOWN



THIS IS TO CERTIFY THAT ON NOVEMBER 2, 2021 I
PERFORMED A CURRENT FIELD SURVEY OF THE PROPERTY
SHOWN ON THIS PLAT, AND THAT THE TITLE LINES AND THE
WALLS OF THE BUILDINGS ARE AS SHOWN ON THIS PLAT.
THE BUILDINGS STAND STRICTLY WITHIN THE TITLE LINES
AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS
ON THE PROPERTY EXCEPT AS SHOWN.

ANTHONY D. POTTS, L.S.

F.B. 994
JONES/ADP

PG. 20

MIDDLEBORO-C-29.DWG
JOB NO. 21-459

#2413 SHELL ROAD

PHYSICAL SURVEY OF THE PROPERTY OF
WEST END BAPTIST CHURCH
OF HAMPTON

LOT 29

MIDDLEBORO

HAMPTON, VIRGINIA

ADPA

A.D. POTTS & ASSOCIATES, INC.
11524 JEFFERSON AVENUE
NEWPORT NEWS, VIRGINIA 23601
PHONE: (757) 595-4810

SCALE: 1"=40'

DATE: 11/2/21