

## ***Timber Ridge Property Owners Association***

### ***Procedure and timeline for New Construction and Site Alterations***

1. Find the appropriate form(s) located on the TRPOA website: [www.timberridgewi.com](http://www.timberridgewi.com)
2. Complete the form(s). If New Construction, provide a list of building materials with descriptions and make available all building samples.
3. Pay the application fee ( when required ). Make check to TRPOA, PO Box 48, Minocqua, WI 54548

Give the above documentation to a **Design Review Board** member or drop it off or mail it to:

***( DRB Members are listed on Timber Ridge Website )***

***TRPOA DRB.***

***P.O. Box 366***

***Minocqua, WI 54548***

The **DRB** Chair will do the following:

4. Verify through the treasurer that all dues on the property(s) are paid in full. *(one to two days)*
5. Schedule a site visit once steps one through four have been completed. *(two to four days)*
6. Schedule a DRB member meeting to determine whether or not the project is approved. *(up to three days)*
7. 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). *(one to two days)*
8. Issue a building permit (when needed).

*The Design Review Board Appreciates Your Cooperation*