1. 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 Site Addition from the drop down list.

This will take you to the Site Addition 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 Information:

PROJECT NARRATIVE:

7. Tax map numbers should be entered in the format of #####-##-##. If there are multiple parcels, separate each tax map number with a comma.

TAX MAP NUMBER(S):

8. Enter the square feet on any existing structure(s) on site. Generally this number is 0 for Minor Land Development applications.

SQ FT OF EXIST. BLDG(S):

9. Enter the total building square feet of all proposed building(s).

SQ FT OF PROP. BLDG(S):

10. Enter the total number of existing parking spaces.

EXISTING # OF PARKING SP:

11. Enter the total number of proposed parking spaces.

PROPOSED # OF PARK SP:

12. Describe the existing use of the property.

EXIST. USE OF PROPERTY:

13. Describe the proposed use of the property.

PROPOSED USE OF PROPERTY:

14. If there have been any variances, special exceptions, or map amendments associated with this minor subdivision, enter the number the county assigned to it in the space provided. (Example: 13-01MA for a map amendment)

VARIANCE #:	
SPECIAL EXCEPTION #:	
MAP AMENDMENT #:	

15. Check the box to confirm that you have uploaded the site plan (in .pdf format) for review. The upload function is further down the application page.

PDF SITE PLANS UPLOADED: ☐

16. Enter the building elevation (in feet) for the tallest building to be constructed.

*BUILDING ELEVATION:

17. Landscape Plans Uploaded- Select the appropriate choice from the Landscape Plans drop down menu and upload if necessary.

PDF LANDSCAPE PLAN UPLD: ▼

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

DHEC NOI UPLOADED: ☐

19. Select the appropriate choice from the drop down menu and proceed to upload the documents.

SW CALC'S UPLOADED: ▼

20. 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: ▼

21. Site Addition plans require a GIS digital submittal. For more information, click here.
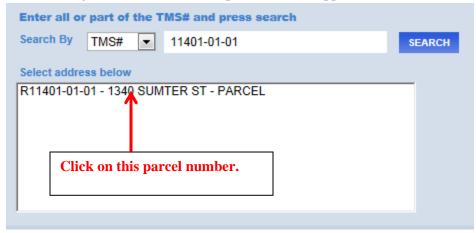
    GIS DIGITAL UPLOADED: ☐

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

    DXF/DWG UPLOADED: ☐

23. 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# ▼ 11401-01-01   SEARCH

    Select address below

    R11401-01-01 - 1340 SUMTER ST - PARCEL

    Click on this parcel number.

24. 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".

Attachments

Filename		Select
Description		

UPLOAD