



HORSESHOE ACRES CLUB, INC.
P.O. BOX 33111
PALM BEACH GARDENS, FL 33420

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

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

Owners Name

Owners Signature

Acceptance of Conditions by Applicant:

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

Signature: _____ Date: _____

Owner's Name: _____ Lot #: _____ Date: _____

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)

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.

Revised September 2024