HillsGovHub

User Guide

Create Land Development Applications

Hillsborough County Florida

EST. 1834

Contents

Create Land Development Applications

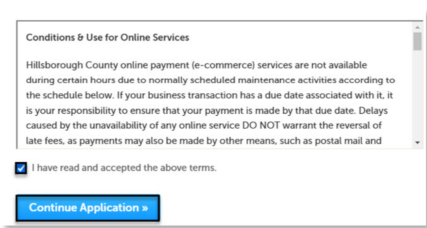
Create Commercial Land Development Applications

The Land Development Commercial record is where you will submit all commercial applications for Certified Parcel, Easement Access, Final Plat, Irrigation Installation Certification, Barricade Affidavit, Minor Site Development, Minor Wall, Preliminary Site, Pre-Submittal, Site Construction, Straight-to-Construction, and Utility Construction.

1) Log in to the portal.

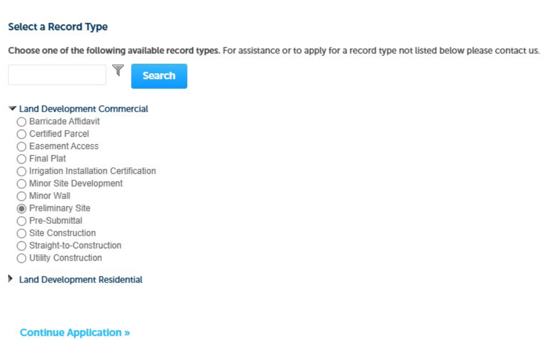
2) Select **New** from the left menu and select **Land Development Application**.

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

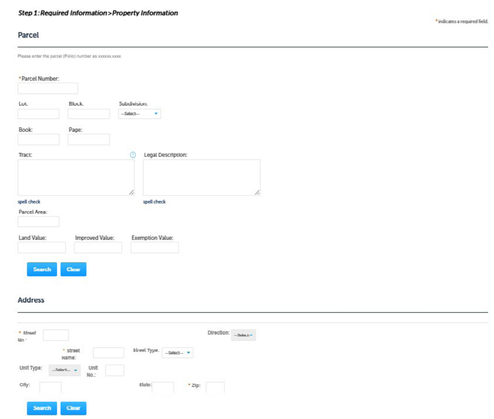


4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter the specific application you need in the search box and select **Search** or select **Land Development Commercial**. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



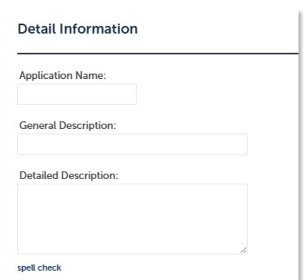
6) Enter the **Parcel Number** and select **Search** or scroll down to the Address section and enter the **Street No**. and **Street Name** for the property and select **Search**.



Please Note: *If you are submitting an application with multiple parcels, enter the largest parcel during this step and add additional parcels in the custom list (step 10 below)*

7) Select **Continue Application** to proceed to the **Application Detail** page.

8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.



9) Complete the application fields. Required fields are marked with a red asterisk.

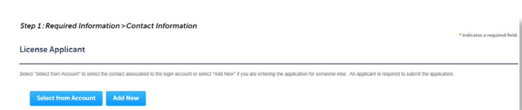
10) Complete the **Custom Lists**, if applicable.

11) Select **Continue Application**.

12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

    a. **Select from Account** - select a contact associated to the account.

    b. **Add New** - add a new contact not associated to the account.

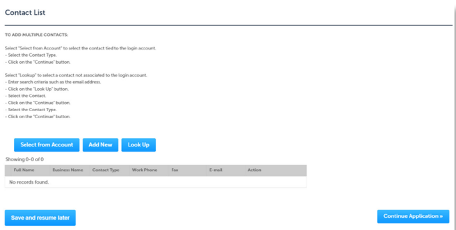


13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

   a. **Select from Account** - select a contact associated to the account.

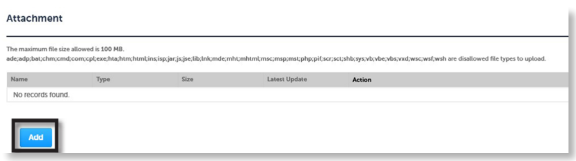
   b. **Add New** - add a new contact not associated to the account.

   c. **Look Up** – select an existing contact in the system.



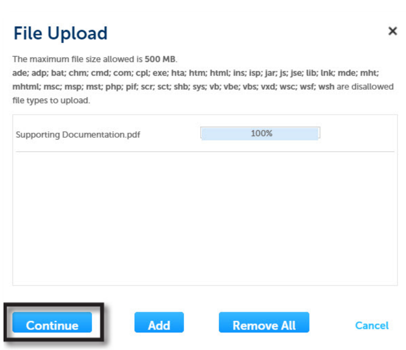
14) Select **Continue Application** to proceed to the **Attachments** page.

15) Select **Add** to choose attachments to upload.

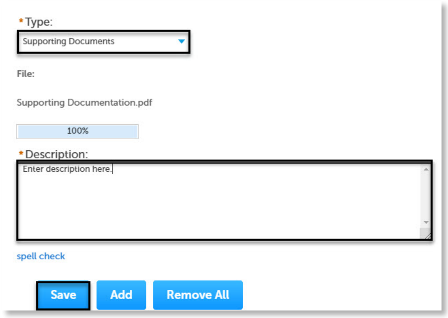


16) Select **Add** to browse for a file. Select your file and choose **Open**.

17) Select **Continue** once the file upload is complete.

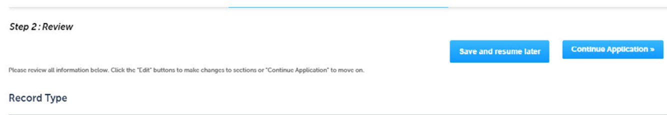


18) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

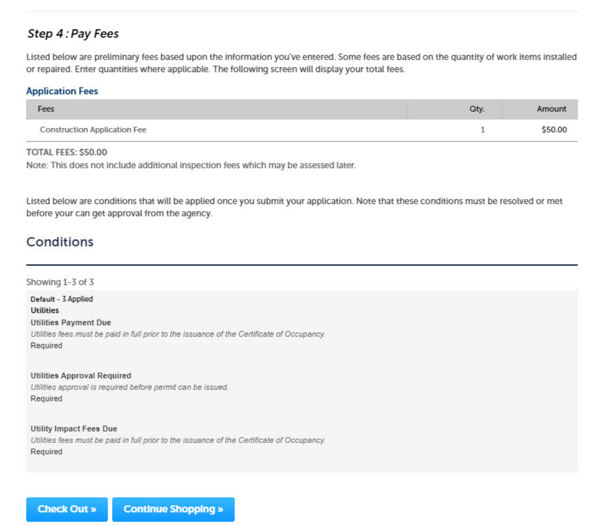


Please note: *Please ensure the documents you upload are named according to the required file names listed in the [sufficiency requirements](#) for your application.*

19) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If all looks correct, select **Continue Application**.

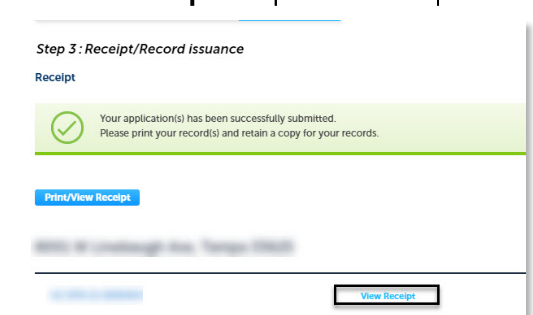


20) Review the fees and select **Check Out** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.



21) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

22) Select **View Receipt** to open the receipt.



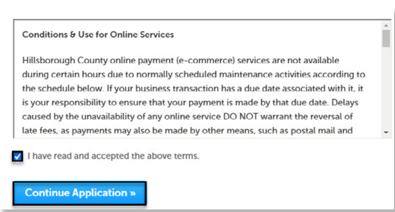
Create Residential Land Development Applications

The Land Development Residential record is where you will submit all residential applications for As-Builts, Certified Parcel, Easement Access, Final Plat, Irrigation Installation Certification, Barricade Affidavit, Blanket LAL, Minor Subdivision, Minor Model Center, Platted Subdivision - No Improvement, Minor Wall, Preliminary Plat, Pre-Submittal, Subdivision Construction, and Utility Construction.

1) Log in to the portal.

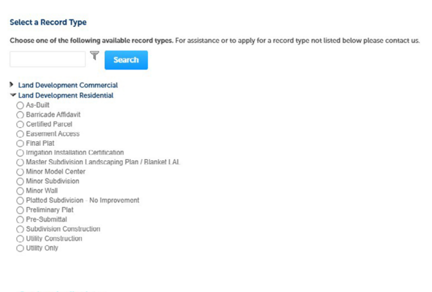
2) Select **New** from the left menu and select **Land Development Application**.

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



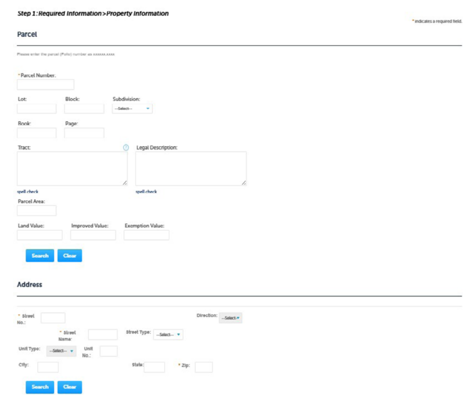
4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter the specific application you need in the search box and select **Search** or select **Land Development Residential**. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



Please Note: *To submit an application for Combined Preliminary Plat and Subdivision construction, choose Subdivision Construction and in the Detailed Information section (Step 7 below) begin your description with "COMBINED PRELIMINARY PLAT AND SUBDIVISION CONSTRUCTION".*

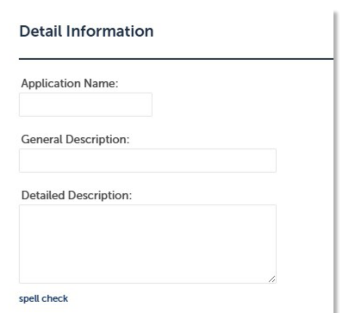
6) Enter the **Parcel Number** and select **Search** or scroll down to the Address section and enter the **Street No**. and **Street Name** for the property and select **Search**.



Please Note: *If you are submitting an application with multiple parcels, enter the largest parcel during this step and add additional parcels in the custom list (step 10 below)*

7) Select **Continue Application** to proceed to the **Application Detail** page.

8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.



9) Complete the application fields. Required fields are marked with a red asterisk.

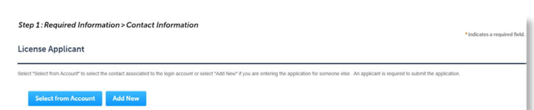
10) Complete the **Custom Lists**, if applicable.

11) Select **Continue Application**.

12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

   a. **Select from Account** - select a contact associated to the account.

   b. **Add New** - add a new contact not associated to the account.

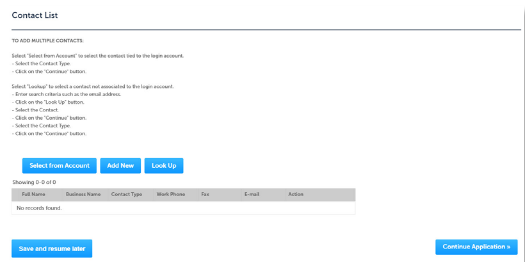


13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

  a. **Select from Account** - select a contact associated to the account.

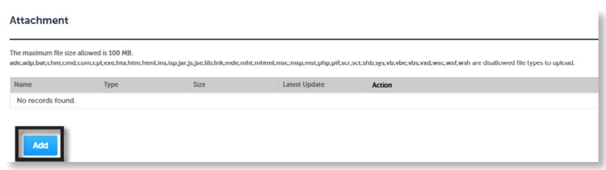
  b. **Add New** - add a new contact not associated to the account.

  c. **Look Up** – select an existing contact in the system.

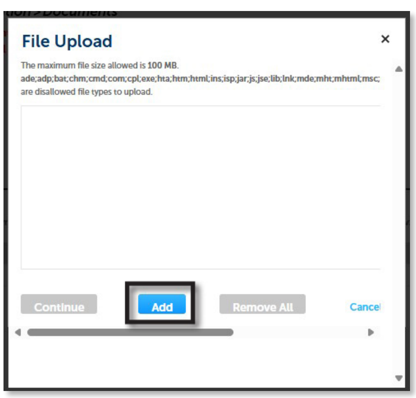


14) Select **Continue Application** to proceed to the **Attachments** page.

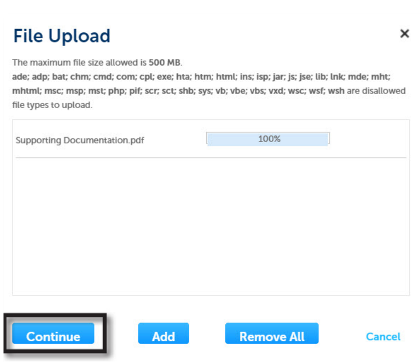
15) Select **Add** to choose attachments to upload.



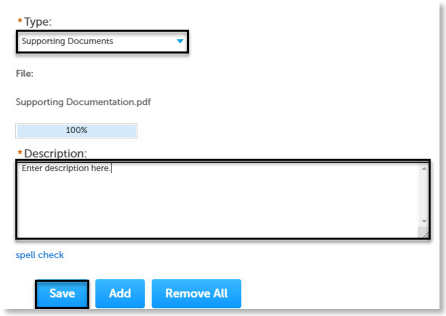
16) Select **Add** to browse for a file. Select your file and choose **Open**.



17) Select **Continue** once the file upload is complete.

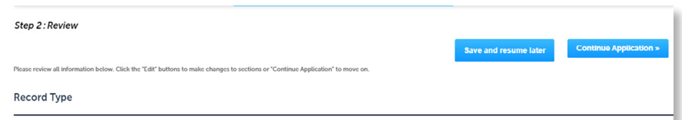


18) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

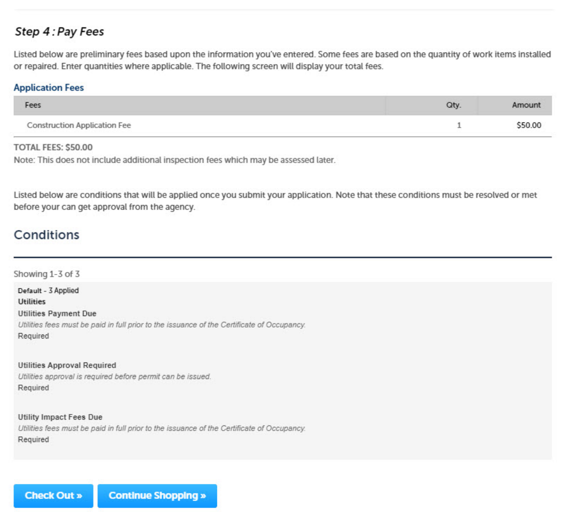


Please note: *Please ensure the documents you upload are named according to the required file names listed in the [sufficiency requirements](#) for your application.*

19) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If all looks correct, select **Continue Application**.

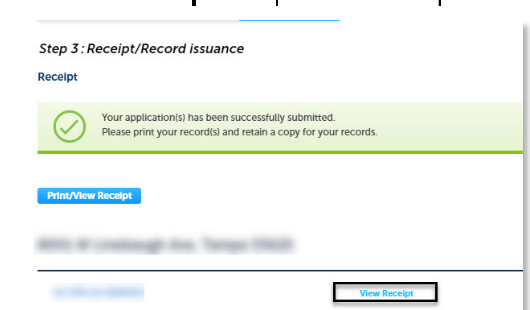


20) Review the fees and select **Check Out** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.



21) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

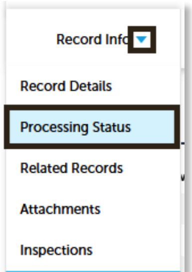
22) Select **View Receipt** to open the receipt.



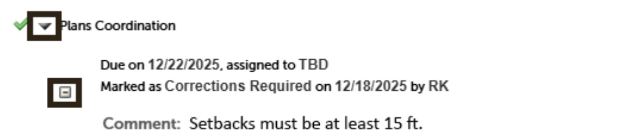
View and Respond To Comments

Use the following steps to view comments added by reviewers. Remember, you will not be able to upload additional documents to satisfy comments and conditions until all reviews are complete.

1) Log in to the portal.
2) Search for the record.
3) Select **Record Info** and select **Processing Status**.

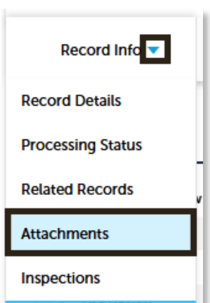


4) Navigate to the step in the review process with comments and use the dropdown arrow to view the details. Select the **+** to view the comments.

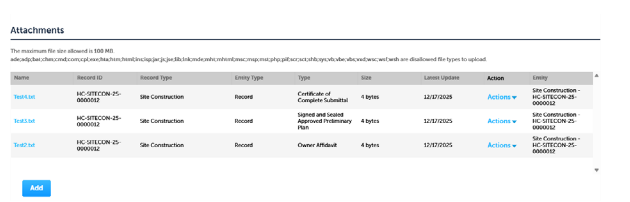


Please note: *If the Comments mention viewing a document for full details, proceed to step 5 below. Otherwise, when you are ready to upload your response, proceed to step 7 below.*

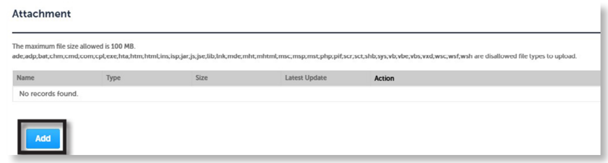
5) To view a document containing comments uploaded by the reviewer, select **Record Info** and select **Attachments**.



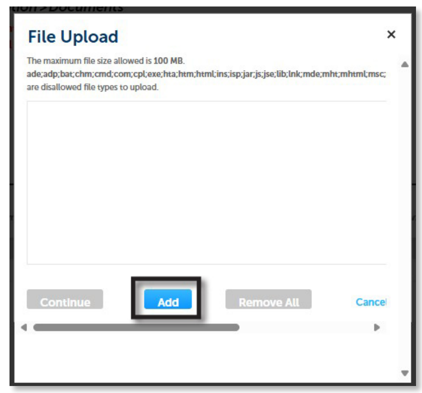
6) Select the name of the document to download and view it. Ensure that you review all pages of the document.



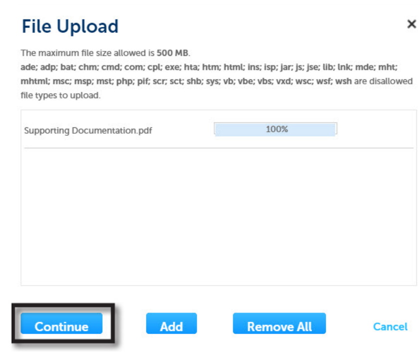
7) When you are ready to upload your response, select **Add** to choose attachments to upload.



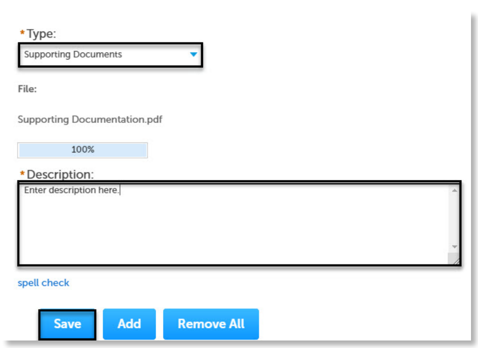
8) Select **Add** to browse for a file. Select your file and choose **Open**.



9) Select **Continue** once the file upload is complete.



10) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



Please note: *Please ensure the documents you upload are named according to the required file names listed in the sufficiency requirements for your application.*