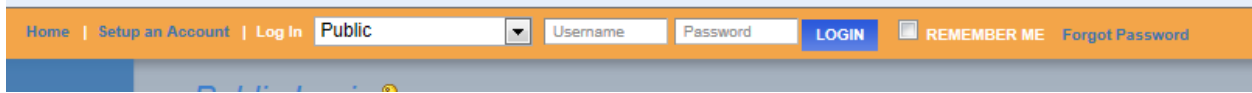1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, you must contact Nicole Dail at 576-1335, to create a username and password.
2. Once set up, enter your username and password and click *LOGIN*.

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

4. Select the Project Type Colocation CommTower from the drop down list.

   This will take you to the Colocation Comm Tower 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. Total construction cost- This amount needs to entered in the format of "123.00", with no dollar signs or commas. The format is important because a fee is generated off of this value.

TOTAL
CONSTRUCTION
COST:

9. Check the boxes to confirm that you have uploaded Site Plans and Property Survey (in .pdf format). All of these items are required for Co-location Communication Tower application. Follow the directions below to upload attachments.

PROPERTY
SURVEY
UPLOADED:

PDF SITE PLANS
UPLOADED:

10. Landscape Plans- If the compound is being expanded, landscaping is required. Select the appropriate item from the drop down list.
Need to be changed

11. Under the **Location** heading, type in the tax map number for the parcel, in the format #####-##-##.

Location

Enter part or all of address and press search.

SEARCH

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

13. 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".