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)
- ☐ Original signed **Owner's Certification**

Three copies of each of the following:

- ☐ 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