



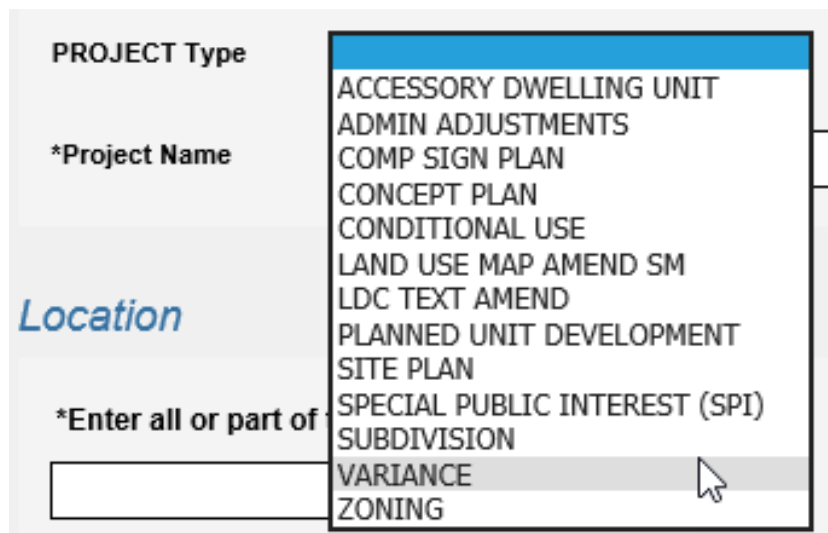
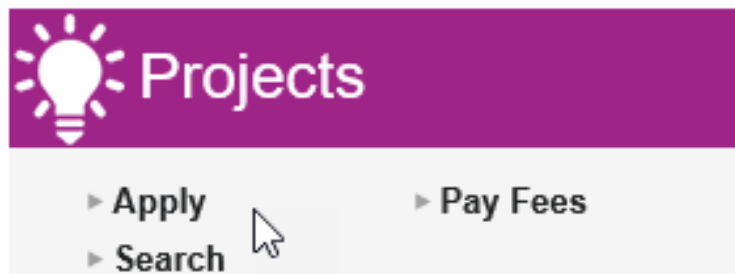
# Quick Guide: How to Apply for General Zoning in eTRAKiT

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**

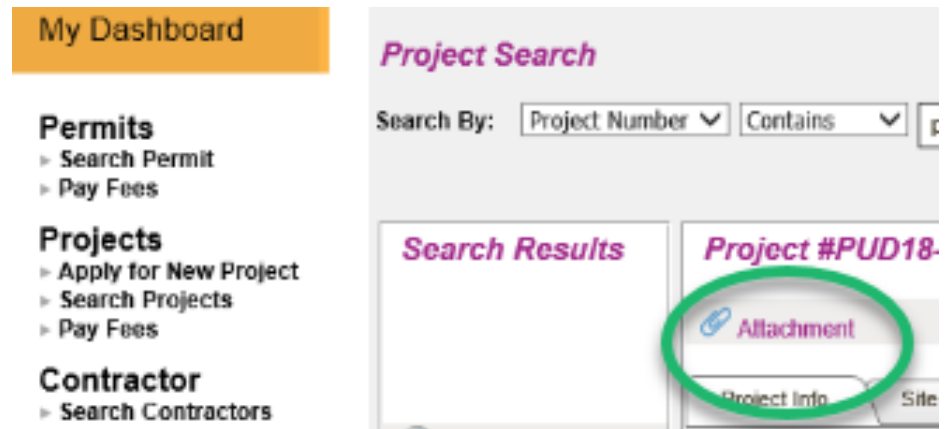
**Step 3: Complete the application by selecting the appropriate items from drop menus and explaining your request**



**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**



## Required Attachments

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- Proof of ownership** (Deed, Tax receipt, Polk PA property page)
- Legal Description** (Word.doc format from Deed)
- Owner authorization letter** (if applicant is representing owner)
- Site Development Plan** depicting setbacks, landscaping, etc.