



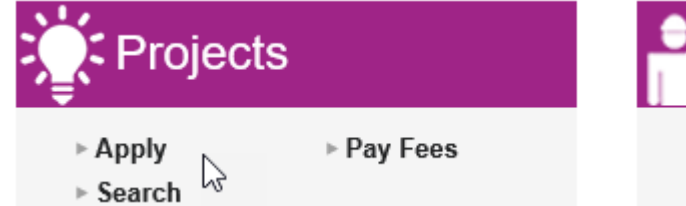
# How to Apply: Variance Application in eTRAKiT

Once you've discussed your project with a planner from the Community & Economic Development Department it's time to apply! Click this link to navigate to eTRAKiT: <https://etrakit.lakelandgov.net/etrakit3/> then follow the steps:

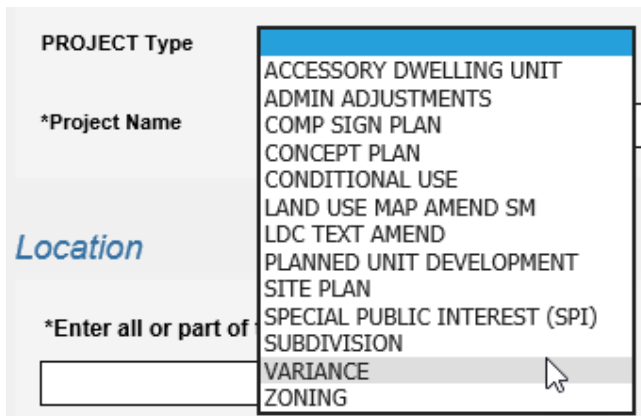
## Step 1: Set up an account and log in



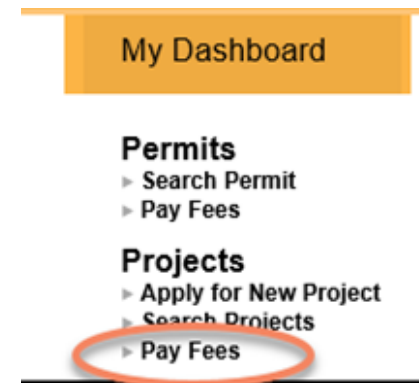
## Step 2: Apply for a new project



## Step 3: Complete the app by selecting items from drop menus and explaining your request

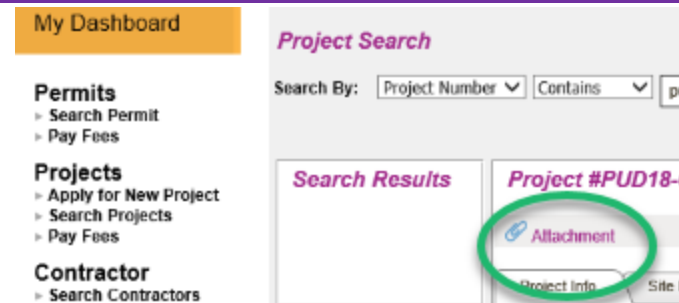


## Step 4: Once your application has been submitted you can pay the project fees



## Step 5: Once your application has been submitted you can upload the required attachments

- Legal Description provided by propertyinformation@lakelandgov.net
- Site Plan Development depicting setbacks, landscaping, etc.
- Owner authorization letter (if applicant is representing owner)



Once your project has been submitted you will receive an email from the Planning Technician with further information.