

**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** beginning with **Section 5** on page 11. **Your association fees must be paid in full before this project can be considered by the Design Review Board.**

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

Property Owner Name: \_\_\_\_\_

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

Best Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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 and driveway on the property.
- A general landscaping plan. This may be incorporated in the site plan.
- A PDF file containing the building plans which include floor plan(s) and elevation drawings (*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 the State of Wisconsin Building Permit.
- A processing fee payment of \$150.00 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: \_\_\_\_\_