Timber Ridge Property Owner Association

Major Site Alteration – Project Request Form

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

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

Use this form if you are planning an alteration/construction project on an improved 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 dimensions of the new structure, location and setbacks on the property. 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 via email). Bring physical samples to the site visit, if available.
   - A copy of the Oneida County Building **Permits** (when the structure costs more than $2,500 or is over 200 square feet in size) and the State of Wisconsin building permit (when needed).
3. **Acknowledge** and **sign** this form
4. **Submit** your application fee (see Schedule of Fees for the required amount) - 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.
   - **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.
6. **Email** the DRB Chairperson (listed above) to schedule your site visit.

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

Major Site Alteration – Project Request Form

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/).
- If you are planning an addition to the current living unit, **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 alteration project 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 document.
- Be mindful that local, county and state permits may 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**, if needed.

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.

Major Site Alteration – Project Request Form

PROJECT INFORMATION

Owner Information:

Name: _____

Email: _____ Phone # _____

Project Details:

Lot #: _____ Planned Start Date: _____

Planned End Date: _____

Project Type:

☐ Addition to the Current Living Unit ☐ Shed

☐ Deck ☐ Dog Kennel

Contractor Information (if used):

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.*

Major Site Alteration – Project Request Form

SPECS FOR "ADDITION TO THE CURRENT LIVING UNIT" - *Complete all applicable information*

Additional Square Footage	
First Floor Square Footage	_____
Second Floor, if applicable	_____
Total Additional 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	_____

Other Notes

Major Site Alteration – Project Request Form

⇒ ***Don't forget to attach any applicable documentation (site plan, landscape plan, blueprints, building material specs, and permits)***

Major Site Alteration – Project Request Form

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: _____

Major Site Alteration – Project Request Form

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
- ☐ Landscape Plan
- ☐ Blueprints (1/4" = 1", or PDF)
- ☐ 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/emailed to alteration submitter)

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

Revisions:

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

Major Site Alteration – Project Request Form

_____ Date: _____

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