Timber Ridge Property Owner Association

Landscaping 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 a landscaping project that alters ¼ of your property, fencing and/or screening projects, or the installation of a swimming pool on your Timber Ridge property.

Instructions

1. **Complete** all fields/questions in the form below.
2. **Include** the following required documents

   Landscaping:
   - A **landscape plan** that includes the property lines, dimensions of existing and proposed features, and types of plantings.

   Fencing/Screening Projects:
   - A **site plan** that includes the location and setbacks of the fence &/or screening on the property.
   - A set of material and color **specifications and samples** of the fencing/screening materials to be used (PDF copies if sent via email). Bring physical samples to the site visit, if available.

   Swimming Pool:
   - A site plan that included the location and setbacks of the pool on the property, along with any details regarding landscaping &/or fencing plans (see above).
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.

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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 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)*

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.

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PROJECT INFORMATION

Owner Information:

Name: _____

Email: _____ Phone # _____

Project Details:

Lot #: _____ Planned Start Date: _____

Planned End Date: _____

Project Type:

☐ Swimming Pool

☐ Fencing

☐ Altering more than ¼ of the area of the property

☐ Screening Material

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.

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Material/Color Scheme
Project Materials _____ _____ Color Specifications _____ _____
Other Notes
⇒ ***Don't forget to attach any applicable documentation (site plan, landscape plan, blueprints, building material specs, and permits)***

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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.

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
- ☐ Landscape Plan
- ☐ Site Plan
- ☐ Materials Description, Color Specs, and Samples
- ☐ 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: _____

_____ Date: _____

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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.*