

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.timberidgewi.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).

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 48

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