Step #1. Create a New Account

1. Log into [https://mcdplus.lakecountyfl.gov/oprs_ZC/](https://mcdplus.lakecountyfl.gov/oprs_ZC/).

2. Click on “Create New Account” under Registered User.

3. Once you create your account, you will be required to log in. Enter your email address, password, and click Login.
4. Once you are logged into your account, you will be provided with a Packet List and Zoning Permit Records.

Step #2. Submitting a New Zoning Permit Packet.

1. Log into your account. Enter your email address, enter your password, and click Login.

2. Under Packet List, click on New.
3. Select the Zoning Permit Request as the Packet Type.

4. Select the desired Packet Sub-Type (i.e. single-family dwelling unit, accessory dwelling unit, accessory structure, pool and pool deck, etc).
5. Provide a Packet Name (i.e. The Smith's ADU, The Johnson's Shed, etc), and click Next. It is suggested that you keep the Packet Name consistent with the Owner's Last Name (i.e. The Johnson ADU, The Johnson Project or Johnson Property).

6. Data Items – Location Address. To enter the subject parcel address; enter the subject parcel address, click Search; when the address appears, the parcel identification number will appear, select the address, click Save, and click Next. Once you have selected the address, the tab color will turn blue; a blue tab means that the requested information has been entered or completed.

7. Data Items – Description, Proposed Development. You are now required to enter a complete detailed proposed development including total number of stories and square footage. If applying for a single-family dwelling unit, mobile home, modular home, accessory dwelling unit or addition zoning permit, please include the number of stories, living area and total area. For all other zoning permits types, please include that square footage.
8. Data Items – Description, Exact Directions to Job Site. You are required to enter a detailed description of the proposed development, enter directions to the site and have the ability to enter comments.

9. Data Items – Description, User Comments. You have the option to enter comments relevant to the proposed development. For example, if you had a variance approval, you can add the variance case number and approval information (i.e. Variance #20-01-1 allowed ADU to be located 7-feet from right property line or Renewal of Zoning Permit #3000). Once you enter your comments, click Save, and click Next. The tab color will turn blue; a blue tab means that the requested information has been entered or completed.

10. Data Items – Owner Info. Enter the Owner Information, click Save, and click Next. You are required to complete all fields in this tab. By entering your email address, you are providing staff permission to communicate with you via email. The tab color will turn blue; a blue tab means that the requested information has been entered or completed.
11. Data Items – Applicant Info. Enter the Applicant Information, click Save, and click Next. You are required to complete all fields in this tab and ensure that the address is listed under Address Line 1. By entering your email address, you are providing staff permission to communicate with you via email. The tab color will turn blue; a blue tab means that the requested information has been entered or completed.

12. Data Items - Dimensional/Values. Enter square footage and impervious surface percentage. If submitting a single-family dwelling unit zoning permit type (including mobile home, modular home or accessorydwelling unit), you are required to enter the living area, non-living area and total area. For all other zoning permit submittals, you are required to enter the total building square footage. After you enter the information, click Save, and click Next. The tab color will turn blue; a blue tab means that the requested information has been entered or completed.

13. Data Items – Property Info. Enter Property Information, click Save, and click Finish. You are required to enter the water supplier, sewer supplier, road type, indicate if you are removing trees, indicate if gopher tortoise exist on site, indicate if wetlands exist on site, and specify whether a lawn irrigation system will be installed.
NOTE: Your zoning permit packet is not complete, and you will be unable to upload any documents(attachments) if any of the tabs are red. If the tab is red, the system is indicating that additional information needs to be completed.

**Step #2. Uploading the Required Documents (Attachments).**

1. Click on the desired PENDING packet (when selected it will show the record highlighted), and click on Attachments.

2. The required documents(attachments) are depending the zoning permit type.
3. A list of required and optional attachments(documents) will appear. The Affidavit of No Wetland Affidavit and Green Swamp Affidavit will appear as option. The Affidavit of No Wetland Affidavit will apply if wetlands exist on the subject parcel. The Green Swamp Affidavit will apply if the subject parcel is located within the Green Swamp Area of Critical State Concern.

4. Select the document you desire to upload, click on the Upload button, and click on the “Click to upload files” button, in your computer, and click Open. You are required to upload all required documents.
5. After you have uploaded all the required attachments (documents), and click the Back Arrow button.

![OPRS ZC (TEST) - Attachments](image)

6. You will be returned to the Home Screen. Now you will need to submit your zoning permit packet; click on the Submit button.

![OPRS ZC (TEST) - Home](image)

7. Now you will need to digitally sign the zoning permit application. Select the “Click here to sign” button, and type in your full name, click OK and click Done. The packet has now been submitted. You will receive an information message then click OK. Once your packet has been reviewed and accepted, you will be notified of a fee request.
By typing my name and clicking OK, I understand that I am digitally signing this document.

Digital Signature: Jane Doe