

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 Minor Land Development from the drop down list.

A screenshot of a form field labeled 'PROJECT Type'. It consists of a light blue box containing the text 'PROJECT Type' in blue, followed by a white dropdown menu with a small downward-pointing arrow on the right side.

This will take you to the Minor Land Development page.

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

A screenshot of a form field labeled '*Project Name:'. It consists of a light blue box containing the text '*Project Name:' in blue, followed by a white rectangular input field.

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 #:	<input type="text"/>
SPECIAL EXCEPTION #:	<input type="text"/>
MAP AMENDMENT #:	<input type="text"/>

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

*BUILDING ELEVATION:	<input type="text"/>
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16. The county requests that you provide a DXF/DWG version of the site plans, if available.

DXF/DWG UPLOADED:	<input type="checkbox"/>
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17. Landscape Plans Uploaded- Check the box to confirm that you have uploaded the landscape plans (in .pdf format) for review.

PDF LANDSCAPE PLANS UPLD:	<input type="checkbox"/>
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18. 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:	<input type="checkbox"/>
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19. DHEC NOI Uploaded- Check the box to confirm that the signed DHEC Notice of Intent form has been uploaded.

DHEC NOI UPLOADED:	<input type="checkbox"/>
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20. Select the appropriate choice from the drop down menu and proceed to upload the documents.

SW CALC'S UPLOADED:	<input type="text"/>
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21. 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:

22. 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:

23. Minor Land Developments require a GIS digital submittal. For more information, click [here](#).

GIS DIGITAL
UPLOADED:

24. 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

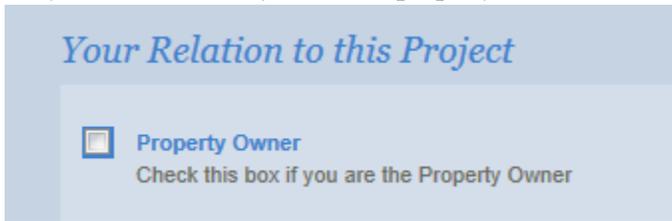
Search By

Select address below

R11401-01-01 - 1340 SUMTER ST - PARCEL

Click on this parcel number.

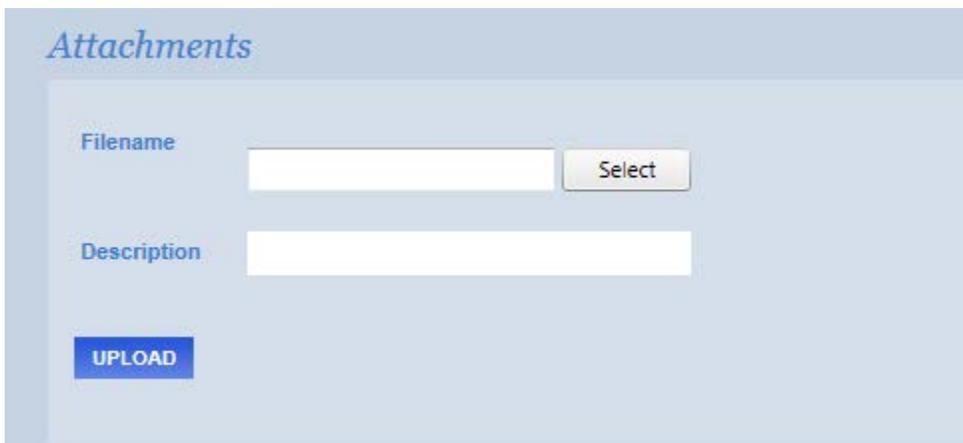
25. Only click this box if you are the property owner of record.



Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

26. 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

Description