


**eTRAKiT Task Instructions**  
**APPLYING FOR A PLANNING OR ENGINEERING PROJECT**

To apply for a Planning or Engineering Project, including Planning entitlements, follow the steps below. These steps can be used to apply for any Project including design review, conditional use permits, tentative maps, final maps, lot line adjustments, landscape plans and civil improvement plans, etc.

**START:**

- **Website:** Go to eTRAKiT (<https://etrakit.folsom.ca.us/etrakit>)
- **Login:** At the top, select your Log In type (Public User or Contractor). Enter your username and password. For contractors, your username is your license number.
- **Apply:** On the left side, under Projects select “Apply for New Project.”
- **Application Confirmation:** Please read the information on the screen and check “I Agree.” Click on Continue.

**STEP 1 – PROJECT INFORMATION:**

- **Select Project Type:** Select the Project type you need. Projects are grouped into larger categories called Project Types. For example, the Subdivision and Parcel Map type includes several Project subtypes like Tentative Subdivision Map, Final Subdivision Map, Tentative Parcel Map, Final Parcel Map, etc. If you don’t see it listed, click on the instructions link next to the Project type.
- **Select Project Subtype:** Select the Project Subtype (if available).
- **Description:** Provide a brief description of your project.
- **Additional Information:** If additional information is needed for your application, please complete the section(s) below. Click on the  for more information about each question.
- **Location:** Enter the street number and name. Do not include the street suffix (St, Way, Drive, etc.). When it appears, click on the address to select it.
- **Your Relationship to this Project:** Check the box if you are the Property Owner.
- **Attachments:** Upload any required application forms. Refer to the Project Type application instructions for more details about what is required for your Project.
- **Click on Next Step.**

**STEP 2 – CONTACT INFORMATION:**

- **Review Contact Information:** Review or enter the contact information for the Applicant and Owner. Any field with an \* by it is required.

- **Click on Next Step.**

**STEP 3 – REVIEW AND SUBMIT:**

- **Application Review:** Make sure everything is correct.
- **Submit:** Click on Next Step to submit the application.

**STEP 4 – CONFIRMATION:**

- **View Project:** Click on View Project to see your Project application number.

**QUESTIONS?**

For questions or assistance with your eTRAKiT Project application, please contact:

Planning Division  
City of Folsom  
Community Development Department  
Phone: (916) 461-6202  
Email: [PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us)

Engineering Division  
City of Folsom  
Community Development Department  
Phone: (916) 461-6212  
Email: [EngineeringEPC@folsom.ca.us](mailto:EngineeringEPC@folsom.ca.us)