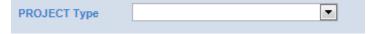
- Log in to the etrakit page. For new users from the public, click Setup an Account and follow the instructions. For contractors, you must contact Nicole Dail at 576-1335, to create a username and password.
- 2. Once set up, enter your username and password and click *LOGIN*.



3. On the left column under My Dashboard, click Apply for New Project.



4. Select the Project Type Major Land Development from the drop down list.



This will take you to the Major Land Development page.

5. In the space for *Project Name*, type in the name of the project as it is written on the plans.



6. Under *Application Information*, the first item is *Project Narrative*. Explain what you are proposing to develop so it is clear to the reviewer. Provide any additional information that you would like the reviewer to know and explain here why you may not be including some of the required items on this application.

	Application In	formation:
	PROJECT NARRATIVE:	
7.	•	ould be entered in the format of #####-##. If there are multiple parcels, p number with a comma.
	TAX MAP NUMBER(S):	
	Enter the square feet Land Development a	on any existing structure(s) on site. Generally this number is 0 for Minor pplications.
	SQ FT OF EXIST. BLDG(S):	
9.	Enter the total buildi	ng square feet of all proposed building(s).
9.	SQ FT OF PROP.	ng square reet of an proposed building(s).
	BLDG(S):	
10.	Enter the total number	er of existing parking spaces.
	EXISTING # OF	
	PARKING SP:	
11.	Enter the total number	er of proposed parking spaces.
	PROPOSED # OF	
	PARK SP:	
12.	Describe the existing	use of the property.
	EXIST. USE OF	
	PROPERTY:	
12	Describe the proper	ed use of the property.
13.	PROPOSED USE	d use of the property.

14.		nter the number the		ap amendments associated with this o it in the space provided. (Example:	
15.	Enter the building el	evation (in feet) for	r the tallest building	g to be constructed.	
	*BUILDING ELEVATION:				
16.	Check the box to cor upload function is fu	•	-	plan (in .pdf format) for review. The	
	PDF SITE PLANS UPLOADED:				
17.	The county requests	that you provide a	DXF/DWG version	n of the site plans, if available.	
	DXF/DWG UPLOADED:				
18.	Landscape Plans Up! (in .pdf format) for re		box to confirm that	t you have uploaded the landscape plans	
	PDF LANDSCAPE PLANS UPLD:				
19.	DHEC NOI Uploade been uploaded.	d- Check the box to	o confirm that the s	signed DHEC Notice of Intent form has	
	DHEC NOI UPLOADED:				
20.	Select the appropriat	e choice from the d	lrop down menu an	nd proceed to upload the documents.	
	SW CALC'S UPLOADED:	Į.	•		

	SCDOT encroachn Way. A copy of the	nent permit is required fo	r all work perfor	proceed to upload the documents. The med within the SCDOT Right of tted to SCDOT is sufficient to upload
	for this item.			
	ENCRCHMNT APP UPLOADED:	•		
22.	A lighting plan is r	equired for all major land	l developments.	Upload it and check this box.
	LIGHTING PLAN UPLOADED:			

23. Select the appropriate choice from the drop down menu and proceed to upload the documents. Water and sewer information must be uploaded. A copy of service availability is required from the service provider OR approval from DHEC for well and or septic.

WATER INFO UPLOADED:	•
SEWER INFO UPLOADED:	v

24. Traffic Management Plans are required for all major land developments. If a traffic management plan has been submitted previously, address this in the Project Narrative.

TRAFFIC PLAN	
TRAFFIC PLAN	_
UPLOADED:	
OI LONDED!	

25. Major Land Developments require a GIS digital submittal. For more information, click <u>here</u>.

GIS DIGITAL	
UPLOADED:	

26. The county requests that you provide a DXF/DWG version of the site plans, if available.



27. Under the **Location** heading, select Search by TMS#. Then type in the tax map number for the parcel, in the format #####-##, and click the Search button.



After clicking Search, a list of tax map numbers will appear. Click on the correct parcel.



28. Only click this box if you are the property owner of record.



29. Uploading attachments. You can upload all of your documents here. The naming convention for each *description* should follow the format "Type_date". The date should be the date of submittal and should be in the format yymmdd. For example, if you are submitting site plans on March 20, 2014, the file description would be titled "Siteplan_140320".

