

Site Improvement Request Form

NO WORK can be done on any site without this form being submitted and approved by the Site Improvement Committee. You may email your request to info@portdelmarva.com, as well as submit the form to a Board Member in person or drop it at the mailbox at the Port Office.

The Board will make every effort to return the form in a timely manner. However, there is no time limit on how long the board may take to make their final decision.

SITE# _____

1. Description of work being requested: _____

2. Detailed drawing of work placed on the rear of this application.

3. Who will be doing the work? _____

NOTE: If the work is being done by a contractor. You will need to provide proof of the workers' compensation insurance and liability insurance by the contractor. You must also show this approved form to the contractor. All contractors are instructed NOT to begin work unless the Form is signed and approved by the Board Of Directors. Should you not have the form at the time the work is supposed to begin, and the contractor cannot begin the work, you will be financially responsible for the contractor's time.

4. Start date: _____ Completion Date: _____

5. This form must be posted at site during work dates.

(All parties on license must sign this form)

Licensee(s)

Print Name

Signature

Date

Print Name

Signature

Date

Site Holders Phone Number: _____

Approval consists of 2 Board Members as well as the President of the Board.

1. _____ Date _____

2. _____ Date _____

President _____ Date _____

Inspection after completion - Board Signature: _____ Date _____