



PORT ROYAL[®]
PROPERTY OWNERS' ASSOCIATION

**SOLAR PANEL
SUBMITTAL CHECKLIST**
Date: _____

Project Address _____

Lot _____

Property Owner _____

Project Description _____

Contractor _____	Project Manager _____
Office Phone _____	Cell _____
	Email _____

The following items are required:

PRPOA Review fee (\$420)

Signed **Owner's Certification**

Submitted electronically to the City:

Site plan with proposed work depicted & location of all solar panels

Elevation view of solar panel as installed

Solar panel specs/appearance

**Note: There shall be a \$400.00 surcharge for any project of any non-Association member. This charge is to cover Association costs relative to the review and inspection process.*

Fee Enclosed: \$ _____

Date Submitted: _____

Approved By: _____

Date Approved: _____

Port Royal Association