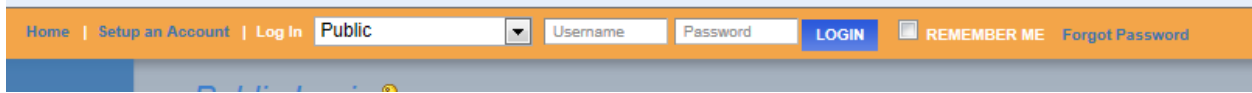


1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, you must contact Nicole Dail at 576-1335, to create a username and password.
2. Once set up, enter your username and password and click *LOGIN*.



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



4. Select the Project Type Multi Family Residential from the drop down list.

A screenshot of a dropdown menu labeled 'PROJECT Type'. The menu is light blue with a white input field and a small downward-pointing arrow on the right side.

This will take you to the Multi Family Residential 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 an input field labeled '*Project Name:'. The field is light blue with a white text area.

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. 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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16. 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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17. Traffic Management Plans are required for all major land developments. If a traffic management plan has been submitted previously, address this in the Project Narrative.

TRAFFIC PLAN UPLOADED:	<input type="text"/>
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18. Enter the building elevation (in feet) for the tallest building to be constructed.

*BUILDING ELEVATION:	<input type="text"/>
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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. A lighting plan is required for all major land developments. Upload it and check this box.

LIGHTING PLAN
UPLOADED:

22. 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:

23. 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:

24. Multi Family Residential require a GIS digital submittal. For more information, click [here](#).

GIS DIGITAL
UPLOADED:

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

DXF/DWG
UPLOADED:

26. 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.

27. 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

28. 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