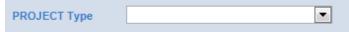
- 1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, applicants, and engineers, you must contact Nicole Dail at 576-1335, to create a username and password.
- 2. Once set up, enter your username and password and click LOGIN.



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



4. Select the Project Type Major Subdivision Prelim from the drop down list.

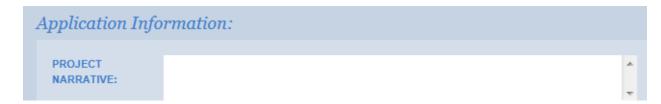


This will take you to the Major Subdivision Prelim Application page.

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

\*Project Name:

6. Under *Application Information*, the first item is *Project Narrative*. Explain what you are proposing 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.





8. # of new lots created- If one existing parcel is being subdivided into 10 lots then the # of new lots created is 9. (This is important for calculating the correct fees.) Enter this number here.

9. # of acres- Enter the total number of acres shown on the plat in numerical form. For example, 12.34.

# OF ACRES:
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10. Preliminary Plan Uploaded- Check the box to confirm that you have uploaded the preliminary plan (in .pdf format) for review. The upload function is further down the application page.



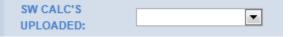
11. Landscape Plans Uploaded- Check the box to confirm that you have uploaded the landscape plans (in .pdf format) for review.



12. DHEC NOI Uploaded- Check the box to confirm that the signed DHEC Notice of Intent form has been uploaded.



13. Stormwater calculations Uploaded- Check the box to confirm that the stormwater calculations document has been uploaded.



 Select the appropriate choice from the drop down menu and proceed to upload the documents. SCDOT encroachment permit is required for all work performed within the SCDOT Right of Way.

A copy of the encroachment permit application submitted to SCDOT is sufficient to upload for this item.

ENCRCHMNT APP	
UPLOADED:	

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



16. Preliminary plans require a GIS digital submittal. For more information, click here.



17. If you have not already requested the road names, please complete <u>this form</u> and upload it as part of your submittal.

RESERVE ROAD	
NAME UPLD:	•
NAME OPED:	

18. 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.

Location	
Enter all or part of the TMS# and press search	
Search By TMS#  11401-02-02	SEARCH

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

Enter all or part of the TMS# and press search	
Search By TMS# T11401-01-01	SEARCH
Select address below	
R11401-01-01 - 1340 SUMTER ST - PARCEL	
Click on this parcel number.	
citer on this parter number.	

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



20. 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".

ttachments	
Filename	Select
Description	
UPLOAD	