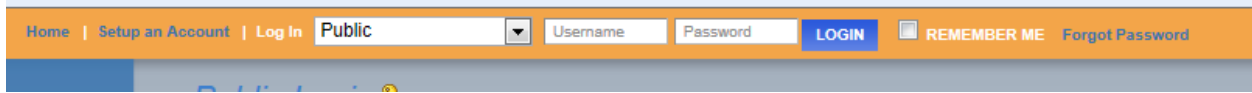


1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, you must contact Nicole Dail at 576-1335, to create a username and password.
2. Once set up, enter your username and password and click *LOGIN*.



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



4. Select the Project Type Communication Tower from the drop down list.

A screenshot of a dropdown menu labeled 'PROJECT Type'. The menu is currently open, showing a list of project types. The 'Communication Tower' option is highlighted in blue. The dropdown is set against a light blue background.

This will take you to the Communication Tower 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 text input field labeled '\*Project Name:'. The field is empty and has a light blue border. The label is in blue text.

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. All cell towers must have been granted a special exception from the Richland County Board of Zoning Appeals. Enter the Special Exception # granted to this project.

SPECIAL  
EXCEPTION #:

9. Describe the existing use of the property.

EXIST. USE OF  
PROPERTY:

10. Describe the proposed use of the property.

PROPOSED USE  
OF PROPERTY:

11. Total construction cost- This amount needs to be entered in the format of "123.00" with no dollar signs or commas. This format is important because a fee is generated off of this value.

TOTAL  
CONSTRUCTION  
COST:

12. Check the boxes to confirm that you have uploaded Tower Elevations and DHEC NOI. All of these items are required for Communication Tower application. Follow the directions below to upload attachments.

TOWER ELEV  
UPLOADED:

DHEC NOI  
UPLOADED:

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

DXF/DWG  
UPLOADED:

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

SW CALC'S  
UPLOADED:

15. 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:

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

PDF SITE PLANS  
UPLOADED:

SURVEY  
UPLOADED:

PDF LANDSCAPE  
PLAN UPLD:

17. Communication Towers require a GIS digital submittal. For more information, click [here](#).

GIS DIGITAL  
UPLOADED:

18. 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.**

19. 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

20. 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