

Timbergrove Manor Neighborhood Association Deed Restriction Compliance Committee (DRCC)

General Instructions

Applicants must be familiar with the Deed Restrictions for Timbergrove Manor Sections 1-4, revised and restated as of January 31, 2002 (hereafter referred to as "Restrictions"). The Restrictions are available on the Timbergrove Manor Neighborhood Association (TMNA) website, www.tmnaonline.org/drcc/. Applicant should ensure that submissions comply with all applicable covenants, conditions and restrictions affecting the subject property.

Types of DRCC Plan Reviews

- Type 1. New construction of Primary Structure – Residences and Garages including all associated Outbuilding and Secondary Structures;
- Type 2. Expansion of and/or alteration to the exterior of an existing Primary Structure – Residences and Garages including all associated Outbuildings and Secondary Structures;
- Type 3. New construction, expansion of and/or alteration to the exterior of **Primary Structure – Outbuildings** that is not associated with the new construction or alteration of a residence or garage;
- Type 4. New construction, expansion of and/or alteration of **Secondary Structures** (including but not limited to pools, ponds, decks, patios, pergolas, gazebos and fences) that is not associated with the new construction or alteration of a residence or garage;
- Type 5. Request for a **Variance** from Restrictions (refer to Section VIII, Variances)

Additional information on the above terms can be found in Section II, Definitions of the Restrictions. DRCC review and approval is not required for general property upkeep and maintenance activities.

Submission to the DRCC for Review

Submissions for DRCC review must be made by the Owner of the subject property or by their appointed representative and must be made via a method which confirms receipt by the DRCC such as:

- In person at a TMNA membership meeting or a DRCC meeting;
- Via registered mail or hand delivery to a member of the DRCC;
- Via e-mail sent to the following address: tmnadrcc7723@gmail.com

An application is considered complete when all of the following has been submitted:

- Completed DRCC Plan Review Application Form (including legal description of the property);
- For Type 1 and 2 Reviews:
 - Detailed description including use of proposed Structure, drawings of the foundation, floor plan, all Elevations, finished grade elevations and a listing of all exterior building materials;
 - Dimensioned plot plan including sidewalks, curbs, streets, driveway, the location of all proposed Structures and Buildings and the location of trees with notations of any trees to be removed. Drawings must indicate setback dimensions from Property and Building Lines and the locations of any City or utility easements;
 - Demolition drawings (if applicable);
 - Description and dimensioned drawings of any associated Outbuildings and/or Secondary Structures as well as a listing of all exterior building materials;
 - Photographs to provide clarification as needed

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- For Type 3 and 4 Reviews:
 - Description and dimensioned drawings of any associated Outbuildings and/or Secondary Structures as well as a listing of all exterior building materials
- For Type 5 Reviews:
 - Succinct statement as to the specific Restriction section/article for which variance is being requested, the reason for the requested variance and the unique circumstances necessitating the variance

If any of the applicable items above are missing, the review application request will not be considered submitted and will be placed on hold until the missing item(s) are submitted. In case of any questions, please contact the DRCC Chair via e-mail at tmnadrcc7723@gmail.com.

Other Information

Applicants should plan to submit their review request to the DRCC well in advance of their scheduled project. Per the Restrictions, the DRCC has 30 calendar days to review requests starting from the date that all required documentation has been received. In general, the more information applicants submit, the faster the process moves along. The DRCC reviews requests as received throughout the month. Please refer to Section V, Plans To Be Submitted, for additional information related to plan reviews.

See Plan Review Application Form on the following page.

Timbergrove Manor Neighborhood Association
Deed Restriction Compliance Committee (DRCC)

Plan Review Application Form

For Committee use only

DRCC File Number: _____

Date Form Received: _____

Date All Information Rec'd: _____

Date Sent to DRCC Members: _____

Decision Required by: _____

Application Date: _____

Plan Review Type(s): _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Applicant Phone Number and E-Mail: _____

Physical Address of Project: _____

Legal Description of Project Property: _____

Description of Proposed Improvement: _____

Planned Start Date: _____

Planned Completion Date: _____

I understand that I must receive written approval from the Deed Restrictions Compliance Committee prior to commencing site preparation or construction of my project. I understand that DRCC approval does not constitute approval of any governmental entity (local, state or federal) and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving DRCC approval. I have read the Timbergrove Manor Sections 1-4 deed restrictions and the instructions accompanying this form and will comply. I understand that all projects are subject to inspection by the DRCC and that I will take all necessary actions to remedy or remove any noncompliance identified thereby.

Applicant Signature(s): _____