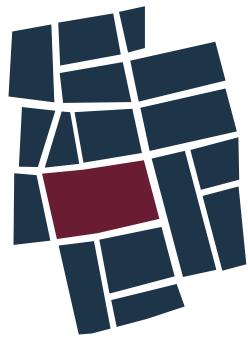


SUBMIT SUBDIVISION PROJECT

Follow this guide to help you in
submitting your subdivision plat for
Review.



STEP 1



Project Type

Select SUBDIVISION and
Choose the appropriate
Subtype: Major, Minor, Family
or Exempt. **Project Name** is
your Plat Title.

Basic Info

Complete info on:
• # of Lots Created
• Acreage Subdivided
• File Name

Location

Search by **Parcel** and
choose which one the
subdivision is located on.

Attachment

Upload a PDF of your plat.
Please use the **Description**
field to name the file the Plat
Title. You may add extra text
like 1st Submittal or Final.

You **MUST** click **UPLOAD**

Suggested Naming Conventions for Attachment Descriptions

Subdivision Name Submittal 1.pdf
Subdivision Name Submittal 2.pdf
Subdivision Name Final.pdf

STEP 2



Contact Info

Complete the Contact info
for the submittal. Owner Info
should auto populate. If this
is a future owner you can
change this field.

STEP 3



Review and Submit

Review your Subdivision submittal and
click **SUBMIT**

POST SUBMITTAL

Review Followup

You can check the Status of Reviews
by checking on the Project in the
Dashboard of the eTRAKiT Portal.
You can also directly respond to the
Reviewers comments in the portal
and even upload additional
attachments.

Resubmittal

To submit a revised plat after review
comments are addressed you simply
add a new Attachment to the
Project.

