

Timber Ridge Property Owner Association

New Home Construction - Project Application

----- FOR PRINTED SUBMISSIONS -----

For online submissions, please sign into the Resident Portal and navigate to **My DRB Requests**

Use this form for any new construction projects on a vacant lot within Timber Ridge.

TRPOA Board Contact

If you have questions at any point during your project, please reach out to:

Barb Felsecker
DRB Chairperson
(309) 368-9420
trpoa.barbfelsecker@outlook.com

Instructions

1. **Complete** all fields/questions in the form below.
2. **Include** the following required documents
 - A **site plan** that includes the location (including setbacks) of the house, driveway, and planned location of well and septic.
 - A general **landscaping plan**. This may be incorporated in the site plan.
 - A set of the **blueprints** (PDF format if sent electronically) for the living unit floor plan, elevation drawings, and a recap of all living area square footage. **Scale: one-quarter inch equals one foot (1/4" = 1')**
 - A set of **building material specifications**, color specifications and samples of the exterior materials (PDF copies if sent electronically). *Bring physical samples to the site visit, if available.*
 - A copy of the Sanitary **Permit**, the Oneida County and the State of Wisconsin Building **Permits**.
3. **Acknowledge** and **sign** this form
4. **Submit** your application fee in the amount of **\$150** (online payment, paper check at site visit, or paper checked mailed to: **TRPOA, Inc., PO Box 366, Minocqua, WI 54548**)
5. **Submit** your application, along with all required documentation.
 - **Mail:** TRPOA, Inc., PO Box 366, Minocqua, WI 54548-0366
 - **In Person:** Call Barb at (309) 368-9420 to make arrangements to meet.
6. **Email** the DRB Chairperson (listed above) to schedule your site visit.

IMPORTANT:

- ⇒ All association **dues must be current** for the DRB to proceed with your request.
 - ⇒ **No work may begin** until you have received approval from the DRB Committee and a TRPOA Building Permit has been issued.
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Helpful Tips

- Please review [Article VII \(DRB\) and Article VIII \(Architectural Criteria\)](#) of the Covenants to ensure your design plans meet all of Timber Ridge requirements.
 - **It is highly recommended** that you contact the DRB Chairperson to schedule a project planning session, by phone or in person, to ensure you have a smooth trip through your new build planning. This will make sure you are aware of and understand all the requirements set forth in Timber Ridge Protective Covenants, Standards and Land Use.
 - Be mindful that local, county and state permits will be required. You should meet or talk with the DRB prior to getting these permits to possibly alleviate having to make changes to these items later. This could result in additional time, costs and delays.
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DRB Process Timeline

Once your request has been received, the DRB Chairperson will do the following:

1. Verify through the Treasurer that all **dues** on the property(s) are **paid in full**. *(1 - 2 days)*
 2. Confirm a date for your **site visit**. *(2 - 4 days)*
 3. Schedule a **DRB member meeting** to determine whether the project is approved. *(up to 3 days, following the site visit)*
 4. Verify your **application fee** has been received. *(1-2 days)*
 5. Provide a **written response** notifying you of the DRB's decision for your request (including what needs to be done if the project is denied). *(1 - 2 days)*
 6. Issue a **TRPOA building permit**, if needed.
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PROJECT INFORMATION

Owner Information:

Name: _____
Mailing Address: _____

Email: _____
Phone Number: _____

Project Details:

Lot #: _____
Planned Start Date: _____
Planned End Date: _____

Contractor Information:

Business Name: _____
Contact Name: _____
Email: _____
Phone #: _____

Project Description:

Add any details you feel are helpful in the review of this project. If self-explanatory this is not required, but often helpful.

New Construction Specs

Square Footage	
First Floor	_____
Second Floor, if applicable	_____
Total Square Footage	_____
Styling	
Exterior Wall Height (8' min)	_____
Frost Wall Height (4' min)	_____
Primary Roof Pitch	_____
Roof Overhang (within 10' of property line)	_____
Material/Color Scheme	
Shingle (if asphalt, 25-year warranty min)	_____
Siding	_____
Soffit	_____
Gutters	_____
Accent/Trim	_____
Driveway	_____
Other Notes	
⇒ Don't forget to attach your site plan, landscape plan, blueprints, building material specs, and permits.	

Acknowledgement:

- ☐ I have reviewed the DRB Guidance information for my project type, and agree that NO work shall begin until the DRB Committee has granted their approval.

Owner Signature: _____ Date: _____

Printed Name: _____

FOR DRB USE ONLY

Site Visit Date: _____

DRB Committee Members Present:

Documentation Received:

- ☐ Site Plan
- ☐ Landscape Plan
- ☐ Blueprints (**1/4" = 1"**)
- ☐ Building Material Specs/Samples
- ☐ All required permits
- ☐ Application Fee Collected

Additional Information Needed:

Revisions Requested:

DRB Committee Decision:

(Note: A written decision letter must be mailed to project submitter)

- ☐ Approved
- ☐ Approved with Revisions
- ☐ Denied
- ☐ Application Withdrawn

Revisions:

DRB Signatures (2 required):

Date: _____

Date: _____