



THE CITY OF KEY WEST  
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## How to: Submit a Planning Department Application

### Getting Started

- **Welcome to the City of Key West's Land Records Management eTRAKiT system. Registered users who create an account will have the ability to submit an application and view their records in detail.**

### Be prepared before you log in

- **Know that -**
  - **eTRAKiT will timeout after 20 minutes if you have not completed your application. You will be required to sign-in again and make sure to click continue. You will have to re-enter most information.**
  - **Do not use the browser back button.**

### Registration

- **You must be a registered eTRAKiT user to use the eTRAKiT software.**
- **The website address for eTRAKiT is <https://etrakit.cityofkeywest-fl.gov/etrakit/> You may also access eTRAKiT through the City of Key West homepage at [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov).**
- **The Public Login is restricted to a Property Owner (Individual or Business)**
- **The Contractor Login is restricted to an Authorized Representative. An example of a contractor would be an engineering, architecture, or a land use consulting firm.**