

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 engineers, 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 *Major Subdivision Prelim* 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 'Major Subdivision Prelim' option is selected and highlighted in blue.

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

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

A screenshot of a form field labeled '\*Project Name:'. The field is empty and has a light blue border.

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. Preliminary Plan Uploaded- Check the box to confirm that you have uploaded the preliminary plan (in .pdf format) for review. The upload function is further down the application page.

PDF PRELIM  
PLANS UPLD:

11. Landscape Plans Uploaded- Check the box to confirm that you have uploaded the landscape plans (in .pdf format) for review.

PDF LANDSCAPE  
PLANS UPLD:

12. DHEC NOI Uploaded- Check the box to confirm that the signed DHEC Notice of Intent form has been uploaded.

DHEC NOI  
UPLOADED:

13. Stormwater calculations Uploaded- Check the box to confirm that the stormwater calculations document has been uploaded.

SW CALC'S  
UPLOADED:

14. 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:

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

DXF/DWG  
UPLOADED:

16. Preliminary plans require a GIS digital submittal. For more information, click [here](#).

GIS DIGITAL  
UPLOADED:

17. If you have not already requested the road names, please complete [this form](#) and upload it as part of your submittal.

RESERVE ROAD  
NAME UPLD:

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