



Office of Planning and Zoning

OPRS Guide for Returning Users

Step #1. Create a New Account

1. Log into https://mcdplus.lakecountyfl.gov/oprs_ZC/.

OPRS ZC (TEST)

LogIn

<p style="text-align: center; color: red;">Registered User</p> <p>Email Address <input style="width: 90%;" type="text"/></p> <p>Password <input style="width: 90%;" type="password"/></p> <p><input type="checkbox"/> Remember Me</p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p style="text-align: center;"> <input type="button" value="Create New Account"/> <input type="button" value="Forgot Password"/> </p>	<p style="text-align: center; color: red;">Guest Access</p> <p>Zoning Permit # <input style="width: 80%;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Continue as Guest"/></p>
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2. Once your account has been active, you will be provided with a Packet List and Zoning Permit Records.

OPRS ZC (TEST)

Home

User Janie Barron - Property Owner

Packet List	Zoning Permit Records				
Packet	Name	Status	Description	Subs	Expires / Info
1340	THE SMITH ADU	PENDING	ACCESSORY DWELLING UNIT	0	06/19/2020
1341	THE SMITH ADU	PENDING	ACCESSORY DWELLING UNIT	0	06/19/2020

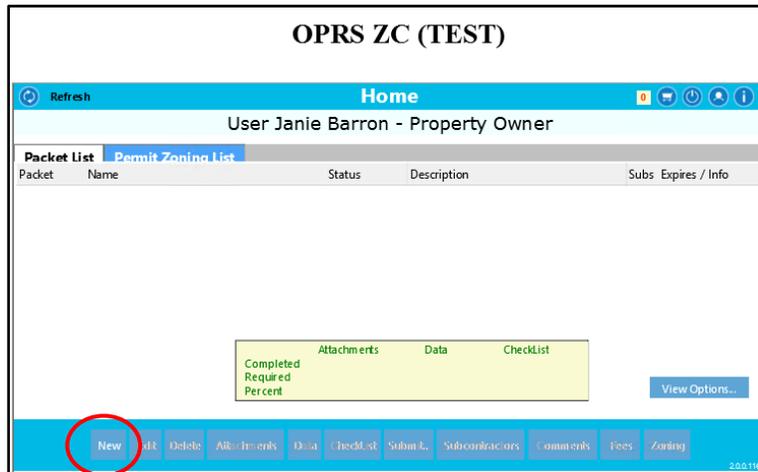
	Attachments	Data	CheckList
Completed	0	25	0
Required	2	36	0
Percent	0	69.44	0

New Edit Delete Attachments Data CheckList Review... Subcontractors Announcements Fees Waiting

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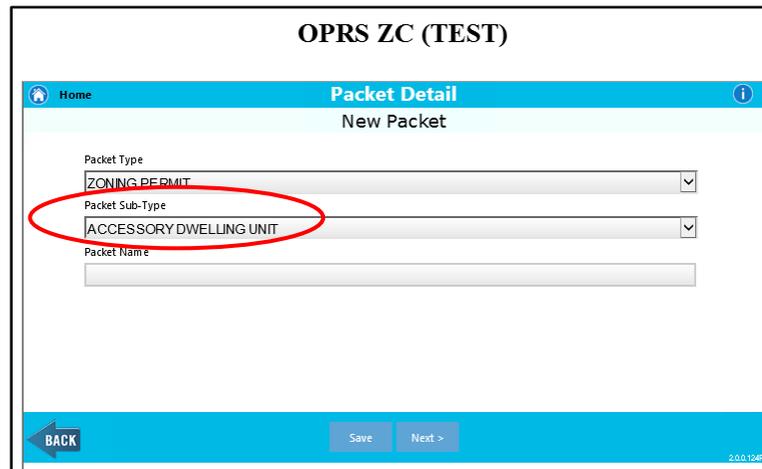
Step #2. Submitting a New Zoning Permit Packet.

1. Under Packet List, click on New.



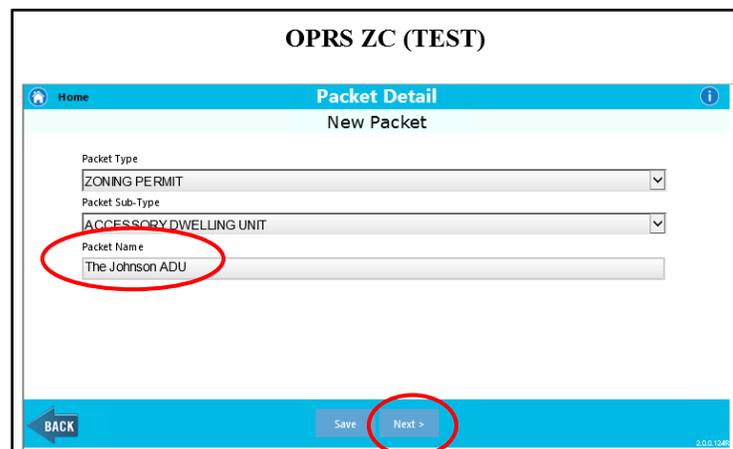
The screenshot shows the OPRS ZC (TEST) Home page. The user is identified as Janie Barron - Property Owner. The Packet List section is active, and the 'New' button is circled in red. The page includes a navigation bar with 'Refresh' and 'Home' buttons, and a table with columns for Packet, Name, Status, Description, Subs, Expires, and Info. A 'View Options...' button is also visible.

2. Select the desired Packet Sub-Type (i.e. single-family dwelling unit, accessory dwelling unit, accessory structure, pool and pool deck, etc).



The screenshot shows the OPRS ZC (TEST) Packet Detail page. The user is creating a 'New Packet'. The Packet Type is set to 'ZONING PERMIT'. The Packet Sub-Type dropdown menu is circled in red and shows 'ACCESSORY DWELLING UNIT' selected. The Packet Name field is empty. The page includes a 'BACK' button and 'Save' and 'Next >' buttons.

3. 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).



The screenshot shows the OPRS ZC (TEST) Packet Detail page. The user is creating a 'New Packet'. The Packet Type is set to 'ZONING PERMIT'. The Packet Sub-Type dropdown menu is set to 'ACCESSORY DWELLING UNIT'. The Packet Name field is circled in red and contains the text 'The Johnson ADU'. The page includes a 'BACK' button and 'Save' and 'Next >' buttons.

- 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.

- 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.

- 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.

- 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.

OPRS ZC (TEST)

Data Items

THE SUMMERDALE PROJECT

Location Addr | **Description** | Owner Info | Applicant Info | Dimensions / Values | Property Info

Proposed Development
 Accessory dwelling unit, 1895-SF living area, 3790-SF total area.

Exact Directions to Job Site
 State Road 19, turn onto Main Street to site on right.

User Comments
 Variance #20-01-1 allowed ADU to be located 7-feet from right property line.

BACK Save **Next >** Denotes a required field
 Red tabs have incomplete data

- 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.

OPRS ZC (TEST)

Data Items

THE SUMMERDALE PROJECT

Location Addr | Description | **Owner Info** | Applicant Info | Dimensions / Values | Property Info

Owner Name
 LAKE COUNTY BCC

Owner Phone
 (352) 343-9641

Owner Email
 PLANNINGANDZONING@LAKECOUNTYFL

Address Line 1
 ATTN COUNTY ATTORNEY

Address Line 2
 315 W MAIN ST

City
 TAVARES

State
 FLORIDA

Zip
 32778

BACK Save **Next >** Denotes a required field
 Red tabs have incomplete data

- 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.

OPRS ZC (TEST)

Data Items

THE SUMMERDALE PROJECT

Location Addr | Description | Owner Info | **Applicant Info** | Dimensions / Values | Property Info

Applicant Name
 JANIE BARRON

Applicant Phone
 (352) 343-9641

Applicant Email
 PLANNINGANDZONING@LAKECOUNTYFL

Address Line 1
 ATTN OFFICE OF PLANNING AND ZONING

Address Line 2
 P. O. BOX 7800

City
 TAVARES

State
 FLORIDA

Zip
 32778

BACK Save **Finish** Denotes a required field
 Red tabs have incomplete data

10. 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 accessory dwelling 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.

OPRS ZONING PERMITS

Data Items
PZ SFDU ZP

Location Addr | Description | Owner Info | Applicant Info | **Dimensions / Values** | Property Info

Living Sq Ft
1200

Non-Living Sq Ft
1800

Total Sq Ft
3000

ISR %
60

BACK Save **Next >** Denotes a required field
Red tabs have incomplete data 2.0.0.14.08

11. 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.

OPRS ZC (TEST)

Data Items
THE SUMMERDALE PROJECT

Location Addr | Description | Owner Info | Applicant Info | Dimensions / Values | **Property Info**

Existing Structures
Residence, garage, pool and boat house.

Water Supplier
CITY OF CLERMONT

Sewer Supplier
LAKE UTILITIES, INC.

Road Type
PUBLIC

Tree Removal Required
YES

Gophers on property
YES

Wetlands, Water Bodies, Flood etc.
YES

Lawn Irrigation System
YES

BACK Save **Finish** Denotes a required field
Red tabs have incomplete data 2.0.0.10.00

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.

OPRS ZC (TEST)

Data Items
THE SUMMERDALE PROJECT

Location Addr | Description | Owner Info | Applicant Info | **Dimensions / Values** | Property Info

Living Sq Ft
1895

Total Impervious Sq Ft
1895

Non-Living Sq Ft
1895

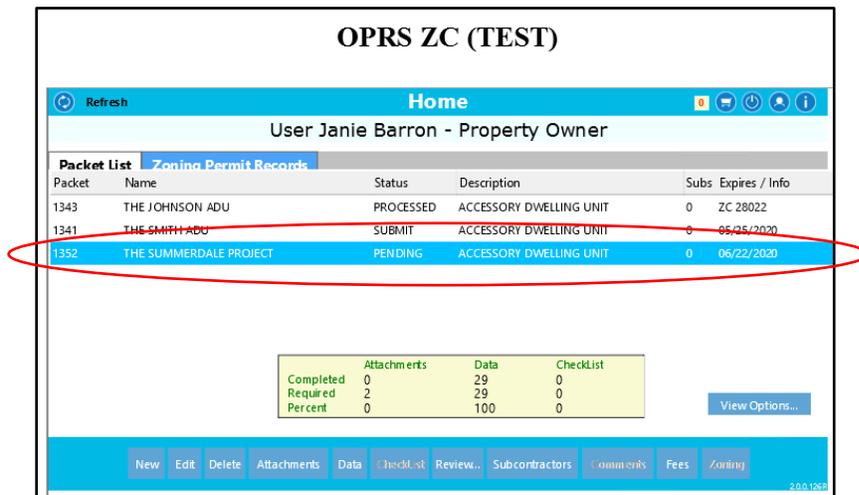
Total Sq Ft
3790

Total Building Sq Ft
3790

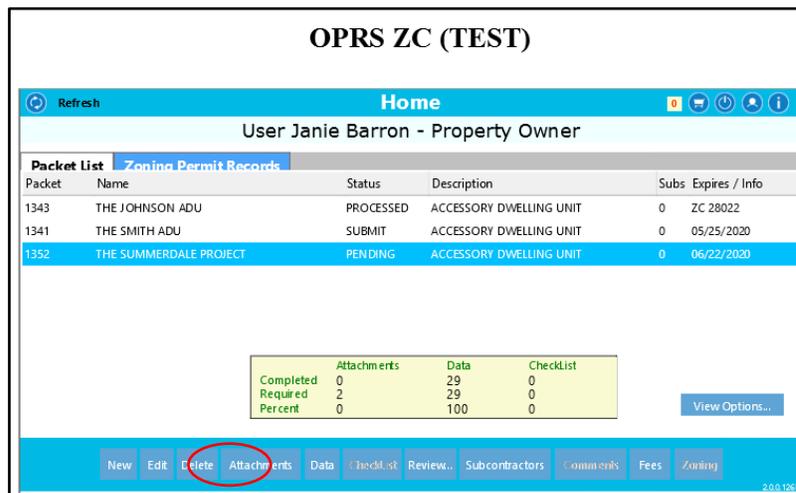
BACK Save Finish Denotes a required field
Red tabs have incomplete data 2.0.0.10.00

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

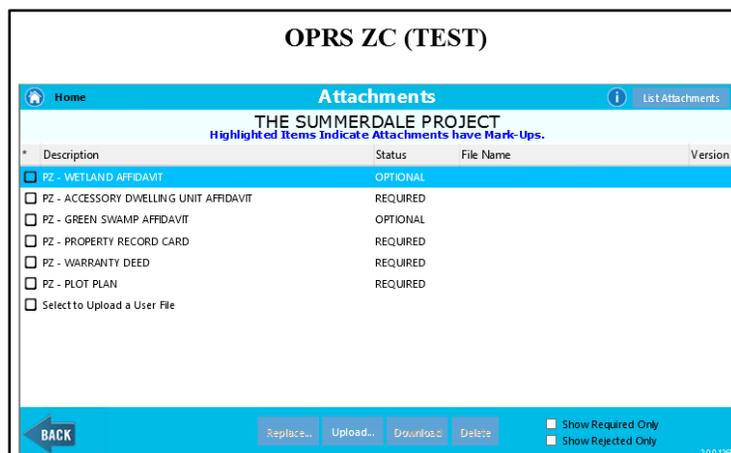
1. Click on the desired PENDING packet (when selected it will show the record highlighted), and click on Attachments.



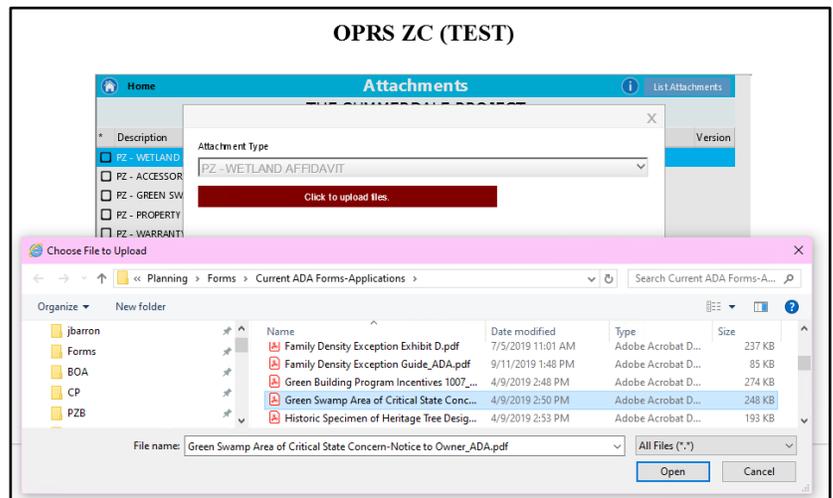
2. The required documents (attachments) are depending the zoning permit type.



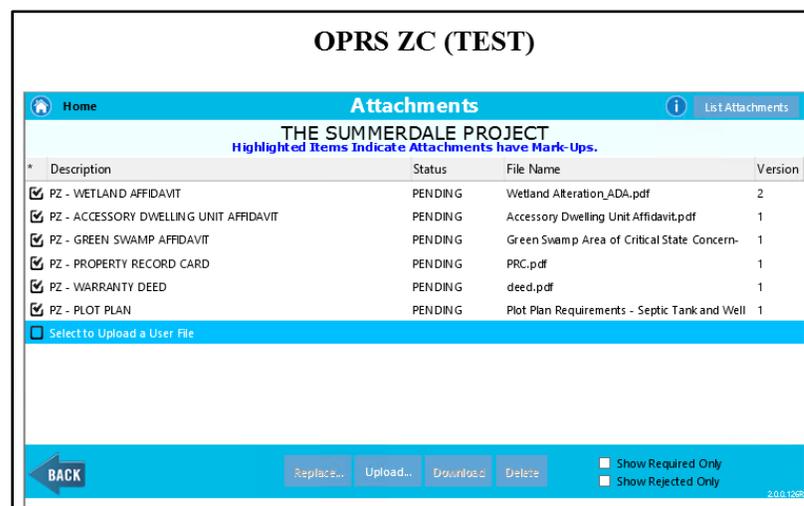
3. A list of required and optional attachments (documents) will appear. The Affidavit of No Wetland Affidavit and Green Swamp Affidavit will appear as option. The Affidavit of No Wetland Affidavit will apply if wetlands exist on the subject parcel. The Green Swamp Affidavit will apply if the subject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



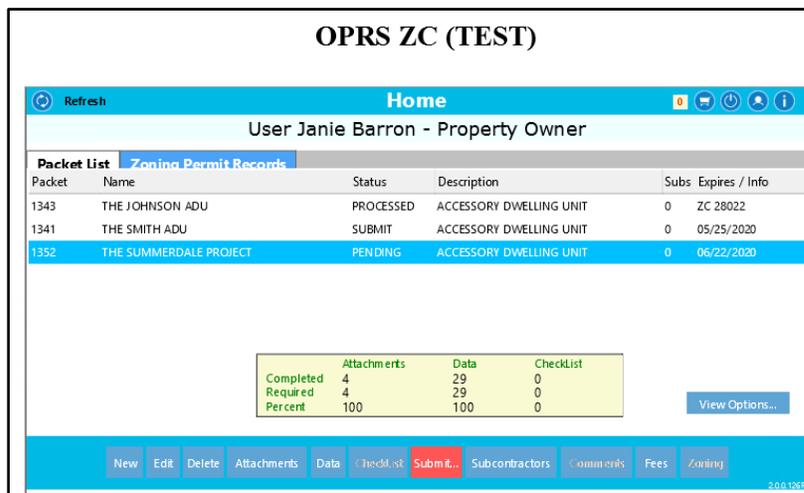
- Select the document you desire to upload, click on the Upload button, and click on the "Click to upload files" button, in your computer, and click Open. You are required to upload all required documents.



- After you have uploaded all the required attachments (documents), and click the Back Arrow button.



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



- 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.

