Timber Ridge Property Owner Association

Minor Site Alteration – Project Request Form

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

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

Use this form if you are planning a minor alteration to your property within Timber Ridge.

Instructions

1. **Complete** all fields/questions in the form below.
2. **Include** the following required documents:
    - Write a brief description of the project on Page 3 of this form. Include building material specifications, color specifications, and samples of the exterior materials. If submitting by email, include PDF copies. Bring physical samples to the site visit, if available.
    - **A simple site plan** showing the location on the property including setbacks from property lines.
3. **Acknowledge** and **sign** this form.
4. **Submit** your completed application, along with all required documentation.
    - **Email: contact@timberridgewi.com**
    - **Mail:** TRPOA, Inc., PO Box 366, Minocqua, WI 54548-0366
    - **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

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Helpful Tips / DRB Guidance

Please review **Article VII (Design Review Board) and 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/).

DRB Process Timeline

Once your request has been received, the Design Review Board will do the following:

1. Verify through the Treasurer that all **dues** on your account 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.

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

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PROJECT INFORMATION

Owner Information:

Name: _____

Email: _____ Phone # _____

Project Details:

Lot #: _____

Planned Start Date: _____

Planned End Date: _____

Project Type:

☐ Swing Set ☐ Alternative Energy Source ☐ Antenna/Satellite Dish

☐ Roof Material ☐ Driveway Surface

Contractor Information (if used):

Business/Contact Name: _____

Email: _____ Phone #: _____

Brief Project Description:

Add any details that may help the DRB review this project. If the project is self-explanatory, a description is not

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Owner Acknowledgement:

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

Owner Signature: _____ Date: _____

Printed Name: _____

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FOR DRB USE ONLY

Lot# _____ Owner Last Name: _____

Site Visit Date: _____

DRB Committee Members Present: _____

_____

_____

Documentation Received: (strike-through if not applicable)

- ☐ Project Description
- ☐ Site Plan
- ☐ Building Material(s) Specs/Samples

Additional Information Needed:

Revisions Requested:

DRB Committee Decision:

(Note: A written decision letter must be mailed/emailed to alteration submitter)

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

Revisions:

DRB Signatures *(2 required):* _____ Date: _____

_____ Date: _____

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DRB Chairperson *– Upon project approval, please submit this form, along with all supporting documentation, to the TRPOA Secretary for entry into the Member Portal, as needed.*