



APPLICATION FOR CONSTRUCTION OR RENOVATION

Owner's Name: _____

Address: _____ Lot #: _____

Telephone: _____ E-mail: _____

Decisions on ACC Applications are e-mailed to the Applicant.

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: \$ _____ **Administrative Fee:** \$ _____ (1/4 of 1% of total cost, \$5 minimum)

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 at the time of application, or a \$5 min. I/we understand and agree that this fee will be trued up based on the project cost recorded by the Palm Beach Gardens Building Department. We acknowledge that the speed limit on all Horseshoe Acres Club roads is 25 MPH and agree to advise all contractors that speeding may result in a No Trespass notice and ban.

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

Submitted to the ACC on the _____ day of _____, 20__ by:

Owner's Name

Owner (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: _____

Owner'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 & Window Replacement

- ___ Roofing or Window Contract Proposal
- ___ Sample of roof color and material
- ___ Images/descriptions of windows, color

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

Property Owner:

1. **E-mail** this application along with any documents you can send electronically to acc@horseshoeacresclub.com **at least 7 days** prior to the next scheduled ACC meeting. Incomplete applications and applications not submitted at least 7 days prior to the meeting will not be added to the meeting agenda.
2. **PRINT and DELIVER** (3) copies of this Application, your documents, drawings and samples together with any required fees to an ACC member at least three days prior to the meeting.