



Minor Improvement Form

Complete and return form to Nature Trail HOA by email hoa@naturetrailpensacola.com,
fax 850.434.8081, or mail PO Box 12725, Pensacola, FL 32591

Block & Lot Number: _____

Lot Address: _____

Owner Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Phone 1: _____

Phone 2: _____

Primary Contact: _____

Primary Contact Address: _____

Primary City, State, Zip: _____

Email Address: _____

Brief Description of the Scope: _____

Please provide drawings, samples, and pictures when applicable.

Per the Architectural Guidelines, the ARC is allowed 30 days to respond to any request.



In an attempt to process all building and minor improvements requests in a timely manner, owners need to provide the proper and adequate design drawings and data for the ARC to review. When submitting, please keep the following in mind with these common requests:

1. Tree removal requests must be accompanied with a site plan clearly indicating which trees are to requested for removal and include a statement on whether or not owner intends to replant a tree in its place or not. Failure to provide this data shall result in an immediate denial and will be removed from the review process until all data is provided.
2. Shed requests must be accompanied with a site plan indicating the location and setbacks of proposed structure. Owners must also provide elevations of the proposed shed clearly indicating all exterior materials. Failure to provide this data shall result in an immediate denial and will be removed from the review process until all data is provided.
3. Fence requests must be accompanied with a site plan clearly indicating extents of proposed fencing and the exact type, height, and style of proposed fence must be clearly indicated. Failure to provide this data shall result in an immediate denial and will be removed from the review process until all data is provided.
4. Swimming pool requests must be accompanied with a site plan clearly indicating the swimming pool design and setbacks. Failure to provide this data shall result in an immediate denial and will be removed from the review process until all data is provided.
5. Screen enclosure requests must be accompanied with a site plan or floor plan indicating proposed extents and the exact finish shall be indicated. Failure to provide this data shall result in an immediate denial and will be removed from the review process until all data is provided.

Owners should also be aware that providing this data does not guarantee any approval and the ARC reserves the right to ask for additional design data beyond what is listed above as required to make a reasonable response.

Please provide drawings, samples, and pictures when applicable.
Per the Architectural Guidelines, the ARC is allowed 30 days to respond to any request.