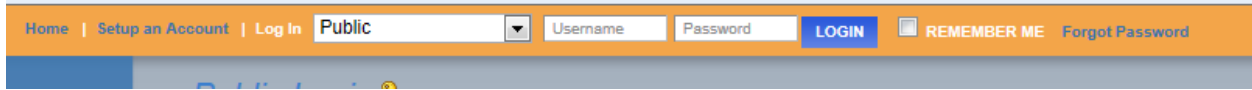


1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, applicants, and engineers, you must contact Nicole Dail at 576-1335, to create a username and password.
2. Once set up, enter your username and password and click *LOGIN*.



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



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

A screenshot of a dropdown menu labeled 'PROJECT Type'. The menu is currently empty, and a small downward arrow is visible on the right side of the input field.

This will take you to the Minor Subdivision Application page.

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

A screenshot of an input field labeled '\*Project Name:'. The field is currently empty and is highlighted with a light blue border.

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 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. 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. 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 #:

SPECIAL  
EXCEPTION #:

MAP AMENDMENT  
#:

13. 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:

14. 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.

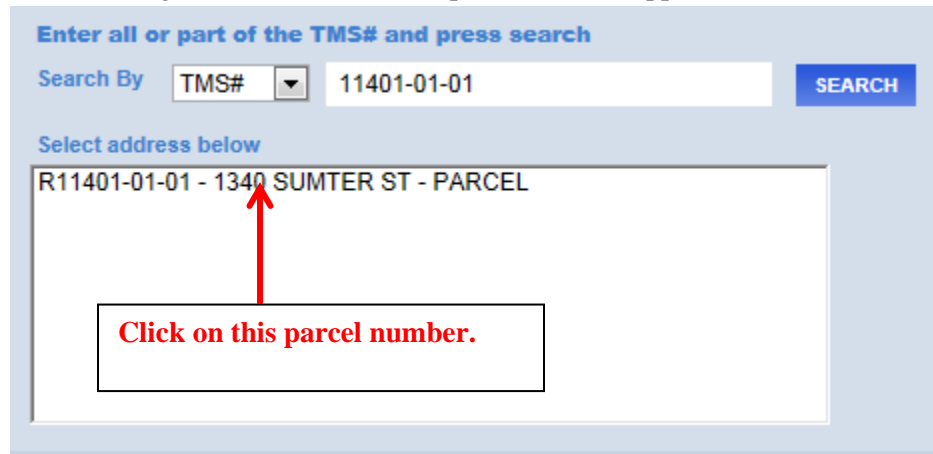


*Location*

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

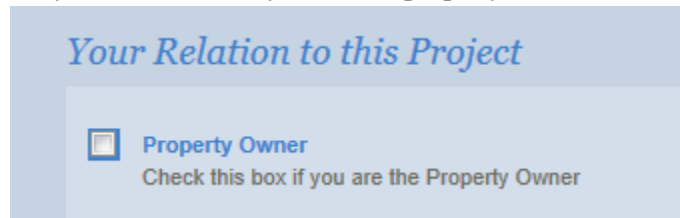
Search By TMS# 11401-01-01 SEARCH

Select address below

R11401-01-01 - 1340 SUMTER ST - PARCEL

Click on this parcel number.

15. 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

16. 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**