

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

Use this form for any **new construction projects on a vacant lot** within Timber Ridge. Project specifications and requirements are governed by the TRPOA Covenants, **Article VII and Article VIII**, beginning with **Section 5 (page 11)**. **Important:** All association fees **must be paid in full** before the Design Review Board (DRB) will consider this request.

Lot Number(s): _____

Property Owner Name: _____

Address: _____

Best Telephone Number(s): _____

Email Address: _____

General Contractor: _____

Telephone Number: _____

The following items **must be submitted** with this completed form for review by the Design Review Board.

- A site plan that includes the location (including setbacks) of the house, driveway, and planned location of well and septic.
- A general landscaping plan. This may be incorporated in the site plan.
- A set of the blueprints (PDF format) for the living unit floor plan, elevation drawings, and a recap of all living area square footage. Scale: one-quarter inch equals one foot (1/4" = 1')
- A set of building material specifications, color specifications and samples of the exterior materials.
- A copy of the Sanitary Permit, the Oneida County and the State of Wisconsin Building Permits.
- A processing fee payment of \$150.00 payable to TRPOA.

Submit this form and all required materials to:

Barb Felsecker, Design Review Board Chairperson at trpoa.barbfelsecker@outlook.com

Once your submission is complete, the DRB Chairperson will contact you to schedule the site visit.

No work may begin until this document has been signed by the DRB Chairperson and a DRB Committee Member, and a **TRPOA Building Permit** has been issued.

Date: _____

Property Owner Signature: _____

Design Review Board Signatures of Approval:

Date: _____

Chairperson: _____

Committee Member: _____