Timber Ridge Property Owner Association

New Home Construction - Project Application

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

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

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

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** for the living unit floor plan, elevation drawings, and a recap of all living area square footage. Scale for printed copies: one-quarter inch equals one foot (1/4" = 1'), or a PDF copy if sent via email.
   - 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** (paper check at site visit, or paper check mailed to: **TRPOA, Inc., PO Box 366, Minocqua, WI 54548)**
5. **Submit** your completed application, along with all required documentation.
   - **Email: contact@timberridgewi.com**
   - **Mail:** TRPOA, Inc., PO Box 366, Minocqua, WI 54548
   - **In Person:** Call Barb at (309) 368-9420 to make arrangements for dropoff.

IMPORTANT:

⇒ Incomplete applications may delay review until all required information and supporting documentation have been received.

⇒ 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.

TRPOA Board Contact

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

Barb Felsecker

DRB Chairperson
(309) 368-9420
drb@timberridgewi.com

Helpful Tips

- Please review **Article VII (Design Review Board) and Article VIII (Architectural Criteria)** of the Covenants to ensure your design plans meet all of Timber Ridge requirements. A copy of the Covenants can be found on the Timber Ridge website (https://timberridgewi.com/).
- **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.

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**.

Note: If your project requires further review by the entire Board, or by our legal team, an additional 30-60 days may be required to complete this process.

New Home Construction - Project Application

PROJECT INFORMATION

Owner Information:

Name: _____

Mailing Address: _____

_____

Email: _____

Phone Number: _____

Project Details:

Lot #: _____

Planned Start Date: _____

Planned End Date (exterior): _____

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 Home Construction - Project Application

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

New Home Construction - Project Application

⇒ ***Don't forget to attach your site plan, landscape plan, blueprints, building material specs, and permits.***

Owner Acknowledgement

I, the Owner, certify that all information submitted with this project request is accurate and complete. I acknowledge that I have reviewed and understand the Timber Ridge Declaration of Protective Covenants, Standards, and Land Use Restrictions, including the requirements of the Design Review Board (DRB) (Article VII) and all applicable Architectural Criteria (Article VIII). I agree that no structure, alteration, landscaping change, or site modification will begin until written DRB approval has been issued, and I understand that any work commenced without approval may result in fines, required removal, or restoration at my expense as provided under Article XI (General Restrictions). I further acknowledge that DRB approval does not replace or guarantee compliance with Oneida County building codes, permits, inspections, or other governmental requirements. I accept full responsibility for ensuring that all contractors comply with Timber Ridge covenants, for preventing damage to Common Areas, golf course easement areas, and neighboring properties, and for restoring any such damage if it occurs. I agree to submit any changes to approved plans to the DRB prior to implementation and understand that the DRB may require a final inspection to confirm compliance with approved plans and Timber Ridge standards. I further acknowledge that all Timber Ridge Building Permits expire twelve (12) months from the date of issuance. Any project not completed within that period, or any additional work beyond the scope of the approved permit, shall require submission of a new application and issuance of a new Timber Ridge Building Permit before such work may proceed.

Owner Signature: _____ Date: _____

Printed Name: _____

New Home Construction - Project Application

FOR DRB USE ONLY

Lot# _____ **Owner Last Name:_____**

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 (or emailed) to project submitter.

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

Revisions:

DRB Signatures *(2 required):*

_____ Date: _____

_____ Date: _____

DRB Chairperson *– Upon project approval, please submit this form along with all supporting documentation, to the TRPOA Secretary/Admin if entry into the Resident Portal is needed.*