



HillsGovHub

User Guide

Create Natural Resources - Other (NRO) Application



Hillsborough
County Florida

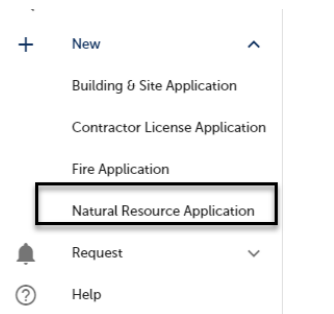
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Create Natural Resources - Other (NRO) Application

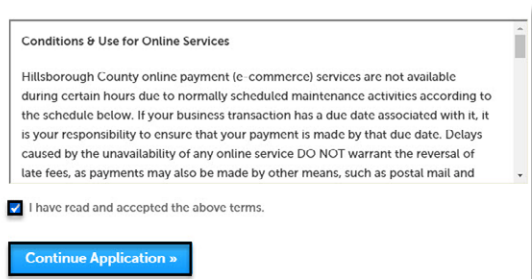
Create Natural Resources - Other (NRO) Application

The steps listed below provide instructions to submit a Natural Resources - Other (NRO) application.

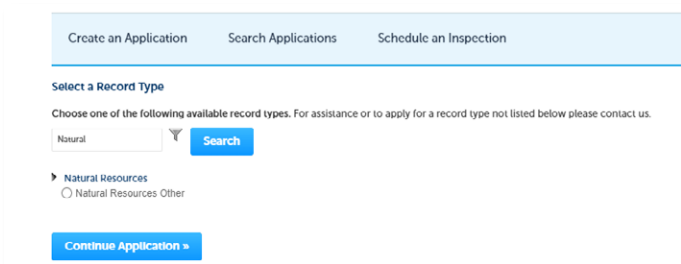
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Natural Resource Application**.



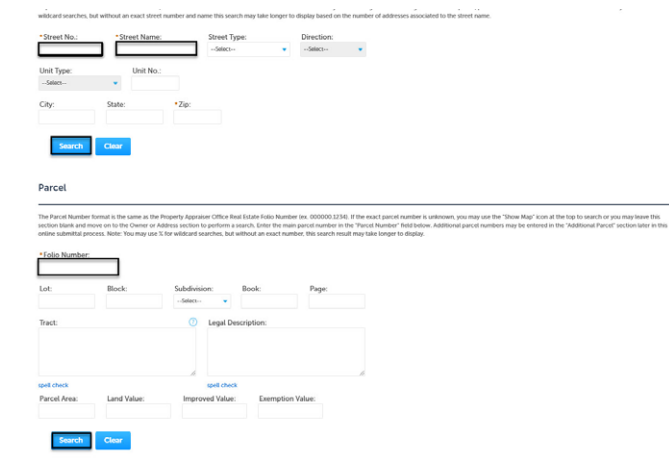
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



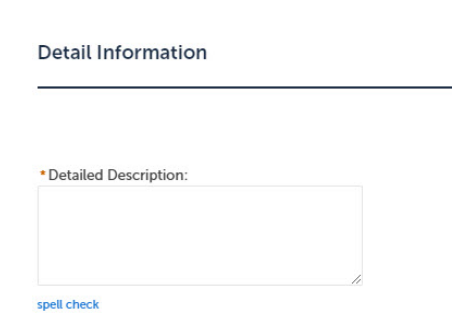
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Natural' in the search box and select **Search** or select **Natural Resource Other** from the **Natural Resource** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.



- 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.

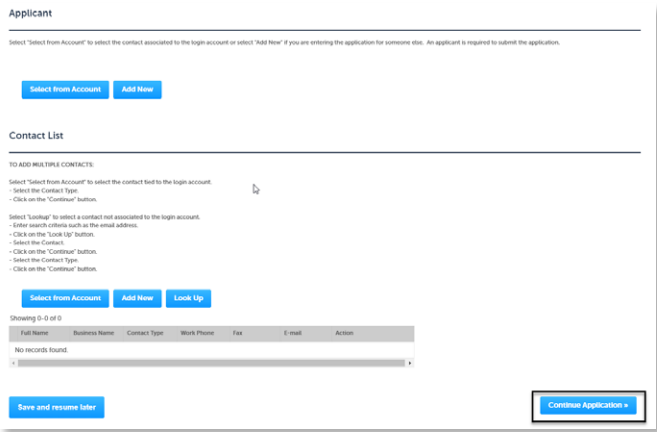


- 9) Complete the application fields. Required fields are marked with a red asterisk.
- 10) Select **Continue Application**.
- 11) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.
- 12) 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.

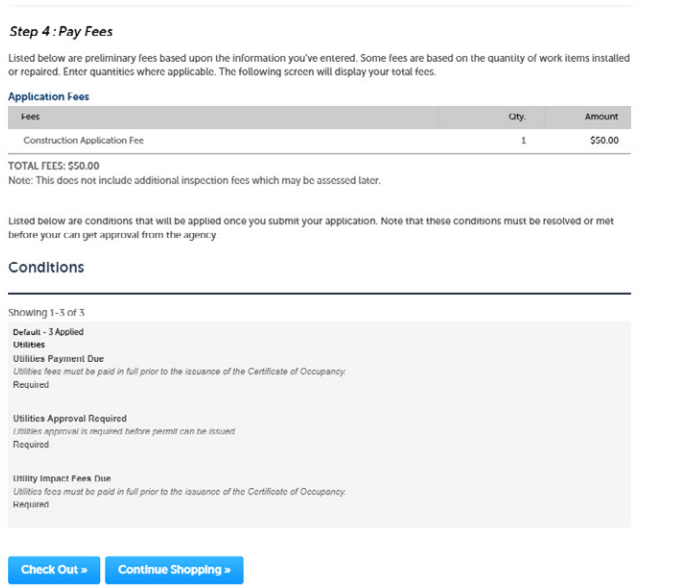
13) Select **Continue Application** to review the application.



14) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

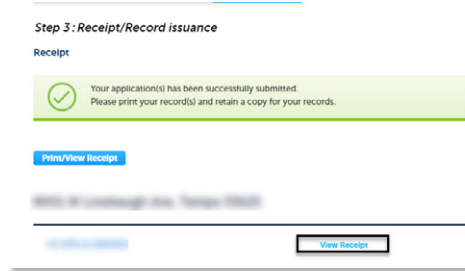


15) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.



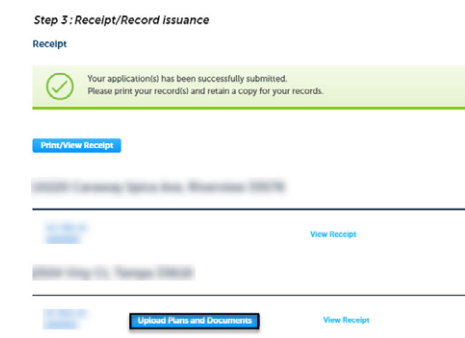
16) Select **Check Out** to proceed to the **Payment Information** page. Complete the payment

information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation the application was received successfully and will send an email confirmation to the contacts on the application. Select **View Receipt** to open the receipt.



Please note: Credit cards are the only payment method currently accepted online.

17) Select **Upload Plans and Documents**.

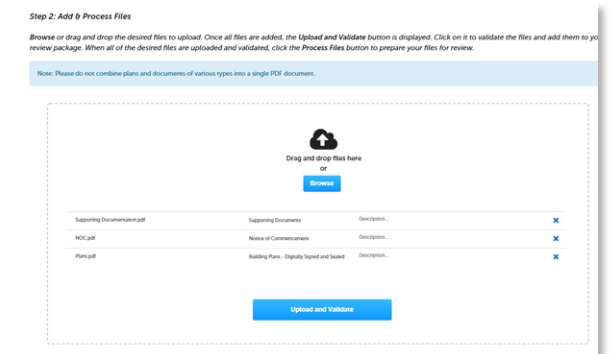


18) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

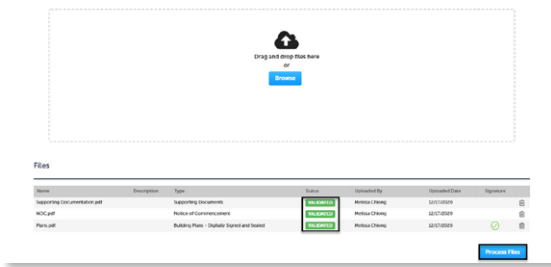


19) Drag and drop file(s) or **browse** to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

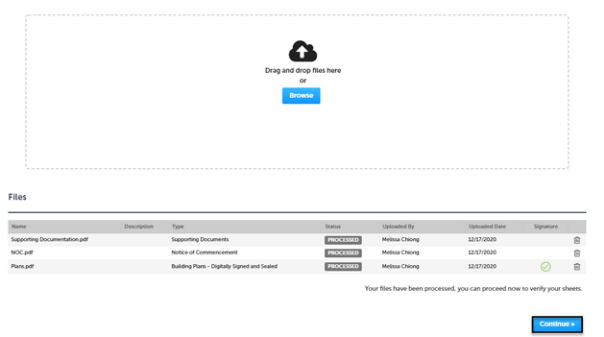
20) Select the **document type** for each document and select **Upload and Validate**.



21) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending the size of the files. It is ok to close the window as an email will be sent once the processing is complete.



22) Select **Continue** once processing is complete.



23) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.



24) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

