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## I. INTRODUCTION

In order to assist the Homeowner in maintaining the special and unique quality of this community and to aid the homeowner in complying with the governing documents for this community, there is a formal application process required by the "Declaration of Restrictive Covenants Horseshoe Acres Subdivision" for the design and review of each new house built, exterior renovation made and all construction projects that affect this community or owners of other lots in this community.

The Architectural Control Committee ("ACC") has been established by the Restrictive Covenants to review and approve all improvements constructed or placed on any lot in this community. Such approval shall be granted only after written application has been made to the ACC in the manner prescribed herein, and as may be reasonably requested by the ACC.

These Guidelines are intended to be a guide only and do not cover every possible improvement or alteration that an owner may propose. It is recommended that a homeowner consult with the City or any other governmental body before making improvements to their property. Per the Restrictive Covenants, the ACC has the authority to withhold its approval if, in the opinion of the majority of the members of the ACC, the proposed improvement detracts from the immediate surrounding environment in which it is proposed to be constructed, or it is determined that it is or may become an annoyance or nuisance to the owners of other lots.

## II. POLICIES

### A. Approval Policy

All projects that receive ACC approval will be sent an Approval Letter from the ACC Committee. In the event a project is denied, the ACC will inform the homeowner of the reasons for denial.

### B. Compliance Policy

Regarding compliance or violation of the Guidelines, the ACC will send out the original violation notification letter by certified mail to remedy the situation. If the homeowner does not respond or does not resolve the matter within the time period outlined in the first letter, a second and final letter will be sent to the owner by certified mail. This letter will notify the homeowner that the matter will be turned over to the HAC Board of Directors for further action on their part, which could include legal proceedings to resolve the matter.

### C. Variance Procedures Policy

Homeowners should be in compliance with and adhere to the published Guidelines, the Declaration of Restrictive Covenants, and plat requirements of the community. There is no requirement that the ACC, the HAC Board of Directors, or the City of Palm Beach Gardens grant a variance to any of the Guidelines. Should a request for variance to the Guidelines be submitted, the following steps will take effect.

1. The project will first be reviewed by the ACC. If the ACC provides a conditional approval of the project and the requested variance, then:
2. The owner will be required to write a letter to the adjoining, impacted neighbors of the project (impacted neighbors will be determined by the ACC).
  - a. The letter should state the goals of the addition/project and the variance to the Guidelines being sought.
  - b. Accompanying the letter should be reduced scale drawings and/or renderings that sufficiently show the proposed project/variance area so a neighbor may comfortably understand what variance is being sought.

- and how it will impact their property.
- c. The letters should conclude by asking the neighbor to sign the letter, if they do not oppose the variance request, and return it to the owner (include a self-addressed, stamped envelope). The letter should also offer the neighbor an opportunity for a personal presentation of the project should one be desired to better understand the project and the variance request.
  - d. Objections and/or approvals from neighbors are used only as additional information to be considered by the ACC in its decision whether to grant the requested variance.
3. Upon receipt of all objection and/or approval letters, the owner should contact the ACC to be placed on the ACC's next agenda at which time the project and requested variance will be discussed.

### III. REVIEW PROCEDURES

NO CONSTRUCTION SHALL COMMENCE WITHOUT PRIOR WRITTEN APPROVAL OF PLANS BY THE ACC.

All proposed structures or exterior alterations to existing structures and property must be reviewed and approved by the ACC. Prior to requesting a building permit from the local governmental authority, each owner shall obtain written approval from the ACC. The ACC members are available to discuss and clarify the Guidelines at ACC meetings.

#### A. New Homes, Renovations and Additions

[This submission is optional] - Submit preliminary drawings, sketches, and additional exhibits for review and discussion to the ACC. To avoid delays and costly changes, preliminary drawings should be submitted to the ACC promptly. If, after the preliminary review, disagreement exists between the homeowner and the ACC, the homeowner may request a preliminary review by the ACC at its next regularly scheduled, monthly meeting.

When the plans are complete, three complete sets of plans and specifications, together with the "**Application for Project Approval**," should be submitted to the ACC. See attached form.

Deadline for submitting information is seven (7) days prior to the regularly scheduled ACC meeting. Homeowner should be prepared to meet with the ACC to review their plans at that time.

Official acknowledgement of approval, denial, or approval with conditions will be made in writing **within 14 days of the ACC meeting**. Once ACC approval is granted, building permits must be pulled, and construction started, within 1 year.

All construction must be completed within eight (8) months per the Covenants; however, if the construction of a new home will take longer than 8 months, a homeowner may apply to the ACC for a variance.

As appropriate, the ACC will perform a final inspection for the purpose of assuring compliance to the plans and specifications as submitted and approved. This inspection is conducted to verify compliance with these Guidelines and any conditions of the approval. It is not conducted for any other reasons, safety, code compliance, or otherwise.

#### B. Supplemental Requirements

Any and all future additions or changes to the exterior of a property (buildings and grounds) shall follow a similar but less involved submittal, review, and approval procedure. The following project types are examples (but not an exhaustive list) of common improvements that require an application and submittal to the ACC for review and approval (exterior color change, fence, pool, screen

enclosure, tennis court, tree removal, driveway changes, new roofing, and cosmetic refurbishing of house's exterior).

## **C. Submittal Requirements**

The following must be submitted for ACC review and approval for various types of projects:

1. A final survey by a licensed land surveyor (to be submitted prior to final approval). This must show topography and topographical relationship of the project.
2. Owners and/ or builders will be responsible for any and all repairs noted below if damage occurred during any construction work.
  - a. Any damage to adjacent properties
  - b. Any damage to common areas, including but not limited to utility easements
  - c. Repair to any existing drainage flow that has been altered by the owner or builder that creates blockage to proper runoff flow
  - d. The removal of any debris and/ or construction materials remaining on the property, to include the removal of same from adjacent properties.

## **IV. SITE PLANNING**

### **A. Objectives**

Initial site planning, based on sound principles of design, is necessary to ensure the continued development of a desirable community.

Creating a desirable community begins with individual lot owners analyzing existing lot conditions. This analysis should include review of such items as existing vegetation, topography, and existing structures located on adjacent lots.

Proposed improvements, including the dwelling, ancillary structures, and driveways should convey a positive relationship to existing site conditions.

To ensure development of the best possible site relationship, the ACC has adopted the following minimum site design guidelines and requirements.

### **B. Tree Preservation**

Trees create a common and attractive visual bond among individual houses and add to the value of the property. With this in mind, they should be carefully preserved, as they exist on the site. An effort to save a mature tree is reason to vary from most standards, if the variation can save the tree.

1. All site plans reviewed by the ACC shall include an indication of all existing vegetation and means of preservation.
2. No existing trees with a diameter greater than 4" per the Covenants may be removed without prior written consent of the ACC. If approval is granted, the ACC may require replacement or relocation of tree. See attached form.

### **C. Relationship of Building to Site/Elevation**

To achieve a desirable visual relationship, the home should be of similar height and scale to adjacent homes,

and provide a pleasant transition between streetscape and proposed improvements.

1. Specific site drainage shall be developed and adhered to. Swale design shall be consistent with original development drainage plan (see "Drainage" section later on in this Guideline document).
2. Additions should be compatible with and in context to the existing building. Additions should be designed to blend with the existing building in such a way that they appear to have always been a part of the original house.
3. "Replacement houses": where existing houses are torn down to make way for new homes, shall be designed to be compatible with the general architectural character of the community.

## **D. Open Space**

A feeling of openness distinguishes Horseshoe Acres from other communities. The following minimum requirements have, therefore, been adopted by the ACC:

1. No more than 50 percent of any lot shall be covered by hard surfaces. This impervious area calculation will be based upon square footage of living area, garage, covered porches and patios, pool, decks, driveway, sidewalks, tennis courts, or any other hardscaped areas or approved ancillary structures. Divide the lot area, defined by the boundary lot lines, by the overall impervious area to obtain the actual impervious area coverage. It is not allowed to exceed 50%. See Exhibit 1. The Lot coverage area composed of structures as defined by the City (including your home, accessory structures such as sheds or guest houses and any other above ground structure) shall be no more than 20 percent of any lot.

## **E. Driveways**

1. Driveways shall be properly designed so as not to be hazardous to vehicular and pedestrian traffic. Owners, designers, and builders shall be responsible for the safety of any proposed driveway design and its interface with connecting roadways.
2. All new or full replacement driveways shall be constructed of concrete, asphalt, brick or interlocking concrete pavers.
3. All driveways shall be designed with proper elevations so as not to impede the flow of storm drainage in the swale area. The ACC may require that a surveyor or engineer be consulted to determine the proper grade elevations in the swale to ensure proper drainage. Driveways not built to the correct elevations shall be rebuilt at the owner's and/or builder's expense.
4. For purposes of diverting or conveying water under driveway pavement, properly designed and built concrete culverts with metal grates or drainage pipes are permitted through the swale area of driveways so long as proper elevations are achieved.
5. Driveways shall not be closer than five (5) feet from the side property lines.
6. Driveway pavement should not exceed sixteen (16) feet in width on the approach.
7. Fence gates are permitted at the ends of driveways, past the garage doors, for the screening of boats, trailers, and/or RVs.

## **F. Setbacks**

The HAC Covenants state the following setbacks below; however, in addition to meeting the setbacks as required by the Declaration, it is recommended a property owner contact the City of Palm Beach Gardens to verify that the design will also meet the current setbacks required by the City BEFORE you begin the design process. At the time of this document creation, the City requires stricter setback requirements than HAC.

1. No structure shall be located less than thirty (30) feet from the front lot line. (Note: Lot lines are not roadway edge).
2. No structure shall be located less than forty (40) feet from the rear lot line.
3. No structure shall be located less than twenty (20) feet from any side lot lines
4. Accessory structures of any kind shall maintain minimum same required setbacks.

## **G. Parking**

1. Additional parking areas should be screened from the street with vegetation sufficient to mask the area. Requests to build additional parking spaces or area in front of a house will be reviewed by the ACC on a case-by-case basis.
2. No recreational vehicles, commercial vehicles (any vehicles containing business signs, vehicles larger than a van), boats, garden equipment, etc., shall be permitted parked on any lot, for longer than a single, 24-hour period, except within an enclosed garage, or visually screened from public or neighbor's view.
3. Maximum permitted length of RV's and trailers shall be limited to 48' feet. Vehicles, RV equipment, or trailers longer than that shall be parked outside of Horseshoe Acres community since the proper screening of such large vehicles makes the landscaping on a property out of scale to the residence.
4. A maximum of two (2) boats, with proof of homeowners' ownership is allowed on each property; however, the City should be consulted for their restrictions.

## **V. ARCHITECTURE**

### **A. Requirements**

1. No dwelling shall be erected which has a livable floor space of less than 1400 under air square feet, exclusive of porches, terraces and garages as per the Covenants.
2. No building or structure shall exceed two stories in height.
3. New outbuildings (barns, garages, cabanas, summer kitchens, guest houses, etc.) should be in proportionate scale to the main home. There shall be NO temporary structures such as tents, canvas canopies or carport covers that are not permanent quality fixtures abiding by city code. See section VI of these Guidelines for further regulation on the design and placement of outbuildings on a site.



## B. Colors

Colors and requested color changes for all houses are required to be submitted to the ACC for review and approval PRIOR to the owner having the house painted with the new color scheme.

Throughout the community, varied color schemes prevail. This variety lends a certain desired personality to the homes in Horseshoe Acres. Various elements of your home are reviewed in consideration of approval for the overall color scheme:

- Roof
- House & Trim
- GarageDoor
- Driveway Color
- Fence Colors

The criteria used to provide the basis for acceptance of color schemes are:

- **Intensity of color**

The intensity of a color sample may be masked by the small size of the sample. It is suggested that colors be selected based on inspection of a large surface area of the color. An owner may be requested to have 3' (three foot) square patches of color choices painted on a wall of the house for both the owner and the ACC members to look at. Colors of sharp intensity and startling brightness may be disapproved.

- **Number of Colors**

There should be a maximum of two colors used for the body of the house/structure and trim.

**NOTE:** Homeowners are expected to maintain the exterior of their homes by painting and/or pressure cleaning at regular intervals. The exterior of the home should be free from peeling, chipping or fading paint, and of discoloration caused by sun exposure, mold, mildew, and stains.

## C. The Use Of Materials

There is a need to relate all sides of a house to each other. The front should not look substantially different from the other sides. Using a few materials for a single purpose will establish a logic and consistency satisfying to all. The main elevations of a house visible from the street(s), even from a glancing angle, should all have the same degree of detailing and the same continuity of materials.

### GUIDES/RECOMMENDATIONS

1. Choose a limited number of materials for each house.
2. Use heavy-looking materials (stone, brick, etc.) all the way to the ground or on lower floor only. Wood, glass, etc., can be above.
3. Use a given material in a consistent manner throughout the building. The use of a material should be consistent with the architectural principles of the real material being imitated so that the imitation looks like and is used in the same fashion as one would use the real material.
4. Where materials change, it is essential to have a change to wall planes or some architectural device to give the sense of logic to such change.
5. Materials such as aluminum and vinyl siding are not considered quality building materials and may

not be permitted. Use of wood sheets (4' x 8') for exterior siding is only acceptable for additions and renovations to existing houses already containing that type of siding. Concrete plank siding (one known brand is Hardiplank) is acceptable but must be painted a color to be approved by the ACC.

## **D. The Roof**

Similarities among basic roof types, pitches and colors create a visual continuity in the street pattern. It visually unites the houses and helps define the sense of place referred to earlier.

1. Acceptable roofing materials (but which are subject to change and must be approved by the ACC) are: architectural shingles, split cedar shakes (thick-butt preferred), color-through concrete tile, clay tile, 5V crimp metal roofing, and standing seam metal roofing (metal roofing colors shall be in muted pastels or mill-finish aluminum or galvalume; no bright colors permitted).
2. Owners will be responsible for keeping the roof in a clean condition. Homeowners with dirty roofs that have become visually displeasing and cause the overall property to appear unkempt will be cited for a Compliance violation.

## **VI. ACCESSORY STRUCTURES & FACILITIES**

### **A. Objectives**

Based on our Declaration of Covenants, all free-standing accessory structures, with the exception of a barn to house horses, require a variance from the ACC. Storage sheds, greenhouses, pools, decks, gazebos and other ancillary structures are elements that must be integrated with the basic home design. These structures MUST be approved by the ACC.

Accessory structures can have a negative impact on neighbors. Inconsiderately placed or poorly designed structures can visually and functionally negate an otherwise attractive residential area.

1. Accessory structures shall be designed to appear as part of the house, fence, and landscape theme.
2. Accessory structures shall be designed to meet all building setback requirements and to match the design, materials, and colors of the house.
3. Decorative, freestanding gazebos shall be permitted under certain design conditions.
4. Tennis courts shall be permitted but only by minimizing impact on adjacent properties by means of a heavy landscape buffer and wind screens on the fencing.
5. Court lighting for night play may be permitted by the ACC on an individual basis, and only when impact on adjacent properties is minimal. Submit catalog information on pole height, light fixtures & lamps, and provide a photometric plan prepared by the lighting fixture manufacturer showing the illumination levels on the court and to a distance of 40' onto neighboring properties. Once lighting is installed and operational, should a nearby neighbor complain about the lights, the illumination intensity, the fixtures' aiming angle, or the spill light onto a neighboring property or into a neighbor's house, the owner will be required to make changes to the court lighting to satisfy those concerns (i.e. installing additional landscaping to block the spill light from entering the neighbor's property, changing the fixture type, having an on-site photometric study done of the actual illumination around the court.)
6. Paved areas for basketball courts, roller hockey courts, etc., shall be submitted to the ACC for approval. Consideration shall be given to the position of such proposed facilities as to the impact to neighbors. Impervious area calculations shall be submitted showing that with the addition of the new paved area, the total impervious area on the property will not exceed the 50% maximum permitted

per lot. These types of accessory, paved recreation areas within rear yards will fall under the same requirements as tennis courts (lighting, buffering to neighbors and streets, etc.).

7. No above-ground pools are permitted.
8. Clotheslines shall be permitted, as allowed by Florida Statutes for energy conservation devices. However, areas where clothes lines are installed shall be screened from neighbor's and street views by means of adequate landscaping.
9. All A/C and other mechanical equipment shall be screened from public and adjacent lot views by no less than a dense hedge to the height of the top of the equipment and/or fences/walls.
10. No temporary construction or awning shall be permitted as an accessory structure, (i.e. freestanding, metal-legged tent with fabric roof to serve as a covering over a boat or vehicle, etc.). Permanently anchored or affixed awning structures that meet city code and do not detract from the aesthetics of the home as long as it is approved by the ACC are permitted.
11. All trash containers stored outside one's house shall be screened from neighbors and street views by means of a low wall (minimum 4' high) and/or a dense hedge trimmed to no less than a 4' height. If a wall is used, its construction, finish, and colors shall match the house.

## B. Shed Enclosures

Freestanding sheds or outdoor storage buildings shall comply with the "Freestanding accessory" structures requirements outlined elsewhere in the Guidelines. As noted with Accessory structures, shed construction shall be consistent with the house's construction, materials, style, roof pitch, overhangs, colors and/or provide a landscape buffer.

## VII. LANDSCAPING AND DRAINAGE

To enhance the overall image of the community, sufficient landscaping shall be required as an integral feature of each property's design.

It can be shown that there are essential landscape elements needed on each home site. The amount of planting varies with the size of the lot and the retained vegetation.

1. The homeowner shall meet City requirements for tree preservation, pruning standards, and other specific requirements herein.
2. Per the Covenants, no tree(s) over 4 inches in diameter may be removed on any property without the ACC's approval. If the ACC approves a request to remove a tree or trees, it may also require replacement tree or trees on a case-by-case basis and with consideration to the species removed, other existing trees on the lot, and the overall landscape design. (See attached request).
3. You do not need ACC approval for invasive tree removal
4. Owners shall properly maintain the landscaping in the yard by properly cutting, fertilizing, and irrigating the lawn, properly pruning trees, removing dead palm fronds, and keeping planting beds free of weeds and grass encroachment. Tree trimming shall comply with the American National Standards institute's criteria for tree pruning called "ANSI A300" that was adopted in 1995. Some of the important points are as follows:
  - i. Proper cuts will be made
  - ii. Spikes won't be used to climb
  - iii. Not more than ¼ of the foliage will be removed each season
  - iv. At least ½ of the foliage should remain evenly distributed in the lower 2/3 of the canopy
  - v. No "hat-racking" (the buzz-cut look) or artificial shaping of the tree canopy

Information about proper tree care and pruning techniques may be found at

[www.treesaregood.com](http://www.treesaregood.com)

5. All mechanical equipment (air conditioners, pool equipment, pool heaters, well pumps, etc.) shall be screened from street view and neighbor's view by hedges. See Exhibit 2.
6. No excavation for canals, ponds, etc., shall be permitted on one's lot. Grades, banks, and slopes along drainage canals shall be sodded, planted with a dense, stabilizing ground cover, irrigated from the owner's property, and properly maintained by each owner. Sprigs of weeds, sand, and erosion ravines on the banks are not considered "proper maintenance" of these areas.
7. Properly maintained vegetable and ornamental gardens are encouraged; however, commercial cultivation of crops is prohibited.
8. All portions of lots, including swale and easement areas, not planted with shrubs or trees shall be sodded (St Augustine or Bahia and may be hydro seeded as long as thick grass is in place or planted with an acceptable ground cover where full-coverage and erosion protection of the dirt below is provided

## **FOR ALL NEW HOMES, REPLACEMENT HOMES, AND FOR ADDITION PROJECTS WHERE ADDING ON MORE THAN 50% OF THE ORIGINAL HOUSE SIZE**

The following criteria shall be implemented for all new homes, replacement homes, and where major additions, (those adding more than 50 percent of the original house size and/or completely changing the image of the house), remodeling and/or refurbishing of existing properties occurs.

1. The landscaping plan shall be approved by the ACC.
2. The landscaping plan shall be appropriate in scale, species selection, sizes, quantities, and massing to the architecture of the house. The landscaping plan shall accent and compliment the architecture to add overall value and intrigue to the project and community as opposed to just being a series of plants and trees arbitrarily dropped onto the site without context to the architectural backdrop. Landscape architects shall visit the site prior to beginning design of a landscape plan to familiarize themselves with the existing community, the adjacent properties' landscaping, and existing drainage patterns.

### **Irrigation and Landscaping Maintenance**

1. Irrigation: The entire lot, including swale, easement areas, and canal banks shall be irrigated and maintained by homeowner.
2. Landscaping Maintenance: All owners are required to maintain all landscaping in a healthy, neat, and clean appearance. Remove yard debris and dead landscaping material within a reasonable amount of time. Do not pile yard debris at the street for pick-up sooner than a day or two prior to the scheduled pick-up day. Yard debris should be placed on your lot only. Do not place debris on the roadways. Fertilize plants, trees, and lawns at appropriate intervals to keep all green and healthy. Keep trees trimmed to their natural appearance and not overgrown.
3. Please call Waste Management and notify them if the claw of their trucks damages your property or the roadway in front of your property. 772-546-7700

## **VIII. FENCES, MAILBOXES and EXTERIOR LIGHTING**

### **FENCES - All fences are subject to ACC approval.**

1. Perimeter (property line) yard fencing may be of the following approved types:
  - Black or green vinyl clad chain link fencing with matching finish on all posts and rail components of the fence system, where the fence is held in from the property lines, and where a hedge is

installed on the outside of the fence to hide its view from neighbors and the street is allowable. A four-foot setback is required in order to maintain a dense hedge without encroaching on the neighbor's property. The hedge shall be maintained full and dense from the ground up to at least the top of the fence. An owner who does not maintain the fence-hiding hedge in this manner will be cited by the ACC for a violation. The goal is to improve the appearance of chain link fencing, without restricting homeowners from its use.

- PVC fencing is allowed, however, irrigation stains must be cleaned and maintained or HAC may require that an owner replace such fencing with a different material.
  - Wood "farm" fencing with metal mesh may be installed just inside of or on a property owner's lot lines.
  - Aluminum picket fencing in white or bronze color ESP or powder coated aluminum components. This type of fencing may be placed in the same areas and in the same way as the wood "farm" fencing.
  - Solid, wood fencing may be used to screen views of RVs, boats, and trailers parked on a property. When used for any other purposes or at any other location on a property, it will require special ACC approval and may be required to be screened from view by a hedge. Such fences will be limited to 6' tall, as is a restriction of the City's zoning code.
2. Other fencing materials may be permitted by the ACC from time to time but will require submittal to and approval by the ACC for compatibility with the fencing intentions of the community.
  3. The use of aluminum frame screen enclosures is permitted for pools and porches. Mill finish or clear anodized aluminum is prohibited. White or Bronze or approved enamel finished aluminum is permitted.
  4. Concrete walls are not permitted to be used as perimeter (property line) fencing.

## **MAILBOXES**

1. Mailboxes shall be installed in compliance with U.S. Postal Service regulations. Mailboxes should be tasteful and of non-deteriorating materials.

## **EXTERIOR LIGHTING**

The Community has adopted the following minimum requirements for exterior lighting for all new construction or major renovations.

1. Each homeowner will be required to install a minimum of one (1) approved freestanding photocell operated light on a post or on a pier. The ACC will consider submittals for alternate designs provided they are consistent with the design of the home. (See Exhibit 1) for location.
2. Any driveway entry light must be located adjacent to each driveway entrance. Light design must be consistent with style of house and approved by the ACC.
3. Other exterior lighting installed on a house for security, such as flood or other types of high-output lights, shall be aimed or shielded to prevent unwanted or excessive intrusion of light from one property to another.

## IX. UNDER CONSTRUCTION REQUIREMENTS

1. Only lot and/or address designation signs shall be placed on a property and only for the duration of construction of house or addition. Their size shall be no larger than a typical "stick-in-the-ground" metal "for sale" sign (approximately 18" x 18"). Such signs shall only note the property address and the contractor's name for workers and materials to find the right address. The signs shall not contain any additional information, such as phone numbers, area of construction specialty, slogans, logos, or advertising. The Association reserves the right to remove signs that do not comply with this understanding.
2. Construction sites shall be kept clear of loose debris. All trash shall be contained and removed on a regular basis. Owners and/or contractors will be responsible for securing all loose materials and trash when the threat of storms is predicted. Street shall be cleaned daily of all dirt, trash, and other debris that may have been deposited from the daily construction work. Swales shall be maintained so that neighbor's swale water does not back up due to construction on a property. If the Association finds that an owner and/or contractor is not maintaining a swale or the swale and neighbor's swales are filling up with mud and silt from the construction site, the owner and/or builder will be requested to and required to install a silt fence to prevent this from continuing. The Association reserves the right to clean up an owner's construction property and to charge the owner for such an expense if these conditions are not met.
3. All construction sites shall provide all on-site utilities. Position portable toilet facilities away from roadways so they are not the first thing one sees when driving past a construction project.
4. Existing neighbors and others along a street with construction activity should not be inconvenienced due to the construction activity. Owners and/or builders shall make every possible effort to maintain a neat, orderly, and clean construction site so that neighbors and users of the street in front of the construction area is not affected by the ongoing work.
5. **Construction workdays and times:** Contractors may perform construction from 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. No construction shall be permitted on Sundays or legal holidays by contractors, subcontractors or service companies of any kind.



# APPLICATION FOR CONSTRUCTION OR RENOVATION

Resident's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

All drawings and attachments must be submitted in triplicate; two sets will be returned to you for submission to the Palm Beach Gardens Building Department and one set will be retained by Horseshoe Acres Club, Inc. The Architectural Control Committee (hereinafter referred to as the ACC) may, at its discretion, require plans for new homes, additions or structural exterior changes to be prepared, signed and sealed by a Registered Architect.

**Detailed description of work to be performed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Project Cost:** \$ \_\_\_\_\_

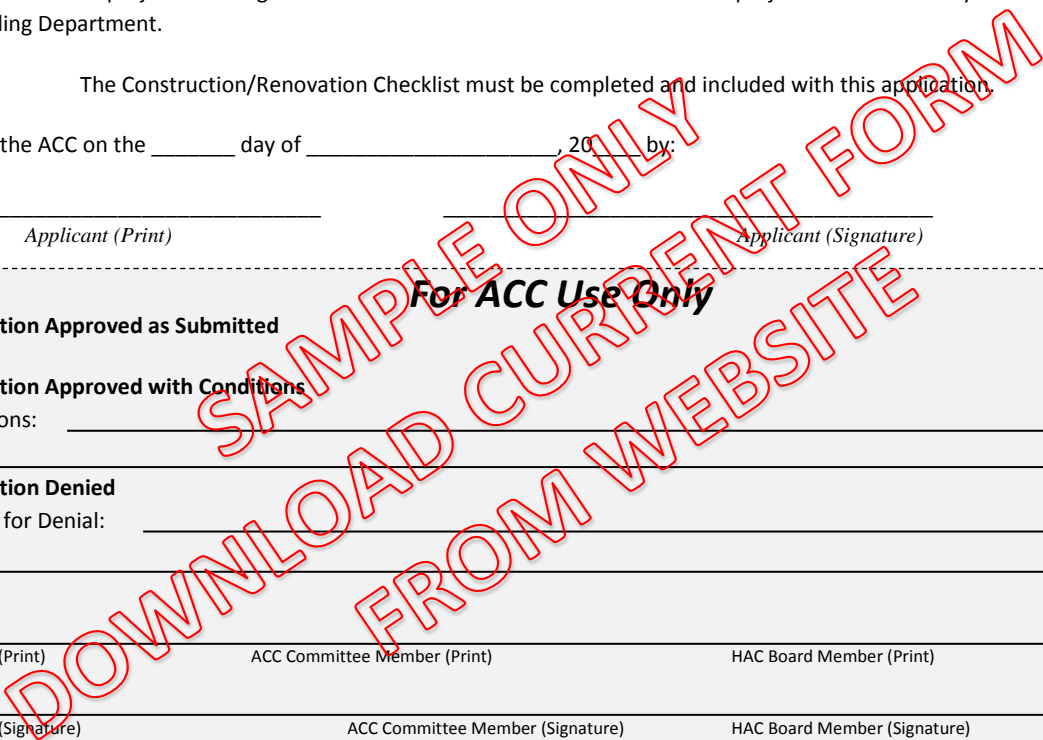
By submitting this application I/we understand and accept responsibility to pay an administrative fee to Horseshoe Acres Club, Inc. equal to 1/4 of 1% of the total project cost. I agree that this fee will be calculated based on the project cost recorded by the Palm Beach Gardens Building Department.

The Construction/Renovations Checklist must be completed and included with this application.

Submitted to the ACC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
*Applicant (Print)*

\_\_\_\_\_  
*Applicant (Signature)*



**For ACC Use Only**

\_\_\_ **Application Approved as Submitted**

\_\_\_ **Application Approved with Conditions**

Conditions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Application Denied**

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_

ACC Chairperson (Print)

ACC Committee Member (Print)

HAC Board Member (Print)

ACC Chairperson (Signature)

ACC Committee Member (Signature)

HAC Board Member (Signature)

**Acceptance of Conditions by Applicant:**

I/We, \_\_\_\_\_, understand and accept the above Conditions for Approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Lot #: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

# Construction/Renovation Checklist

Please be sure to submit all applicable items below for the requested project.

## New Homes, Additions, Patios, Sport Courts

- Site Plan showing setbacks
- Floor Plans/Architectural drawings
- Elevations
- Wall Sections
- Landscape Plan
- Photos of current home showing areas to be modified (for additions/renovation only)

## Fences

- Site Plan showing setbacks
- Fence drawing in detail (materials, color, height, location of gates, etc.)

## Landscape Changes (must meet standards outlined in ACC Guidelines)

- Landscape Plan showing existing landscape location, size, type and quantity
- Landscape Plan showing proposed landscape location, size, type and quantity

## Exterior Painting

- "Draw Down" color sample(s) supplied by painter or retailer

## Screen Enclosures

- Site Plan showing setbacks (indicate if there is an existing patio)
- Screen drawing
- Screen details (color, material, total height, etc.)

## Roof Replacement

- Roofing Contract Proposal
- Sample of roof color and material

Note: For all project types, the ACC may request additional information, at its discretion, in order to complete the approval process.

Applicant: **PRINT** and **SUBMIT** this both pages of this Application together with any required documents, drawings and samples.





# TREE REMOVAL REQUEST

Resident's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DESCRIPTION OF TREE(S) TO BE REMOVED** (Include Location of tree, Species, caliper, height, age, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR TREE REMOVAL:**

\_\_\_\_\_  
\_\_\_\_\_

**REPLACEMENT PLAN:**

\_\_\_\_\_  
\_\_\_\_\_

Submitted to the ACC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
*Applicant (Print)*

\_\_\_\_\_  
*Applicant (Signature)*

**For ACC Use Only**

\_\_\_ **Request Approved as Submitted**

\_\_\_ **Request Approved with Conditions**

Conditions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Request Denied**

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ACC Chairperson (Print)

\_\_\_\_\_  
ACC Committee Member (Print)

\_\_\_\_\_  
HAC Board Member (Print)

\_\_\_\_\_  
ACC Chairperson (Signature)

\_\_\_\_\_  
ACC Committee Member (Signature)

\_\_\_\_\_  
HAC Board Member (Signature)

**Acceptance of Conditions by Applicant:**

I/We, \_\_\_\_\_, understand and accept the above Conditions for Approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_