

**Timber Ridge Property Owners Association  
New Construction Request Form**

Use this form if you are planning a construction project on a vacant lot. Specifications for this type of project can be found in the Covenants in **Article VII and Article VIII**. ***Your association fees must be paid in full before this project can be considered by the Design Review Board.***

TR Lot Number(s): \_\_\_\_\_

TR Address ( if known ) \_\_\_\_\_

Property Owner(s) name \_\_\_\_\_

Phone & Email Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Phone & Email Address. \_\_\_\_\_

This form, along with these items, need to be submitted to the Design Review Board for consideration of your project:

- A site plan that includes the location (*including setbacks*) of the house, driveway on the property and planned location of well and septic.
- A general landscaping plan. This may be incorporated in the site plan.
- A PDF file containing the building plans which include floor plan(s), elevation drawings and a recap of all living area sq footage. (*Bring a hard copy of the plans to the New Construction Meeting*).
- A set of building material specifications, color specifications and samples of the exterior materials (*Bring to the New Construction Meeting*).
- A copy of the Sanitary Permit, the Oneida County Building Permit and any Local and State of Wisconsin Building Permits that may be required
- A processing fee payment of \$150.00 in a check payable to the TRPOA.

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

**All items listed above must be submitted in advance of a New Construction Meeting and a Site Visit with the Design Review Board.**

The DRB Chair will contact you to schedule the meetings. NO work may begin until this document has been signed and a TRPOA building permit has been issued.

Design Review Board Signatures of Approval:

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Committee Member: \_\_\_\_\_