



Project Address _____

Lot _____

Property Owner _____

Circle One: **Member** **Non-Member**

**Membership in the Port Royal Association is required throughout construction*

New Residence Plans Submittal (Please check one): **Preliminary Plan** **Final Plan** **Revision**

- Additions/Renovations greater than 50% of Existing
- Additions/Renovations less than 50%
- Landscape, Hardscape, Generators, Columns, Walls, Fences

The following items are required for ALL plan submittals:

- | | |
|--|--|
| <input type="checkbox"/> PRPOA Review fee | <input type="checkbox"/> Architecture Checklist |
| <input type="checkbox"/> Survey | <input type="checkbox"/> Signed and sealed Builder and Architects Agreements |
| <input type="checkbox"/> Owner's Certification | <input type="checkbox"/> Site Plan in accordance with the Procedures and Guidelines |
| <input type="checkbox"/> Architectural & Hardscape Plans | <input type="checkbox"/> Electronic Files |
| <input type="checkbox"/> Estimated Start and Completion date | <input type="checkbox"/> Construction Management Plan (include temporary construction fence) |

New Residences and Major Additions/Renovations: (Additional items required)

- | | |
|---|---|
| <input type="checkbox"/> Aerial view with proposed construction superimposed | <input type="checkbox"/> Street view photos of neighboring properties |
| <input type="checkbox"/> Colored Renderings (front & rear) | <input type="checkbox"/> Paint Samples and description of exterior materials proposed |
| <input type="checkbox"/> 3D Model Presentation | <input type="checkbox"/> Architecture plans |
| <input type="checkbox"/> Hardscape & Landscape Plan | <input type="checkbox"/> Front, Rear, and Side Yards Cross Sections |
| <input type="checkbox"/> Drainage Plan | <input type="checkbox"/> Rip Rap Renourishment plan |
| <input type="checkbox"/> Street Elevation showing the relationship of the proposed construction to neighboring structures | |

Minor Additions/Renovations: (Additional items required)

- | | |
|---|---|
| <input type="checkbox"/> Floor Plans with changes noted | <input type="checkbox"/> Paint Samples and description of exterior materials proposed |
| <input type="checkbox"/> Hardscape Plans | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Drainage Plan | |

Project Description:

Estimated Start Date: _____

Estimated Completion Date: _____

Fee Calculation: (Please check one) **Down Payment** **Full Payment** **Fee Enclosed:** _____

Please indicate all area under roof, regardless of air conditioning.

Existing _____ sf
Proposed _____ sf
Total Proposed _____ sf
Proposed Increase % _____ %

Please refer to Exhibit B of the Port Royal Association Architecture Fees for amount

Architect _____

Alternate Contact _____

Company _____

Date of last PR Project _____

Port Royal Approved? _____ Phone: _____ Cell: _____ Email: _____

Landscape Architect _____

Alternate Contact _____

Company _____

Date of last PR Project _____

Port Royal Approved? _____ Phone: _____ Cell: _____ Email: _____

Builder/Contractor _____

Alternate Contact _____

Company _____

Date of last PR Project _____

Port Royal Approved? _____ Phone: _____ Cell: _____ Email: _____



Colors and Materials (Please describe)

Body of Residence Color and Material: _____

Trim Color and Material _____

Roof Color and Material: _____

RI-15A Sec 58-116 Minimum Yards

Site plans must include Platted Building Line and 30-foot setback from the MHWL.

Front Setback Existing _____ Front Setback Proposed _____

Side Setback Existing _____ Side Setback Proposed _____

Side Setback Existing _____ Side Setback Proposed _____

Rear Setback Existing _____ Rear Setback Proposed _____

Average Crown of Road: _____

The average crown of road is obtained from the center line of the crown of road elevations at the property corners and at the middle of the property. All three elevations must be shown on the survey and all site plans.

RI-15A Sec 58-116 (4) Encroachments

Maximum allowable elevation in setbacks _____ (36 inches above Avg. COR)

Maximum proposed elevation in rear yard _____ List encroachment _____

Maximum proposed elevation in side yard _____ List encroachment _____

Maximum proposed elevation in side yard _____ List encroachment _____

Maximum proposed elevation in front yard _____ List encroachment _____

RI-15A Sec 58-120 Maximum Building Area

Total property area _____ sf

First 5,000 SF - 48% _____ sf

Next 5,000 SF- 35% _____ sf

Next 10,000 SF- 24% _____ sf

Next 30,000 SF - 20% _____ sf

Next 50,000 SF- 15% _____ sf

Additional SF - 2% _____ sf

Total Maximum Building Area _____ sf

Total Proposed Building Area _____ sf

RI-15A Sec 58-117: Minimum Floor Area

The Minimum Floor Area does not include garages, covered walkways, or open porches.

Proposed 1st Floor Area _____ sf

Proposed 2nd Floor Area _____ sf

RI-15A Sec 56-91 (3) Guest Houses

Habitable area of main dwelling _____ sf

Habitable area of guest house _____ sf

% of Guest house habitable area _____ %

Architectural Elevations

The following information is required to be clearly depicted and dimensioned on all front, side and rear elevations:

RI-15A Sec 58-116

The 12.5' vertical and horizontal dimensions of the Spatial Perception Lines with the 12:12 slope up to the maximum building height:

FEMA Finished Floor Elevation Required _____ **Proposed Finished Floor Elevation** _____

RI-15A Sec 58-116 (5)

Gable Roofs and Permitted Gable Envelope, if gable roofs are proposed:

Cumulative width of gable wall encroachments along each side yard _____



R1-15A Sec 58-118 Maximum Building Height.

Proposed Building Height: _____

Architectural Embellishment Height: _____

Please list all proposed architectural embellishments: _____

R1-15A Sec 58-123 (1) and Deed Restrictions (9) Predominate Street View Roof Slope: _____

R1-15A Sec 58-120 (c) (1) Roof Gutters if proposed

R1-15A Sec 58-116 (1) and Sec 58-116 (3) Front and Rear Setbacks, Platted Building Line, Mean High Water Line, Front Property Line, Platted Lot Line

R1-15A Sec 58-116 (2) Side Yard Setbacks and Property Line

R1-15A 58-116 (5) b. Location and base elevation of A/C, pool equipment, generator, or any other noise generating machinery: _____

Please describe the equipment screening type and height: _____

Deed Restrictions (10) Garage Doors

Garage doors should not face the street. Must be depicted on the site plan.

R1-15A Sec 58-124 (2) a. and Sec 58-124 (2) b. Front Gates

Lot Frontage: _____ Proposed Gate distance from Travelway: _____

Proposed Gate Height (measured from the crown of the road): _____ (1st gate) _____ (2nd gate)

R1-15A Sec 58-124 (2) c. Any gate height over 6' must be 70% open and transparent. # of proposed gated driveways: _____

R1-15A Sec 58-124 (b) (2 and 3) Width of driveway proposed: _____ (1st gate) _____ (2nd gate)

R1-15A Sec 58-124 (a) (2) d. Columns

Proposed main driveway entry column height _____

Proposed main driveway entry column width _____

Proposed main driveway column top elevation _____

Distance from Travelway _____

Proposed secondary column height in front yard setback _____

Proposed secondary column width _____

Proposed secondary column top elevation _____

Proposed Column Spacing _____

R1-15A Sec 58-124 (a) (4) Wall and Fence Height

It is recommended that pools plans include the proposed pool fence and gate locations. Please indicate the height of the proposed fence or wall and gate on the plans. Pool fences proposed beyond the Platted Building Line are restricted to the height as required by the Florida Pool Safety Act.

Proposed wall or fence height in front yard setback: _____

Proposed wall or fence height in front yard inside building envelope: _____

Proposed wall or fence height in side yard setback: _____

Proposed wall or fence height beyond platted waterfront building line: _____

Deed Restrictions (17) Proposed Rear Yard Plantings

Please indicate the height of all plantings beyond the platted building line.

Front, Rear, and Side Yard Cross Sections

The following information is required to be depicted on a scaled cross section of the rear yard with elevations:

- | | |
|---|---|
| <input type="checkbox"/> Proposed top of rip rap and toe of rip rap | <input type="checkbox"/> Rear Yard Setback Lines |
| <input type="checkbox"/> Mean high water line | <input type="checkbox"/> Proposed grade |
| <input type="checkbox"/> Property & Platted Building line | <input type="checkbox"/> Proposed Pool and/or Hardscape |

The following information is required to be depicted on a scaled cross section of the front yard with elevations:

- | | |
|---|---|
| <input type="checkbox"/> Proposed grade | <input type="checkbox"/> Front Yard Setback & Property Line |
| <input type="checkbox"/> Front wall of Proposed Residence with Finished Floor | |

The following information is required to be depicted on a scaled cross section of the side yards with elevations:

- | | |
|--|---|
| <input type="checkbox"/> Proposed grade | <input type="checkbox"/> Side Yard Setback |
| <input type="checkbox"/> Side wall of Proposed Residence with Finished Floor | <input type="checkbox"/> Side Property Line |
| <input type="checkbox"/> Proposed grade at side property line | |

A minimum of 5 foot of landscape plant material buffer is required between the top of the rip rap and any hardscape regardless of height. (See Procedures)