

Timber Ridge Property Owners Association
Procedure and Timeline for New Construction and Site Alterations

1. Find the appropriate form found on the TRPOA website.
2. Complete the form. Provide a list of building materials with descriptions and make available all building supply samples. Secure the State and County building permits when required.
3. Pay the application fee (when needed).

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

Curt Christensen
10138 Woodland Court
Minocqua, WI 54548-8409

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

4. Verify through the treasurer that all dues on the property(s) are paid in full. *(one day)*
5. Schedule a DRB meeting and site visit, once steps one through four have been completed, to determine whether or not the project plans are approved. *(up to three days)*
6. Provide a written response notifying you of the DRB's decision for your project (including what needs to be done if the project is denied). *(up to two days)*
7. Issue a building permit (when needed).