



The Harbor at Port Royale Architectural Request Form

Name of Applicant _____

Phone _____

Address/ Unit No. _____

STEP 1

1. Approval being requested for: _____ Exterior of Unit _____ Dock _____ Other
2. Description of Proposed Improvement:
3. Type / Description of Material to be Used:
4. Estimated Beginning Date of Work/Construction:
5. Estimated Date of Completion:
6. Name of Person or Company Performing Work:
7. Contractor Contact Number:
8. Is a Camdem County Building Permit Required? _____ No _____ Yes, I have attached a copy.

STEP 2

All **adjoining** property/dock owners must sign this form or provide their awareness of the proposed improvement in writing or electronically. Please attach copies as needed.

Adjoining Owners

Name _____ Unit/Dock-Slip _____ Consent ___Y ___N

Name _____ Unit/Dock-Slip _____ Consent ___Y ___N

Name _____ Unit/Dock-Slip _____ Consent ___Y ___N

Name _____ Unit/Dock-Slip _____ Consent ___Y ___N

Signature of Applicant: _____ **Date** _____

STEP 3 - Submission

Please submit (hard copy or electronic copy) of this completed form along with any additional documentation to the Port Royale Condo/Home Owners Association Board.

STEP 4 - (Board Members Only)

Name _____ Date _____ Approved ___Y ___N

Name _____ Date _____ Approved ___Y ___N

Name _____ Date _____ Approved ___Y ___N

Name _____ Date _____ Approved ___Y ___N

Name _____ Date _____ Approved ___Y ___N

This Application is: ___ Approved ___ Denied (If denied reason will be provided below)

STEP 5 - Notification

Homeowner notified on _____ by _____