

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-xxxx, 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 Final* from the drop down list.

The image shows a form field labeled 'PROJECT Type' in blue text. To its right is a white dropdown menu with a small downward-pointing arrow on the right side.

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

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

The image shows a form field with the label '*Project Name:' in blue text on the left. To its right is a large, empty white rectangular input box.

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.

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. # 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.

OF NEW LOTS
CREATED:

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

OF ACRES:

10. Final Plat Uploaded- Check the box to confirm that you have uploaded the bonded plat for review. The upload function is further down the application page.

FINAL PLAT
UPLOADED:

11. Water Info Uploaded- Check the box to confirm that you uploaded the DHEC Permit to Construct for Water or DHEC approval for on-site wells.

WATER INFO
UPLOADED:

12. Sewer Info Uploaded- Check the box to confirm that you uploaded the DHEC Permit to Construct for Sewer or DHEC approval for on-site septic tank.

SEWER INFO
UPLOADED:

13. 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

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

Select address below

R11401-01-01 - 1340 SUMTER ST - PARCEL

Click on this parcel number.

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

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

15. Uploading attachments. You can upload all of your documents here. The plat must be in the dwg format. Each document's content should be specified in the filename. For example, "Smith Minor Subdivision plat.dwg". Use the description box to further describe each attachment.

Attachments

Filename

Select

Description

UPLOAD