



HORSESHOE BAY RESORT ARCHITECTURAL COMMITTEE

The application process; A helpful guide.

All construction projects, whether structural or cosmetic in nature, affecting the exterior of a home or the property it's built on, require approval from the Architectural Control Committee (ACC) prior to beginning construction activities.

- All submissions shall be emailed to hsbresortacc@hsbresort.com.
 - Paper copies are no longer acceptable*.
 - PDF file types are preferred. However, word documents and image files may be considered.
 - Pages must be attached to the email, not pasted into the body of an email.
- The submission should include the following:
 - An application with all fields completed, and a detailed scope of work.
 - Construction documents as defined on the "Submissions by Project" checklist.
 - **It is important to note that properties having past-due maintenance fees will not be processed until notice is provided to the ACC administrator that all fees are current.**
- Upon receipt of a submission, the administrator will send a confirmation email and any comments regarding the completeness of the application.
- The administrator will provide as detailed a list of deficiencies as possible, if any. Understanding, the Committee may request additional clarifications, requiring subsequent resubmittal in order to achieve approval.
- The ACC meets weekly, currently on Wednesdays at 10 am. All items must be received no later than noon on the Monday preceding the meeting to be placed on the agenda. **It is recommended to submit your project at least a week prior to the meeting you want your project reviewed on.**
- Once a submission has been reviewed for completeness and is accepted, you will receive notice regarding placement on the ACC review schedule.
- Post ACC review, you will either receive notice of your project's approval, copies of your permit and approved documents, or a list of corrections/clarifications requested by the Committee.

Please note, some projects may require a city permit after receiving your ACC approval. You can contact the city development services office at permits@horseshoe-bay-tx.gov for more information.

*In certain circumstances, paper submissions may be considered but must be no larger than 11" X 17".