

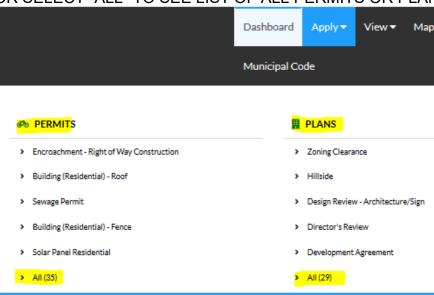
HOW TO APPLY

You will need a ConnectLCF login to apply for a permit or entitlement case. Refer to the Login/Register Guide.

- 1. Login to ConnectLCF from the City's homepage www.cityoflcf.org
- 2. From the top menu click on "APPLY DROP DOWN":

THERE ARE THREE TYPES OF APPLICATIONS: PERMITS (BUIDLING AND SAFETY OR ENCROACHMENT PERMITS), PLANS (PLANNING/ENTITLMENT CASES) OR BUSINESS LICENSES.

YOU MAY SELECT ANY OF THE MOST FREQUENTLY USED APPLICATIONS OR SELECT "ALL" TO SEE LIST OF ALL PERMITS OR PLANS:



- 3. SELECT THE APPLICATION YOU WANT TO APPLY FOR
- 4. YOU WILL SEE THE FOLLOWING PAGE WHERE YOU CAN ADD THE PROJECT ADDRESS:





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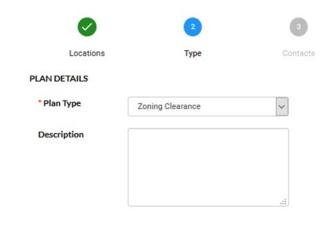
Use the plus sign to search for an address:

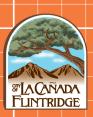
Add Location
To search with a parcel number, click PARCEL
Address Parcel
Add Address As Project Location
Type the address. PLEASE: only include street number and first three letters of the street name
Address Information
Search Search Addresses

Click the Add button under Action column to add your desired address

- 5. Once a Project Location is added. Click Next to proceed to <u>Step 2</u>.
- 6. Provide a project description and other required information. Here you have one final opportunity to change the application type from the drop-down menu if you selected the wrong application:

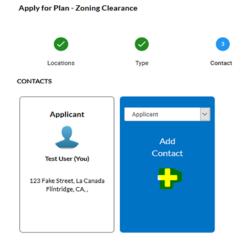
Apply for Plan - Zoning Clearance



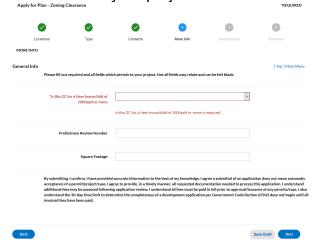


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7. Click next to proceed to <u>Step 3</u>. The system will automatically add you as an applicant. You may add additional user to the case by selecting "Add Contact" and searching for them. NOTE: users must have a ConnectLCF login to be added to a record.



8. Click "Next" to proceed with <u>Step 4</u>, where you will provide more details about the project. Please go through the application and provide the necessary information. Information boxes in Red are required but there may be other fields which relate to your project.



Also review the acknowledgment page prior to proceeding.

9. Click "Next" to proceed to <u>Step 5</u>, where you can upload the required submittals. Review the **Required Submittals** for the list of documents needed for your application.

Documents are uploaded one at a time using the plus symbol. Upload the Required documents as indicated per application. **Maximum per file size is 40 MB.**





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10. Click Next to proceed with <u>Step 6</u>, where you can review your application, including documents attached prior to submitting it for processing. Once ready, click "Submit" at the bottom right-hand side of the page:





11. Your application is now submitted, you will see a case number in the top right-hand corner. As updates are made to your case, the case status will change, keeping you informed of the process.

