



HORSESHOE ACRES CLUB, INC.
P.O. BOX 33111
PALM BEACH GARDENS, FL 33420
Email: acc@horseshoeacresclub.com

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: \$ _____
minimum)

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

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:

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 June 2025