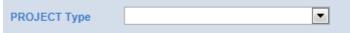1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, applicants, and engineeris, you must contact Nicole Dail at 576-1335, to create a username and password.

2. Once set up, enter your username and password and click *LOGIN*.

Home | Setup an Account | Log In   Public   ▼   Username   Password   **LOGIN**   ☐ REMEMBER ME   Forgot Password

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



4. Select the Project Type *Administrative Subdivision* from the drop down list.

PROJECT Type   ▼

This will take you to the Administrative Subdivision Application page.

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

*Project Name:

6. Under *Application Information*, the first item is *Project Narrative*. Explain what you are proposing to subdivide so it is clear to the reviewer. Provide any additional information that you would like the reviewer to know and explain 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 an existing parcel is being divided into two, then the # of new lots created is 1.  If an existing parcel is being divided into 4 lots (of 5 acres or more), then the # of new lots created is 3.  (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. Enter the name of the water service source.   If it is on a well, type "Well".

WATER SERVICE
SOURCE:

11. Enter the name of the sewer service source.  If it is on a septic tank, type "Septic".

SEWER SERVICE
SOURCE:

12. Check the box to confirm that you have uploaded the plat in .pdf format for review.  The upload function is further down the application page.

PDF PLAT
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   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.**

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 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 ]