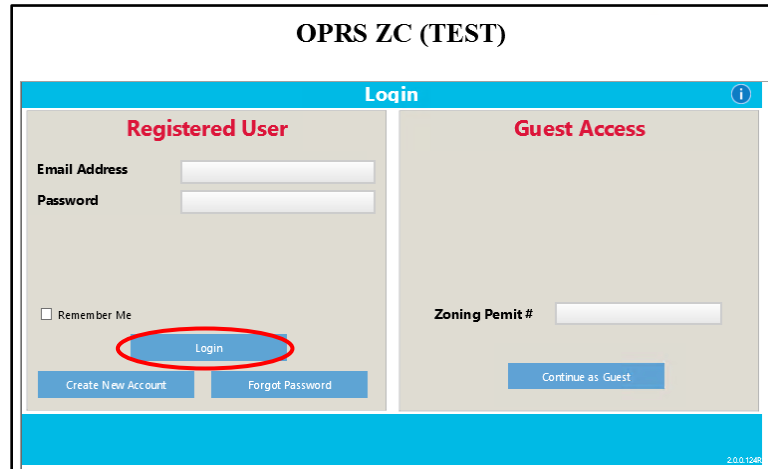


# Office of Planning and Zoning

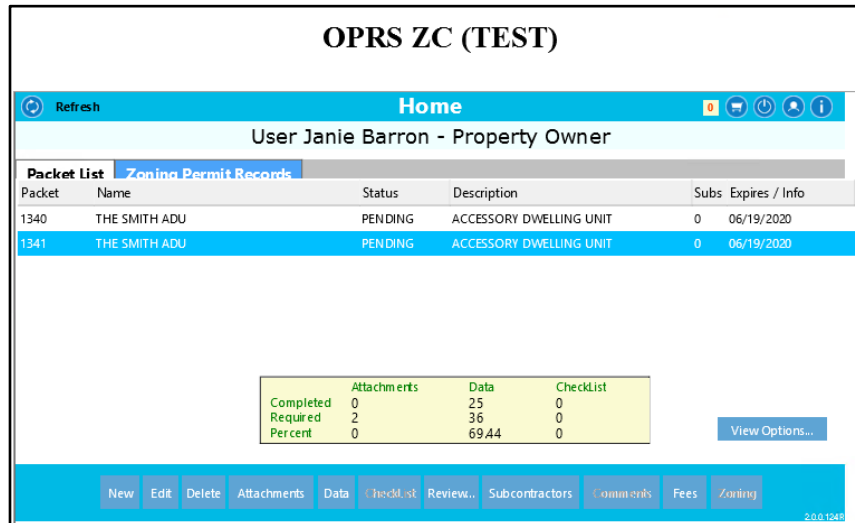
## OPRS Guide for Returning Users

### Step #1. Log into your Account.

1. Go to the OPRS Zoning Permit System: [https://mcdplus.lakecountyfl.gov/oprs\\_ZC/](https://mcdplus.lakecountyfl.gov/oprs_ZC/).
2. Log into your account by enter your email address, password and select the “Login” button.



3. Once you log into your account, the system will automatically take you to the Home Screen, which will list your Packet List and 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

## Step #2. Submitting a New Zoning Permit Packet.

1. Under Packet List, click on New.

The screenshot shows the 'OPRS ZC (TEST)' Home page. At the top, it says 'User Janie Barron - Property Owner'. Below that is a 'Packet List' section with columns for Packet, Name, Status, Description, Subs, Expires, and Info. A 'New' button is circled in red at the bottom left of the page. Other buttons include 'Edit', 'Delete', 'Attachments', 'Data', 'CheckList', 'Submittal', 'Subcontractors', 'Comments', 'Fees', and 'Zoning'.

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. It is titled 'New Packet'. There are three dropdown menus: 'Packet Type' (ZONING PERMIT), 'Packet Sub-Type' (ACCESSORY DWELLING UNIT), and 'Packet Name'. The 'Packet Sub-Type' dropdown is circled in red. At the bottom, there are 'BACK', '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 'Packet Name' text field is circled in red and contains the text 'The Johnson ADU'. The 'Next >' button at the bottom right is also circled in red. Other elements are the same as in the previous screenshot.

- 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@LAKECOUNTY.FL

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@LAKECOUNTY.FL

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

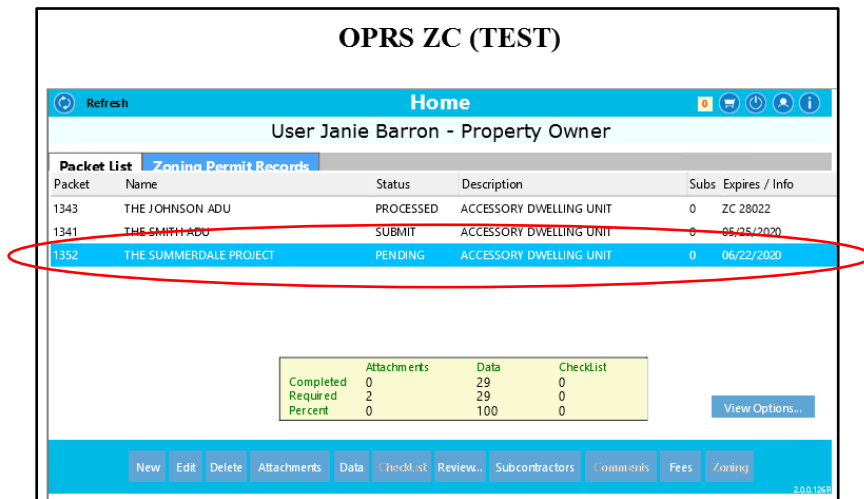
10. Data Items - Dimensional/Values. Enter square footage and impervious surface percentage. If submitting a single-family dwelling unit zoning permit type (including mobile home, modular home or accessory dwelling unit), you are required to enter the living area, non-living area and total area. For 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.

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.

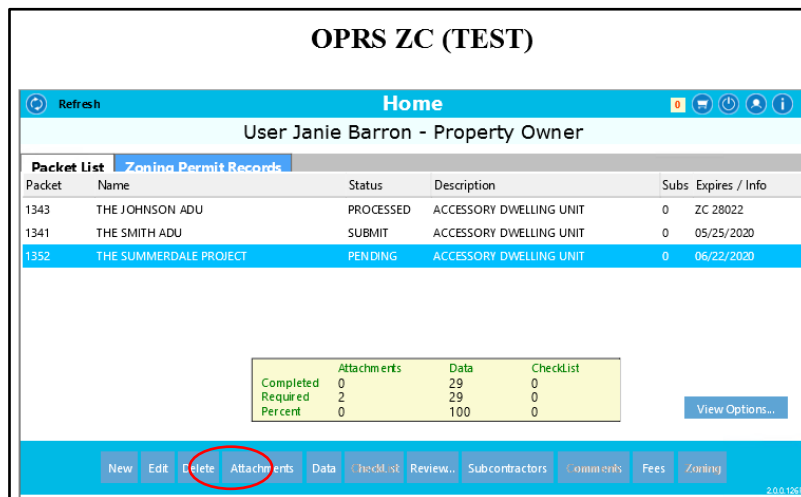
NOTE: Your zoning permit packet is not complete, and you will be unable to upload any documents (attachments) if any of the tabs are red. If the tab is red, the system is indicating that additional information needs to be completed.

**Step #3. Uploading the Required Documents (Attachments).**

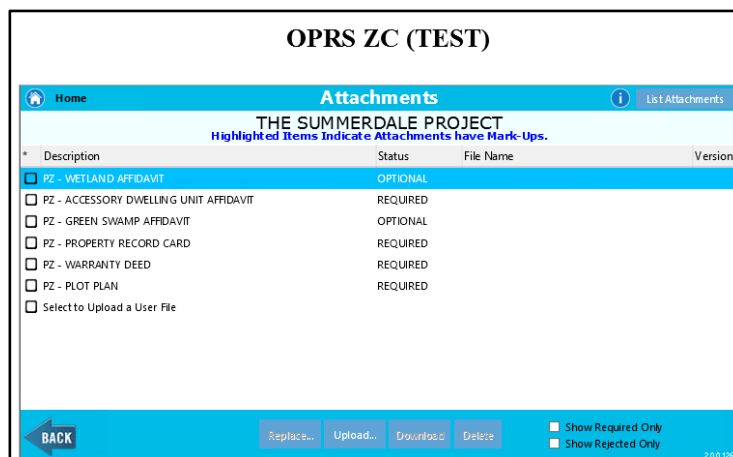
1. Click on the desired PENDING packet (when selected it will show the record highlighted), and click on Attachments.



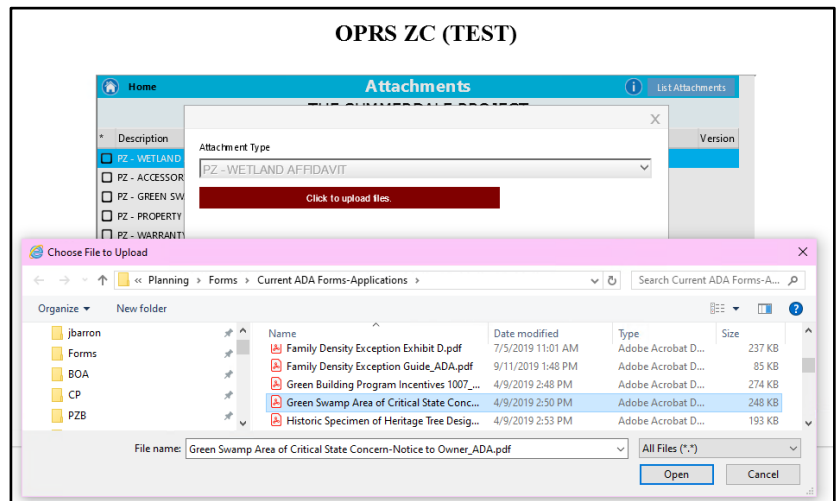
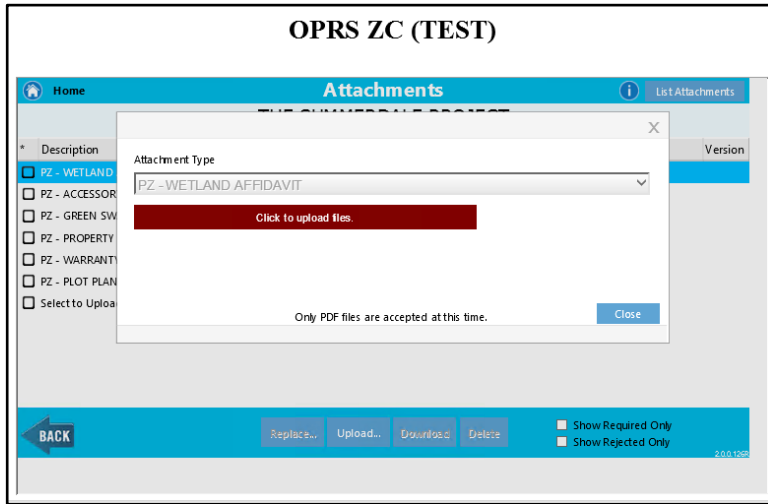
2. The required documents (attachments) are depending the zoning permit type.



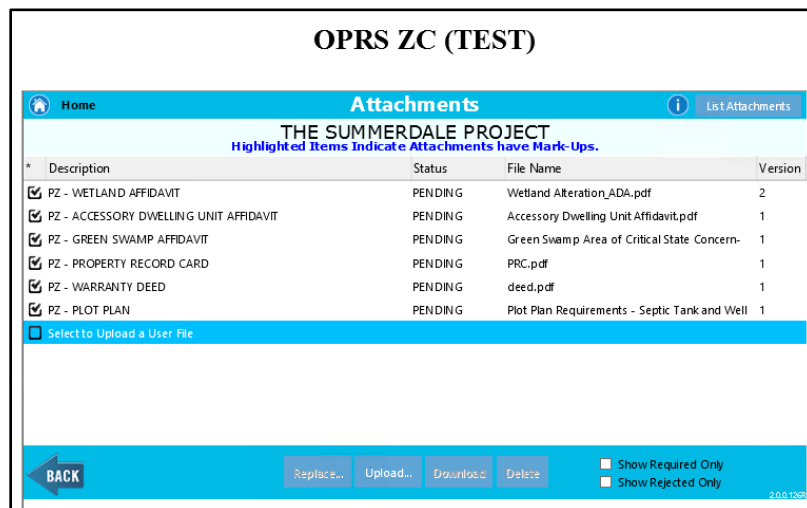
3. A list of required and optional attachments (documents) will appear. The Affidavit of No Wetland Affidavit and Green Swamp Affidavit will appear as option. The Affidavit of No Wetland Affidavit will apply if wetlands exist on the subject parcel. The Green Swamp Affidavit will apply if the subject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



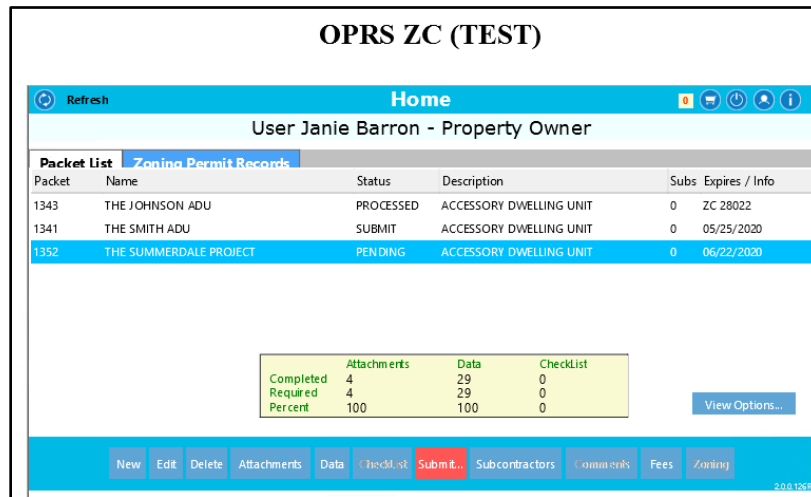
- Select the document you desire to upload, click on the Upload button, and click on the “Click to upload files” button, in your computer, and click Open. You are required to upload all required documents.



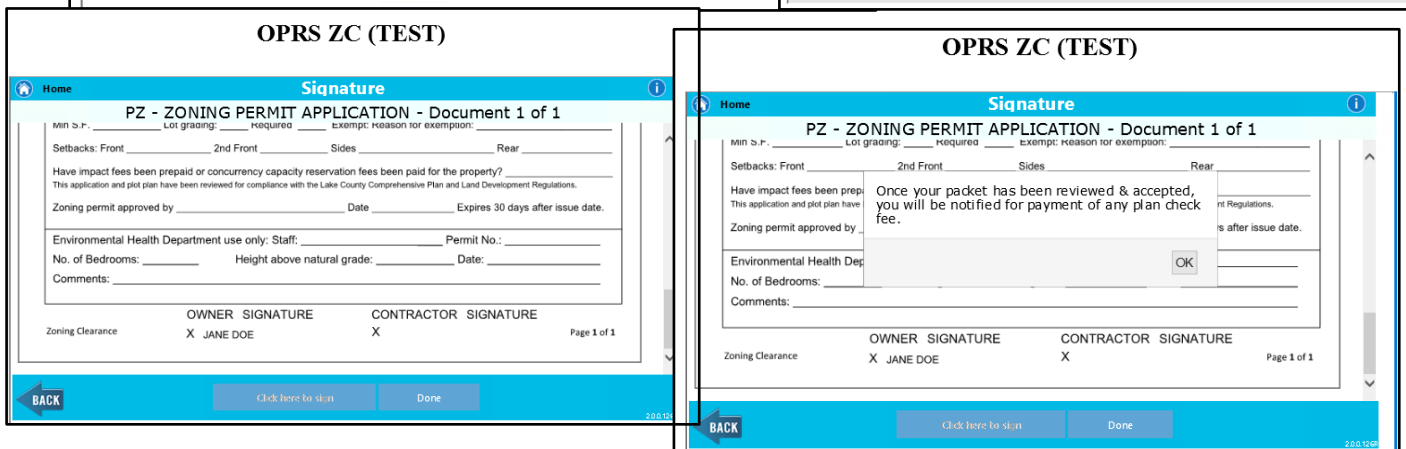
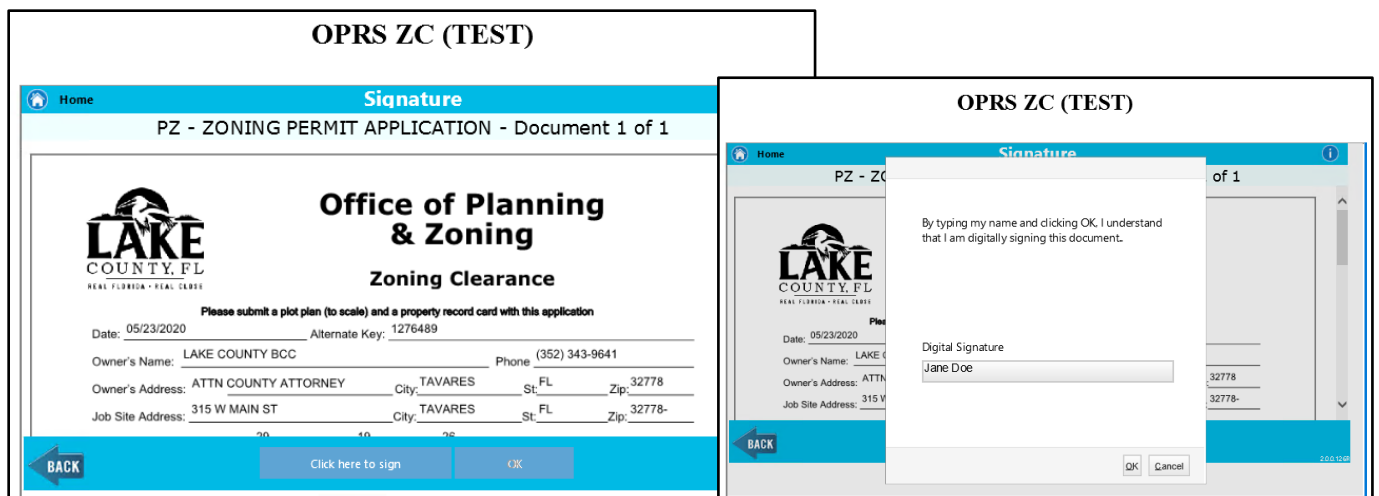
- After you have uploaded all the required attachments (documents), and click the Back Arrow button.



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



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.



At this point, your packet will be submitted for staff to review. Once your packet has been found sufficient, the packet will be processed and a zoning permit number will be assigned. Once your zoning permit has been approved, you will be required to pay the fees and then download the approved documents.



## Step #4. Paying Pending Fees.

1. Go to the OPRS Zoning Permit System: [https://mcdplus.lakecountyfl.gov/oprs\\_ZC/](https://mcdplus.lakecountyfl.gov/oprs_ZC/).
2. Log into your account by entering your email address and password then click on Login.

**OPRS ZONING PERMITS**

**Login**

**Registered User**

Email Address:

Password:

Remember Me

**Login**

Create New Account | Forgot Password

**Guest Access**

Address or Alt Key:

Zoning Permit #:

Continue as Guest

2.0.0.1778

3. Once you log into your account, the system will automatically take you to the Home Screen, which will list your Packet List and Zoning Permit Records. You will need to click on the tab titled Zoning Permit Records.

**OPRS ZONING PERMITS**

**Home**

User Janie Doe - Property Owner

Packet List | **Zoning Permit Records**

Status	Number	Zoning Permit Type	Description
READY	34398	ZONING - SINGLE FAMILY DWELLING UNIT	TEST SFDU ZONING PERMIT

ZC # or Packet Name

**Zoning**

2.0.0.1778

4. Select the Zoning Permit Records with a "Ready" status and click Zoning. You can also double-click on the Zoning Permit Record.

**OPRS ZONING PERMITS**

**Home**

User Janie Doe - Property Owner

Packet List | **Zoning Permit Records**

Status	Number	Zoning Permit Type	Description
READY	34398	ZONING - SINGLE FAMILY DWELLING UNIT	TEST SFDU ZONING PERMIT

ZC # or Packet Name

**Zoning**

2.0.0.1778

- You will need to pay the pending application fees prior to being able to download the approved documents. Click on the Fees button.

**OPRS ZONING PERMITS**

**Zoning Permit Details**

Home | Detail | Applicant | Permits

Zoning Permit # 34398 Status: READY Jurisdiction: 0001 Road Type:

ZC Type: ZONING - SINGLE FAMILY DWELL Prior Owner:  Section: 02

Alt Key # 3875513 Addr # 178684 Primary Owner: LAKE COUNTY BCC Township: 18

Folio # 02-18-25-0200-00A-00000 Address: ATTN COUNTY ATTORNEY Range: 25

315 W MAIN ST Found in Section:

City State Zip: TAVARES FL 32778 Block: 00A

Directions:  Lot: 00000

Parcel Legal: TEST ADDRESS FOR WEB Frontage:

Depth:

Previous Development: Mobile Home

Proposed Development: SFDU

BACK Attachments Fees

- You will need to need to click the “Select and Pay Pending Fees” button.

**OPRS ZONING PERMITS**

**Fees for permit zoning # 34398**

Fee Code	Fee Description	Amount Due	Amount Paid	Status
ZPE	ZONING CLEARANCE - ACCESSORY STRUCTURES	\$1.00		PENDING

BACK Select and Pay Pending Fees

TOTAL PENDING	\$1.00
TOTAL PAID	\$0.00

- Select the “Pay Fee” button then select the “Update Shopping Cart” button. The system will notify you that the shopping cart has been updated then click OK.

### OPRS ZONING PERMITS

Home
Pay for Permit Zoning # 34398

PAY FEE
SELECT ALL
UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
ZPE		\$1.00	PENDING	NO

BACK
Update Shopping Cart
TOTAL PENDING \$1.00  
SELECT PENDING \$0.00  
1.00.00R

### OPRS ZONING PERMITS

Home
Pay for Permit Zoning # 34398

DO NOT PAY FEE
SELECT ALL
UN-SELECT ALL

Fee Code	Fee Description	Amount Due	Status	Pay Fee
ZPE		\$1.00	PENDING	YES

BACK
Update Shopping Cart
TOTAL PENDING \$1.00  
SELECT PENDING \$1.00  
1.00.00R

### OPRS ZONING PERMITS

Home
Pay for Permit Zoning # 34398

DO NOT PAY FEE
SELECT ALL
UN-SELECT ALL

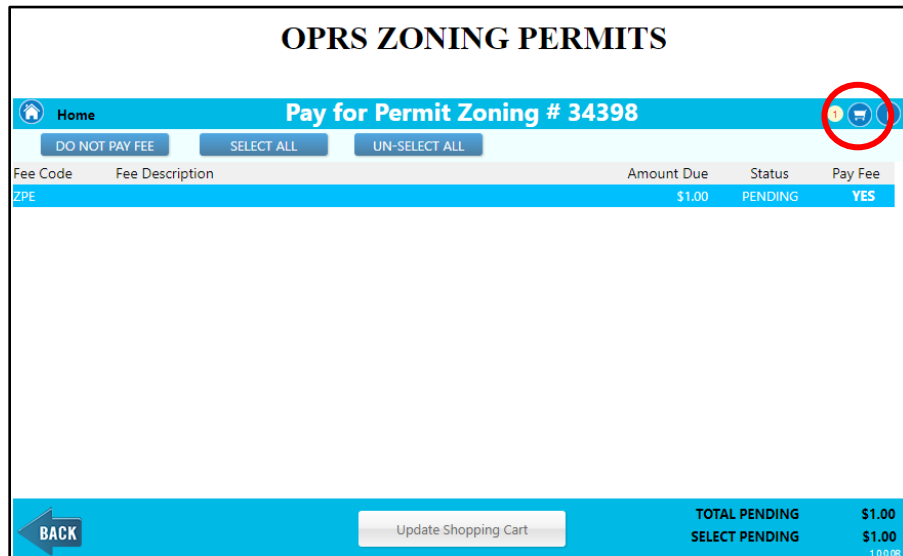
Fee Code	Fee Description	Amount Due	Status	Pay Fee
ZPE		\$1.00	PENDING	YES

BACK
Update Shopping Cart
TOTAL PENDING \$1.00  
SELECT PENDING \$1.00  
1.00.00R

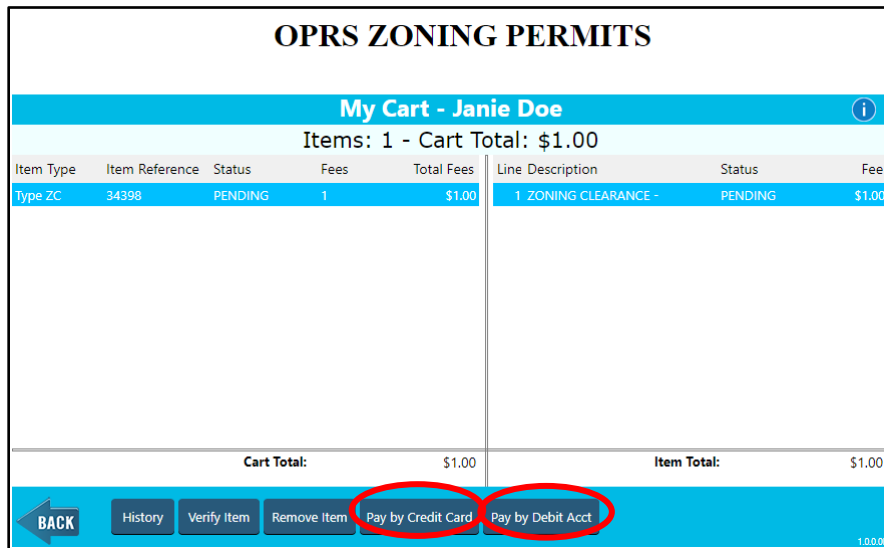
Selected Fees have been added to your shopping Cart

OK

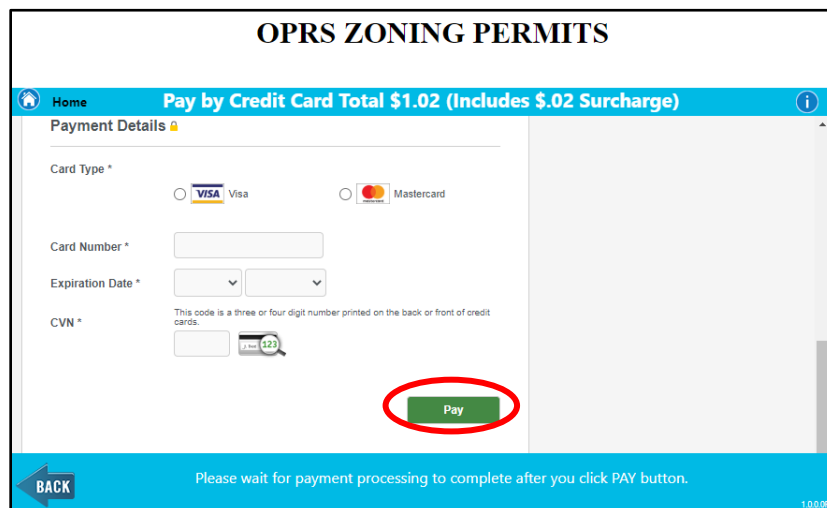
8. Click on the Cart icon



9. You will need to select the payment type so if you are paying with a credit/debit card select the “Pay by Credit Card” button and if paying with your contractor debit account select the “Pay by Debit Acct” button.



10. If paying with a credit card, enter your information, credit card information and select the Pay Button.



If paying with your contractor debit account, enter your contractor information, enter your debit account number, enter your password and select the “Continue” button.

The screenshot shows the 'OPRS ZONING PERMITS' application interface. At the top, it says 'My Cart - Janie Doe' and 'Items: 1 - Cart Total: \$1.00'. Below this is a table with columns: Item Type, Item Reference, Status, Fees, Total Fees, Line Description, Status, and Fee. One item is listed: Type ZC, 34398, with a status of 'PENDING' and a fee of '\$1.00'. A modal window is open over the table with the following text: 'By clicking continue, you are confirming payment using your debit account. Enter payor name, debit account, password. Click verify account then continue to proceed or cancel to return.' The modal contains input fields for: Amount Due: \$1.00, Payor Name, Debit Account #, Acct Password, Account Balance, and Account Name. There is a 'Verify Account' button and two larger buttons at the bottom: 'Continue' (circled in red) and 'Cancel'. At the bottom of the screen, there are navigation buttons: 'BACK', 'History', and 'Verify'.

**Step #4. Downloading the Approved Documents.**

1. Return to the Zoning Permit Details screen and select the “Attachments” button.

The screenshot shows the 'OPRS ZONING PERMITS' application interface for 'Zoning Permit Details'. The top bar includes a 'Home' button and the title 'Zoning Permit Details'. Below the title are tabs for 'Detail', 'Applicant', and 'Permits'. The main content area is a form with various fields: Zoning Permit # (34398), Status (READY), Jurisdiction (0001), Road Type, ZC Type (ZONING - SINGLE FAMILY DWELL), Prior Owner, Section (02), Alt Key # (3875513), Addr # (178684), Primary Owner (LAKE COUNTY BCC), Township (18), Folio # (02-18-25-0200-00A-00000), Address (ATTN COUNTY ATTORNEY), Range (25), Previous Development (Mobile Home), City State Zip (TAVARES FL 32778), Found in Section, Proposed Development (SFDU), Directions, Block (00A), Lot (00000), Parcel Legal (TEST ADDRESS FOR WEB), Lot Size, Frontage, and Depth. At the bottom, there are navigation buttons: 'BACK', 'Attachments' (circled in red with a red '3' notification), and 'Fees' (with a red '1/0' notification). The version number '1.0.0.65' is visible in the bottom right corner.

2. Select the "Download" button, select the "Select All" and select the "Begin Download" button.

**OPRS ZONING PERMITS**

Home **Attachments for Permit Zoning # 34398** List Attachments

**Upload new attachments to start a correction**  
Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
PZ - ZONING PERMIT APPLICATION	RECEIVED	Zoning Clearance-CS33_ADA.pdf	7/27/2020 10:07:20 AM
PZ - WARRANTY DEED	RECEIVED	Latest_Recorded_Deed.pdf	7/27/2020 10:07:06 AM
PZ - PROPERTY RECORD CARD	RECEIVED	Property_Record_Card.pdf	7/27/2020 10:06:58 AM

BACK Upload Revisions / Corrections View **Download** Delete Submit

**OPRS ZONING PERMITS**

Home **Attachments for Permit Zoning # 34398** List Attachments

**Select All** Deselect All Begin Download Cancel

Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
PZ - ZONING PERMIT APPLICATION	RECEIVED	Zoning Clearance-CS33_ADA.pdf	7/27/2020 10:07:20 AM
PZ - WARRANTY DEED	RECEIVED	Latest_Recorded_Deed.pdf	7/27/2020 10:07:06 AM
PZ - PROPERTY RECORD CARD	RECEIVED	Property_Record_Card.pdf	7/27/2020 10:06:58 AM

BACK Upload Revisions / Corrections View Download Delete Submit

**OPRS ZONING PERMITS**

Home **Attachments for Permit Zoning # 34398** List Attachments

Begin Download Cancel

Highlighted Items Indicate Attachments have Mark-Ups.

Description	Status	File Name	Upload Date
PZ - ZONING PERMIT APPLICATION	RECEIVED	Zoning Clearance-CS33_ADA.pdf	7/27/2020 10:07:20 AM
PZ - WARRANTY DEED	RECEIVED	Latest_Recorded_Deed.pdf	7/27/2020 10:07:06 AM
PZ - PROPERTY RECORD CARD	RECEIVED	Property_Record_Card.pdf	7/27/2020 10:06:58 AM

BACK Upload Revisions / Corrections View Download Delete Submit

- The system will now confirm that you want to download the selected files, select OK to continue. The documents will automatically download into a compressed folder, you can open the folder and save the documents to specific location.

