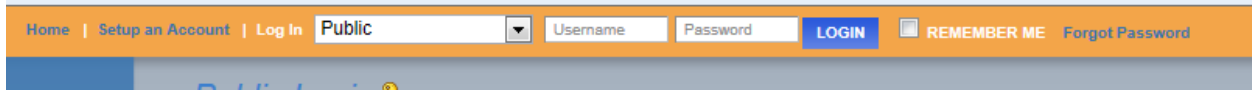1. Log in to the etrakit page. For new users from the public, click *Setup an Account* and follow the instructions. For contractors, you must contact Nicole Dail at 576-xxxx, to create a username and password.
2. Once set up, enter your username and password and click *LOGIN*.

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

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

    This will take you to the Administrative Subdivision Application page.

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

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 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 an existing parcel is being divided into two, then the # of new lots created is 1. If an existing parcel is being divided into 4 lots (of 5 acres or more), then the # of new lots created is 3. (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. Check the box to confirm that you have uploaded the plat for review. The upload function is further down the application page.
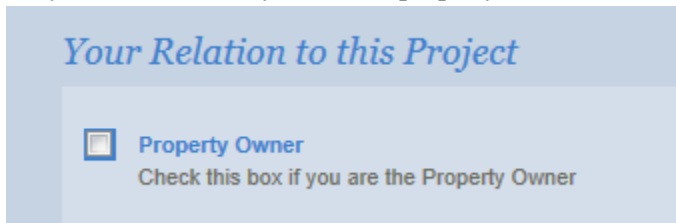
PLAT UPLOADED:

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

Location

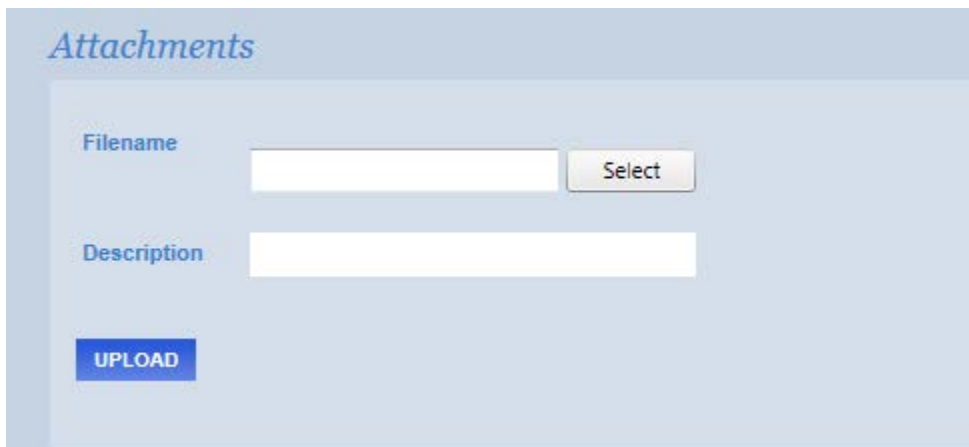**Enter part or all of address and press search.**

SEARCH

14. 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

15. Uploading attachments. You can upload all of your documents here. Plats must be in the dwg format.   The document's content should be specified in the filename. For example, "Smith Administrative Subdivision plat.dwg". Use the description box to further describe each attachment.

Attachments

Filename [_____] Select

Description [_____]

UPLOAD