STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
Office of the Commissioner

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Commissioner

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Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application

(rev. 5/14/19)

Applications, supporting documents and payments will only be accepted through the DOAG E-License portal. Paper applications will not be accepted.

The following instructions outline required site map contents and basic instructions for obtaining a map. A detailed set of instructions for Google Earth to generate GPS coordinates and maps can be downloaded at www.CTGrown.gov/hemp. If you need more information after reading these instructions, contact us at (860) 713-2502 or AGR.Hemp@ct.gov.

You are required to provide to DoAg a photographic aerial map of all growing, handling, and storage locations. This requirement applies to all applicants and License Holders, and will assist with the DoAg's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Contain only one address per map and all locations for that address on a single map
- The applicant's full name printed on the page
- If applicable, the full name of the business entity
- The map location's street address, city, state and zip code printed on the page
- "E" marking the primary farm/ site entrance on the map. "E2" marking any secondary entrances
- The map should show the plot location, a public roadway, and the road name.
- Field location. This includes:
    - Outline of each separate field to be used for planting
    - Location ID/name for each separate field; and
    - Indicate the acreage for that field intended for planting
- Greenhouses, indoor growing structures, storage buildings, or handling facilities and the plot ID/name of each structure.

- GPS coordinates for each field or building. GPS coordinates should be provided in DECIMAL DEGREES (to four decimal places) with a pinpoint showing exactly where the GPS coordinate was taken. The Google Earth instructions on the DoAg's website (link at top of this page) gives specific instructions for obtaining the coordinates in the correct format. Other websites like, Map Quest, Google Maps etc. can also be used to obtain GPS Coordinates. There are also apps on some smart phones that can be used to obtain GPS coordinates.

The DoAg prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting https://www.google.com/earth/versions/#earth-pro . Electronic USDA Farm Service Agency (FSA) maps or USDA Natural Resources Conservation Service maps with **legible** handwritten information will also be acceptable.
To obtain a map online:

- You can go to Google Maps online at http://maps.google.com/ . When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "Satellite" for an aerial view of the location.
- On Map Quest at http://www.mapquest.com/ , locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

Print out the map when you are satisfied with the level of zoom (i.e. should show at least one nearby road, the entrance to the site, and the location of the hemp locations), then finish by **legibly** handwriting the required information.

Connecticut Department of Agriculture

Hemp Program GPS Coordinates and Mapping Requirements

GPS Coordinates at the center of each outdoor plot where Hemp is grown or at the entrance to a building where Hemp is grown indoors are required.

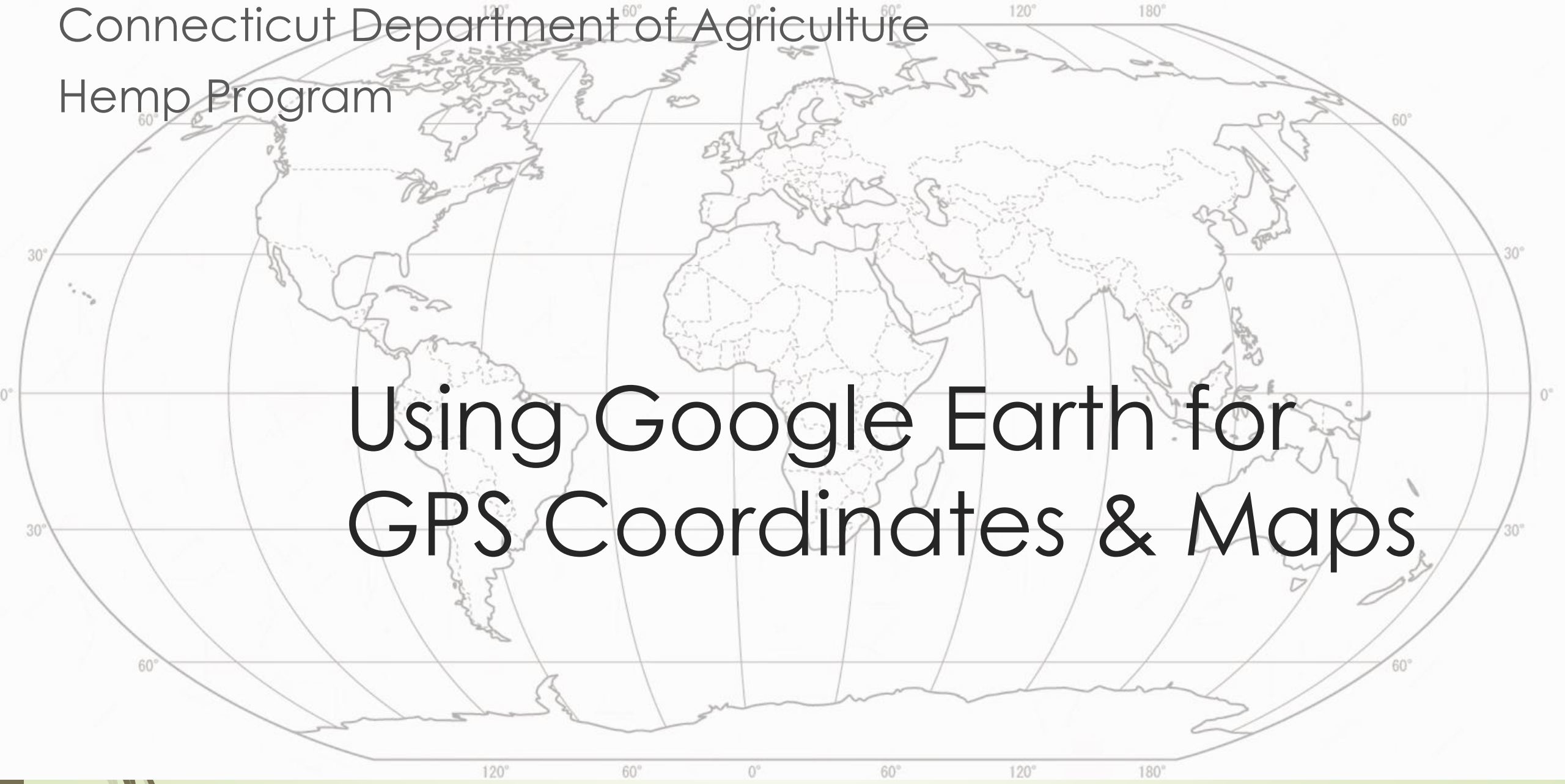
The acreage of each plot or square footage of indoor growing is a required element of the Connecticut Hemp Production Program.

Coordinates and acreage may be obtained by contacting your USDA FSA office https://www.fsa.usda.gov/state-offices/Connecticut/index Phone: (860) 871-4090, or by using a tool such as Google Earth.

The following describes how to use Google Earth for GPS coordinates and acreage estimates.

Connecticut Department of Agriculture

Hemp Program



Using Google Earth for GPS Coordinates & Maps

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Updated 2019

Google Earth Pro Preferred

- GPS Coordinates- Google Earth Pro is the preferred method to obtain GPS coordinates for your hemp locations
- Maps- Generate maps for your applications and Site Modification Requests using Google Earth Pro

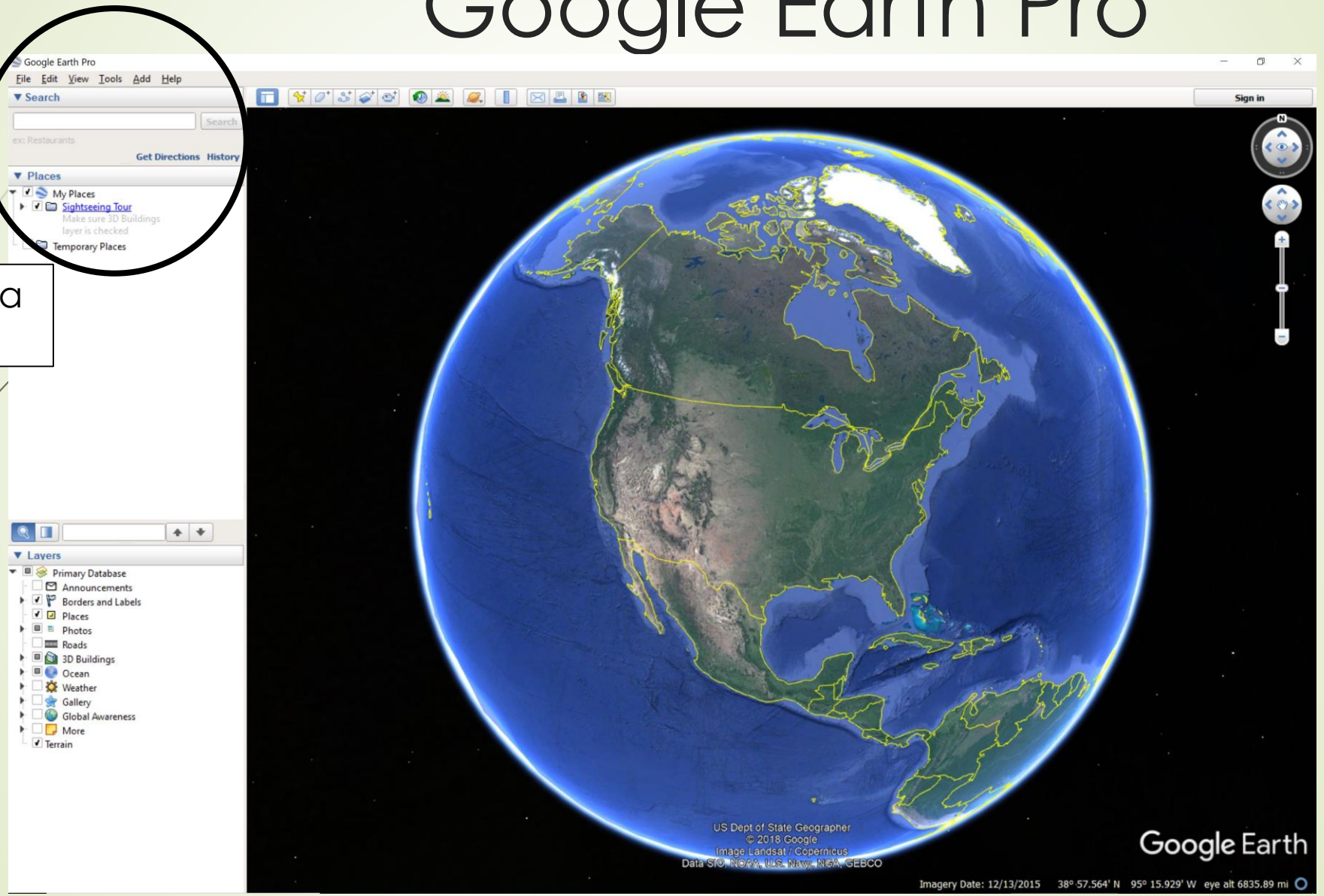
GPS Coordinates

Three common formats

		Preferred Method
DD°MM'SS.SS"	Degrees, Minutes, Seconds	No
DD.DDDD°	Decimal Degrees	Yes
DD°MM.MMM'	Degrees Decimal Minutes	No

Format on Licensing Agreement= Decimal Degrees to four decimal places

Google Earth Pro

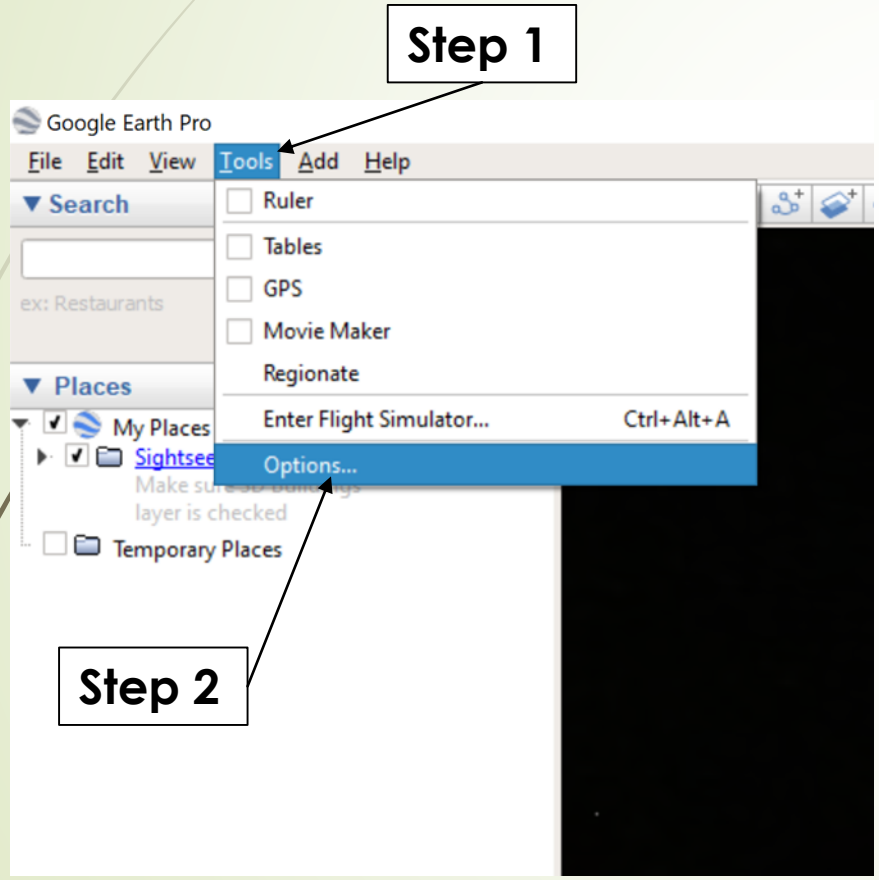


Enlarged area on next slide

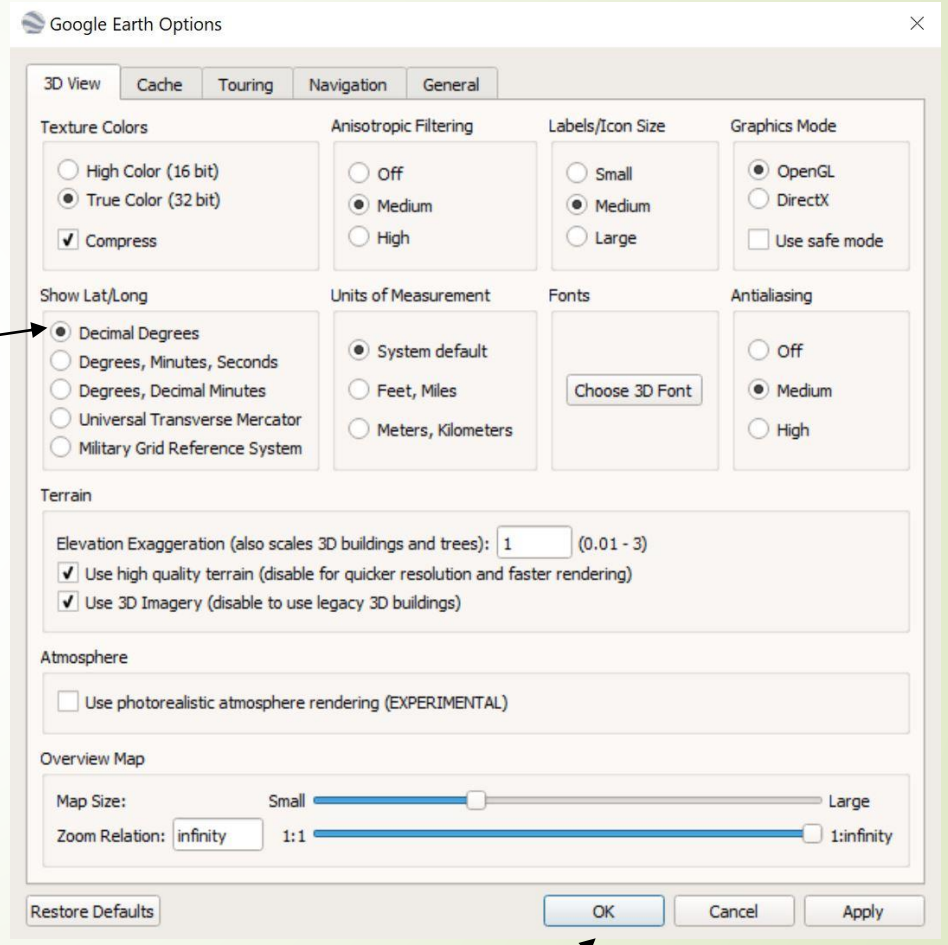
You can download Google Earth Pro for free by visiting https://www.google.com/earth/versions/#earth-pro .

Set-up the correct GPS coordinate format

Four easy steps



Step 3



Step 4

GPS of Your Location

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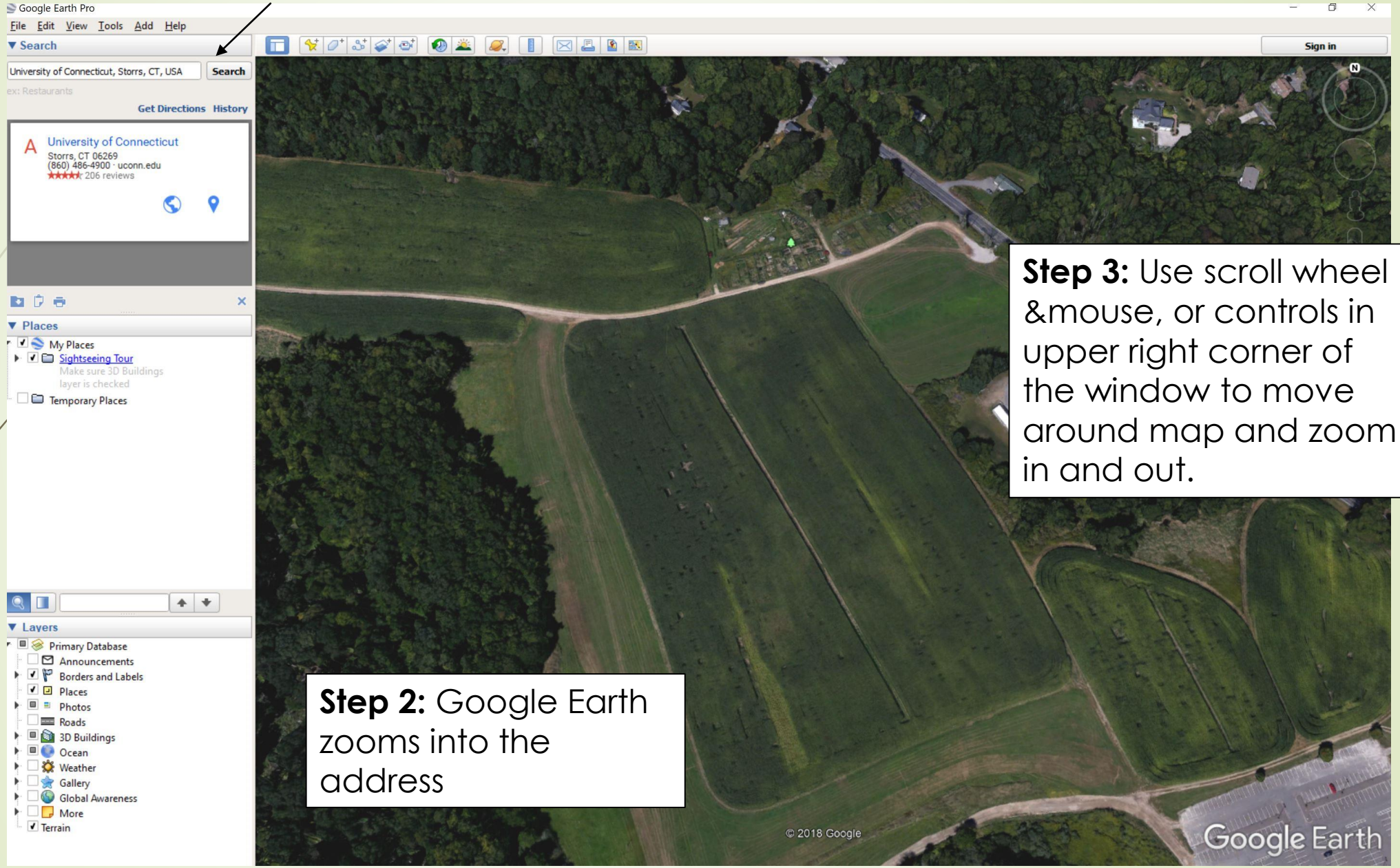
Step 1: Enter Address or GPS Coordinates in the search bar and click "Search"



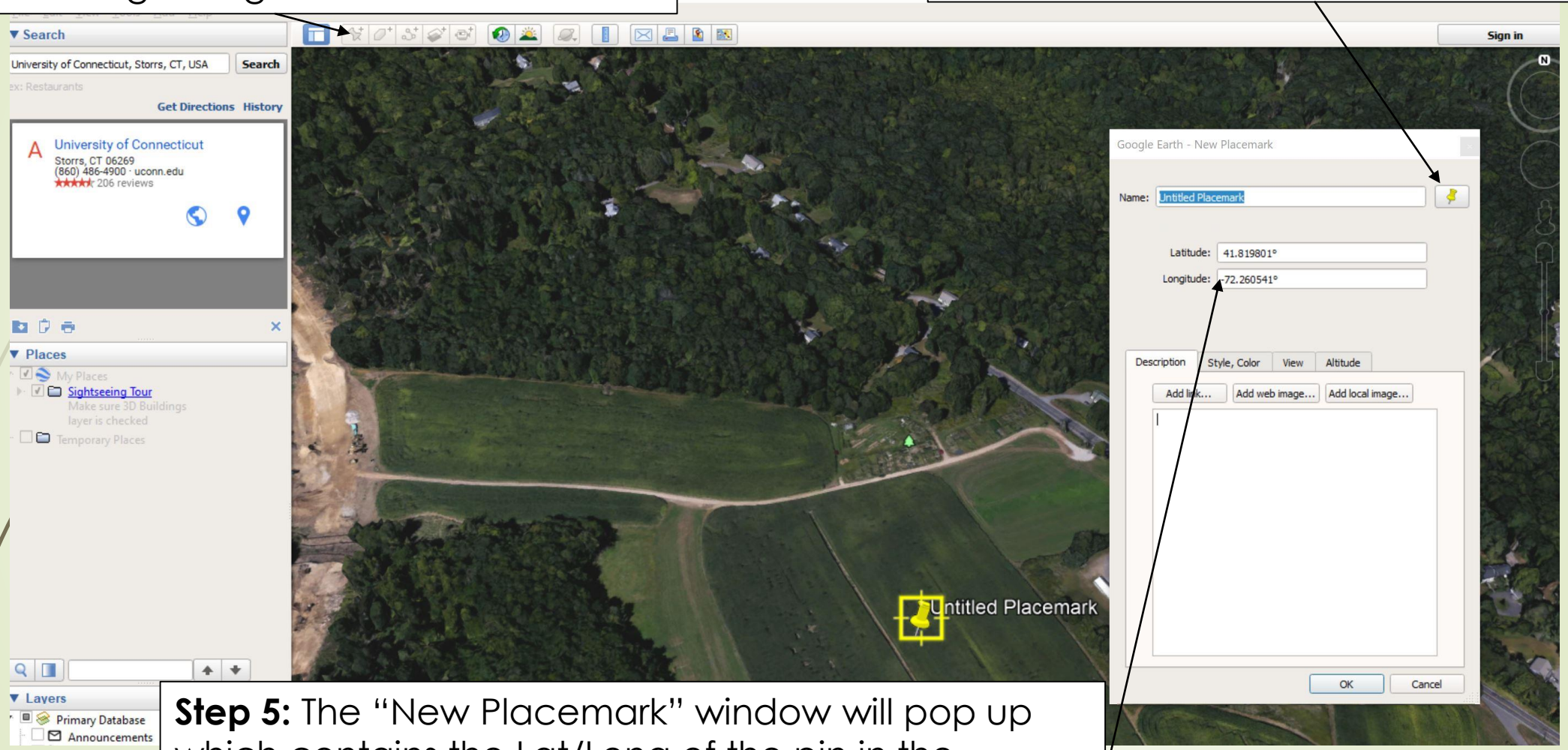
Step 2: Google Earth zooms into the address

Step 3: Use scroll wheel &mouse, or controls in upper right corner of the window to move around map and zoom in and out.

NOTE: This map is an example ONLY. There is NO industrial hemp grown at this location.

Step 4: Drop a pin by clicking on the thumb tack button. Click on the pin and hold the mouse button down and drag the pin to the center of the growing area.

Step 6: The pin default color is yellow and you can customize the pin color and icon by clicking on the pin in this window.



Step 5: The "New Placemark" window will pop up which contains the Lat/Long of the pin <u>in the correct format</u>. You can copy and paste these coordinates into the Department's forms.

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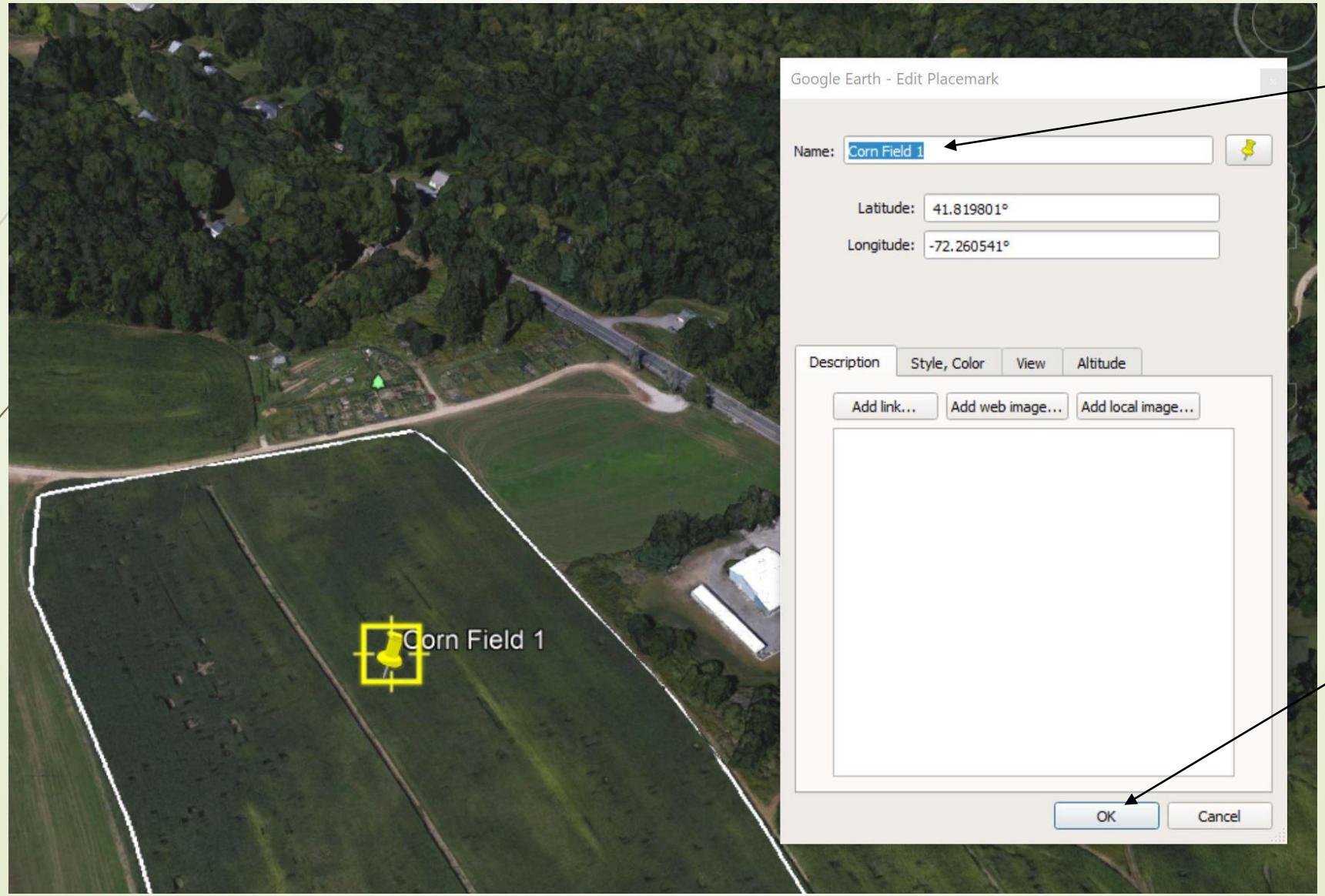
Step 7: Type the name of the growing location in the "Name" field.



Step 8: When done entering the information click OK to close the window.

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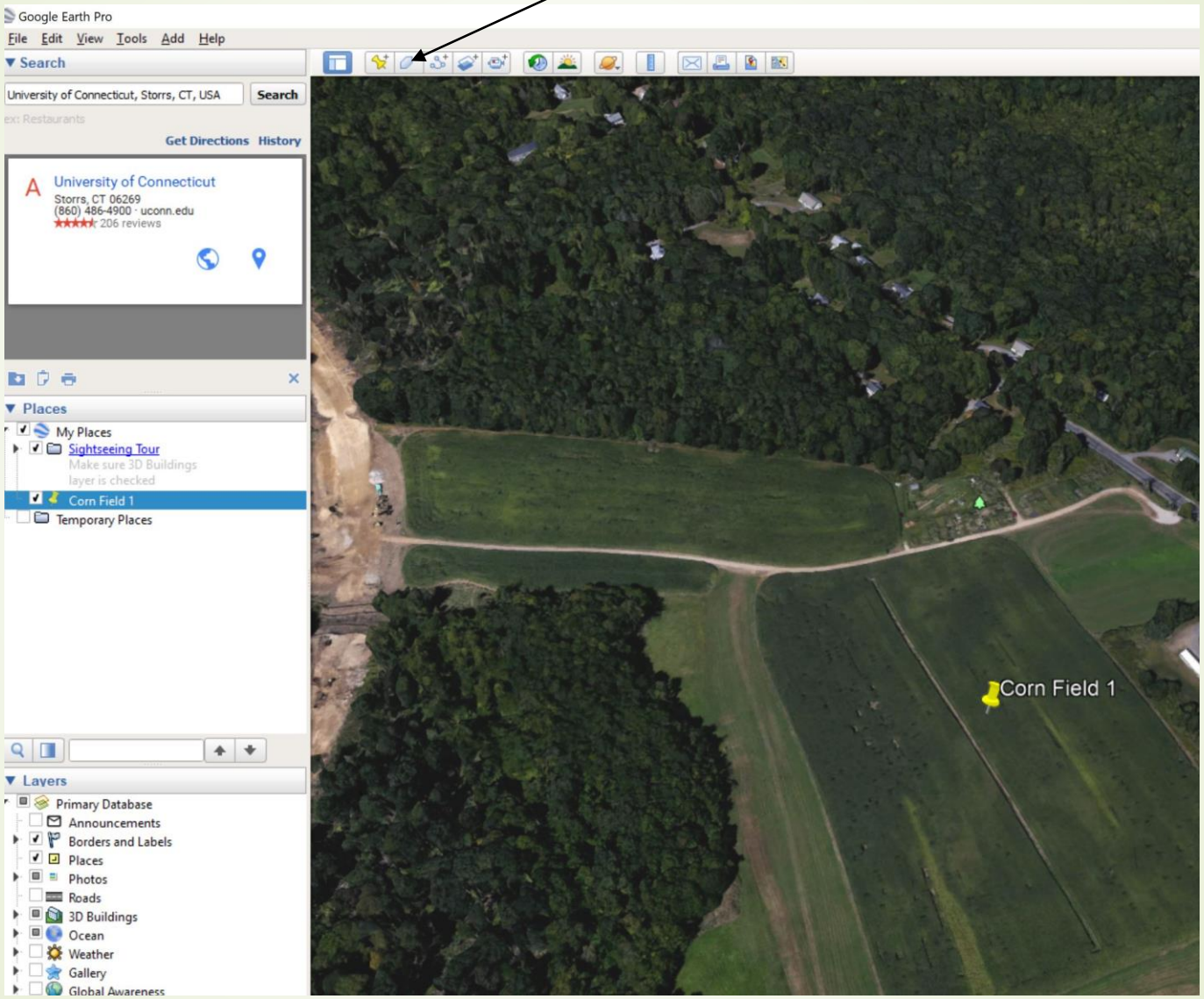
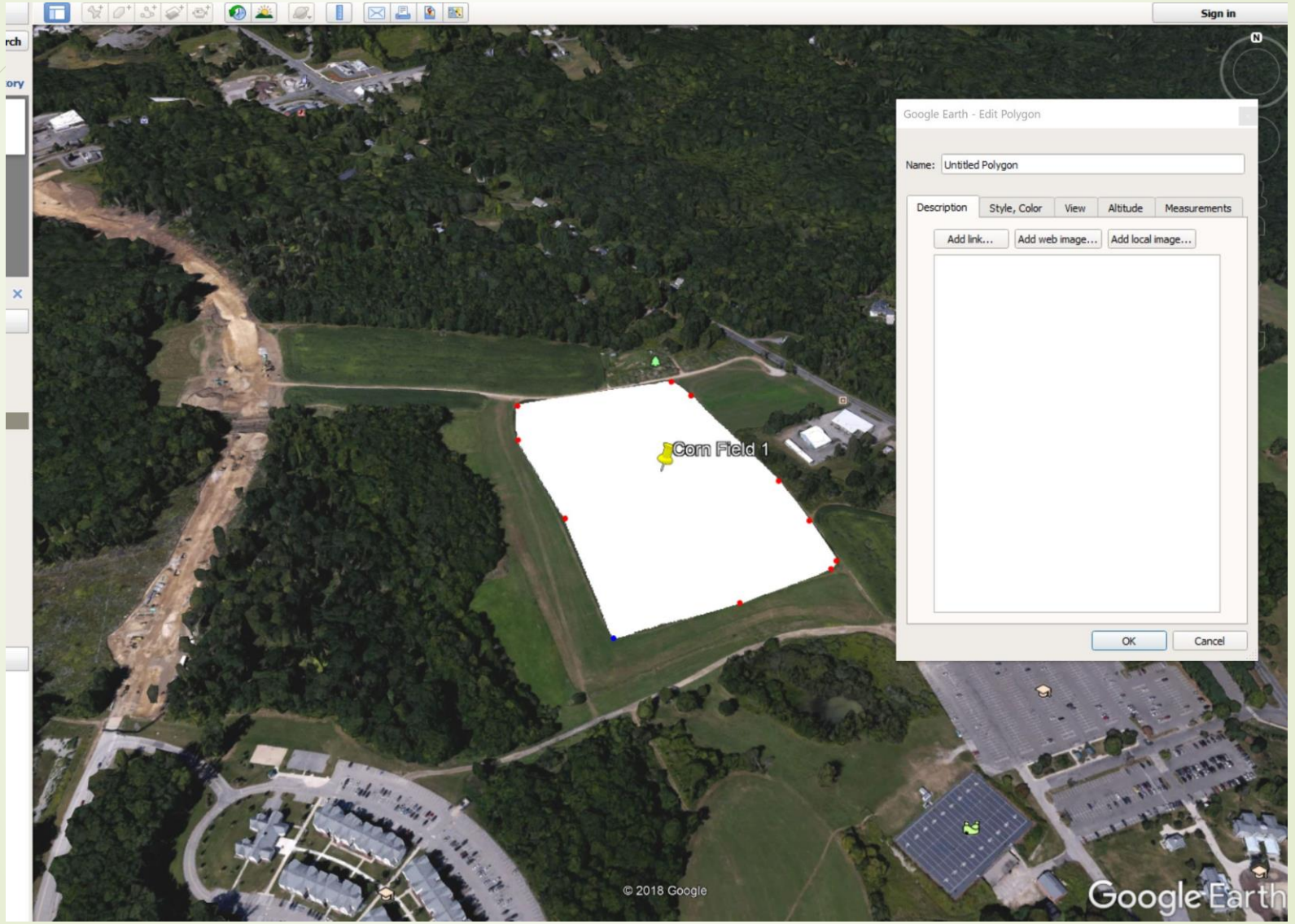
Creating a Polygon and Measuring Acreage

Step 1: Click on "Add Polygon" button.



NOTE: This map is an example ONLY. There is NO industrial hemp grown at this location.

Step 2: Click a corning of the location and continue to click around the perimeter of the location until the whole field is outlined. If you need to start over, just close the pop-up window by clicking "cancel" at the bottom.



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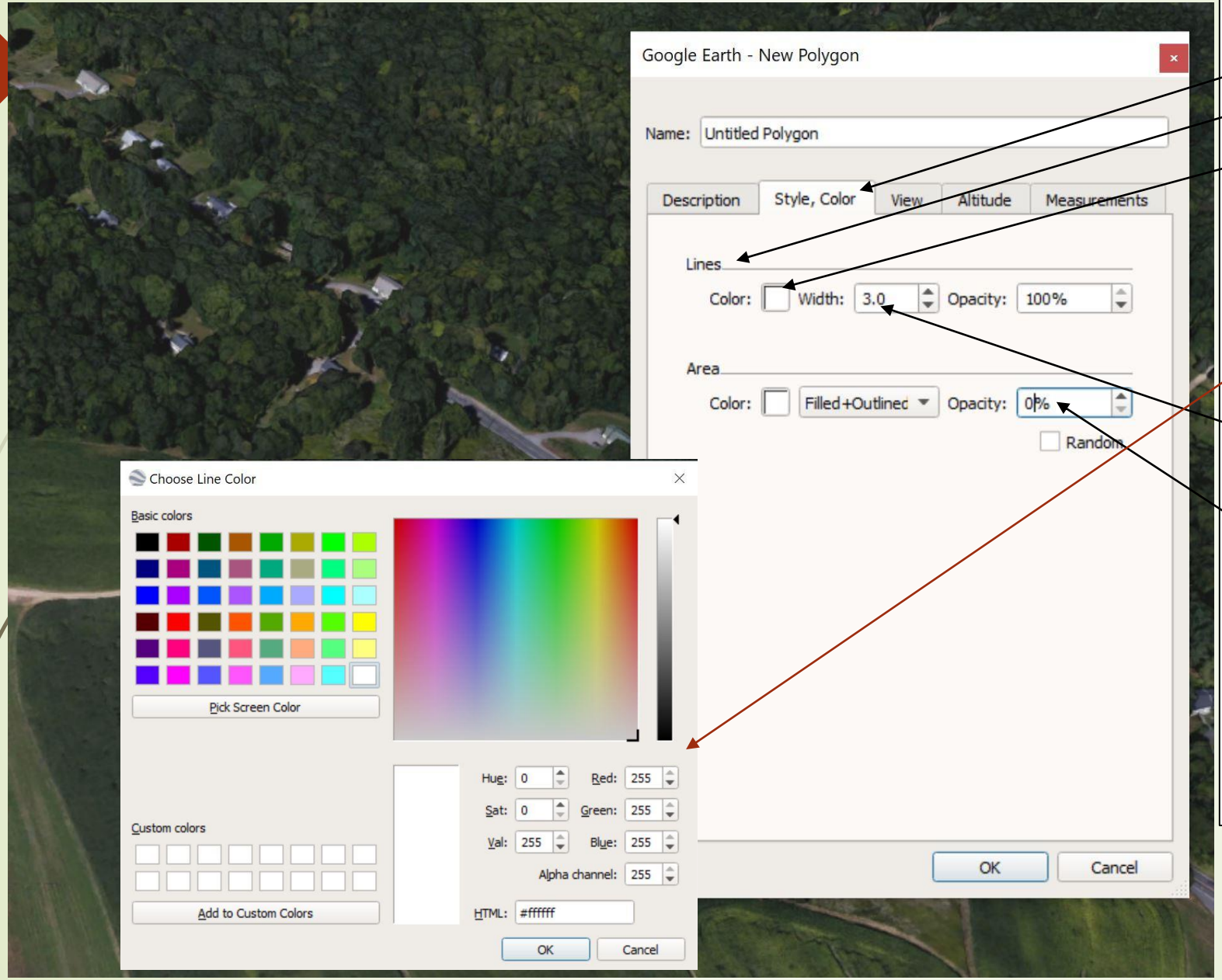

Step 3: In the pop-up window, click on the "Style, Color" tab. Under the "Lines" area

A. Change the floor by clicking on the white box, selecting a color in the second pop-up window, and then clicking "OK".

B. B. Increase the width of the line to at least 3pt.

C. In the "Area" field, change the "Opacity" to 0%. **This is a critical step. The Department must be able to see the land area inside the polygon.*

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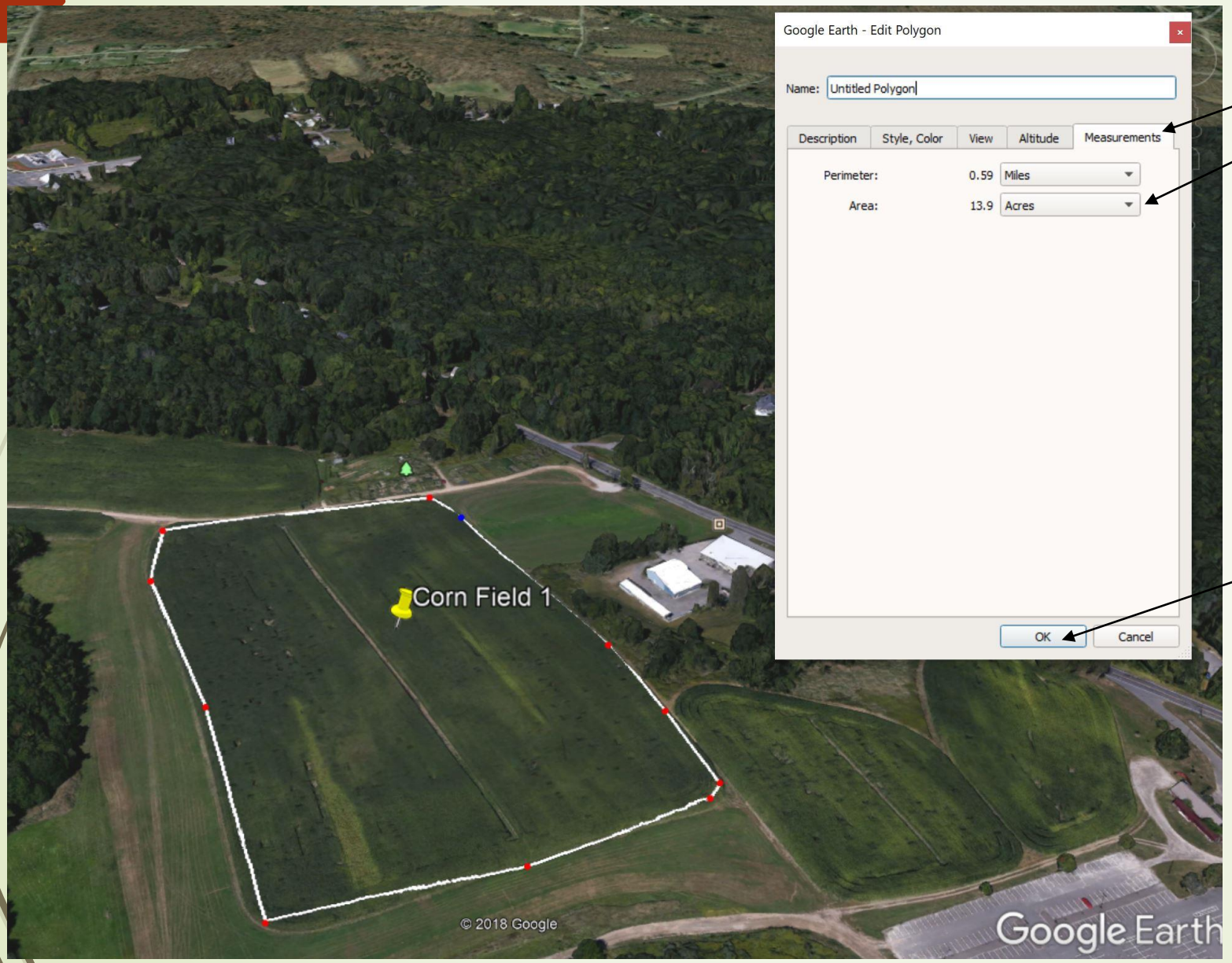
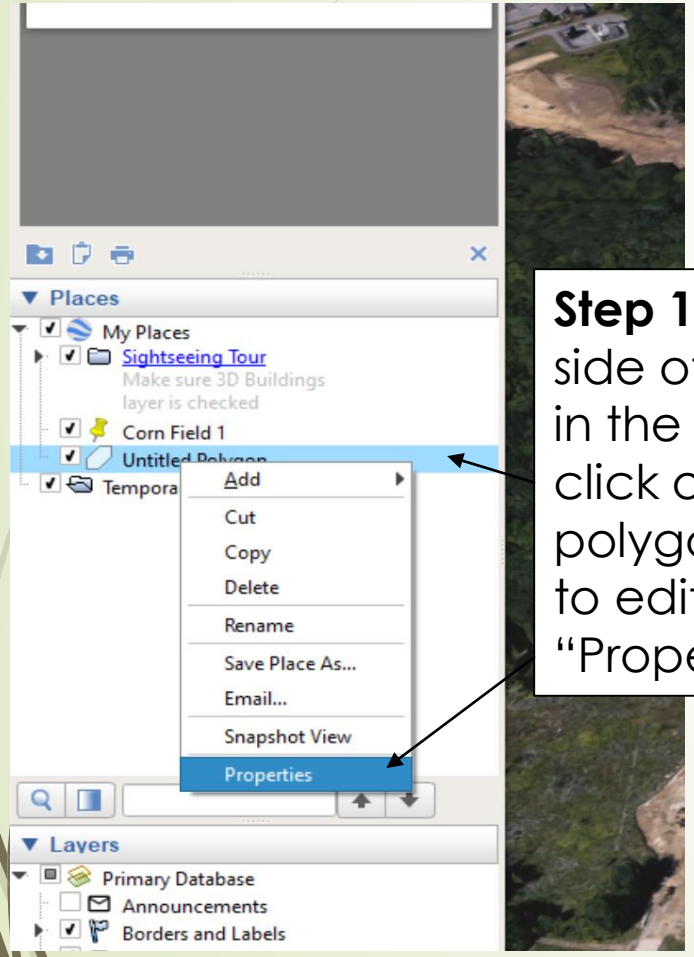


Step 4: Click on the "Measurements" tab. Change the "Area" to "Acres".
**The acreage inside your polygon will auto calculate.*

Step 5: Click "OK" to close the pop-up window.

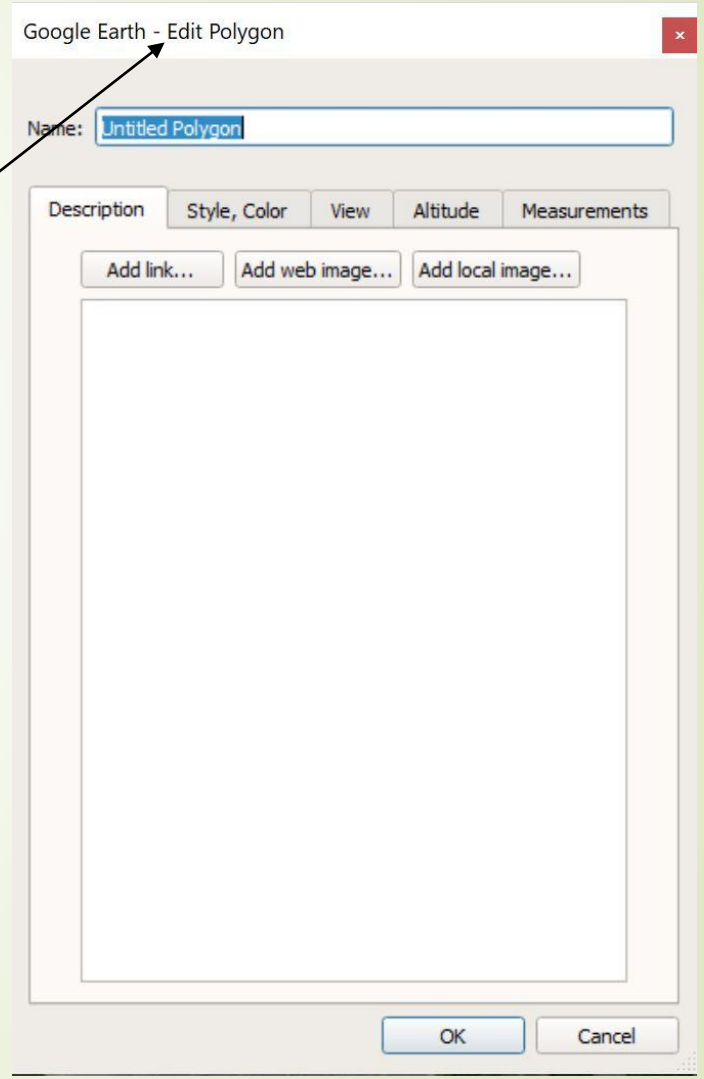
NOTE: This map is an example ONLY. There is NO industrial hemp grown at this location.

How to Edit the Pin and Polygon



Step 1: On the left side of the screen in the tool bar, right click on the pin of polygon you want to edit. Click on "Properties".

Step 2: An "Edit" window will pop up and you may edit the information



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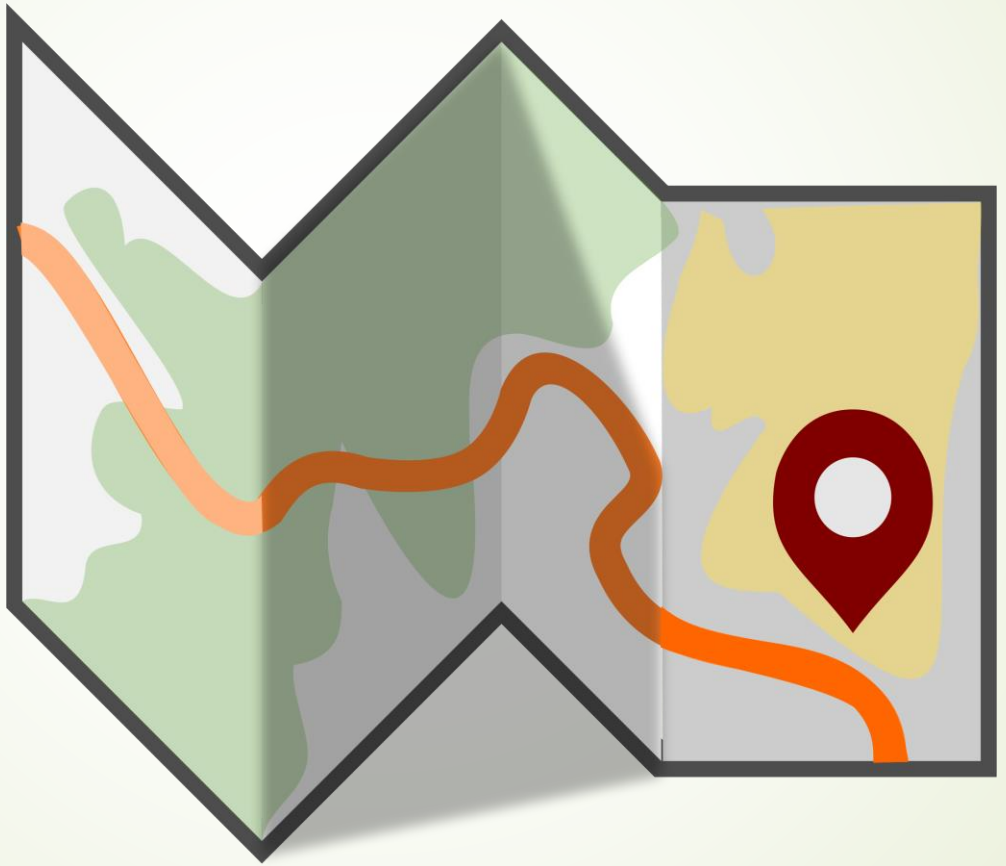
Labeling and Printing Your Map



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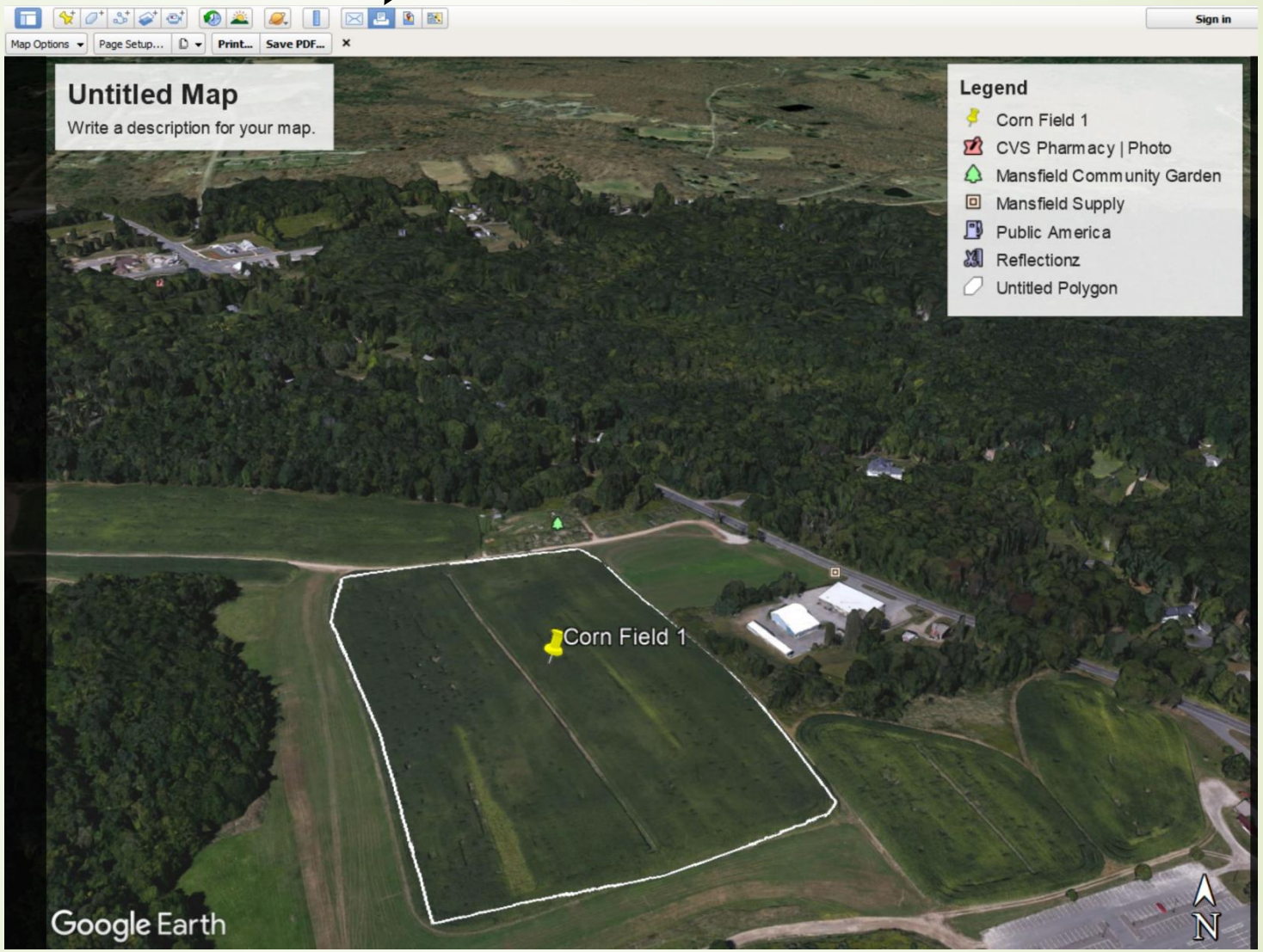
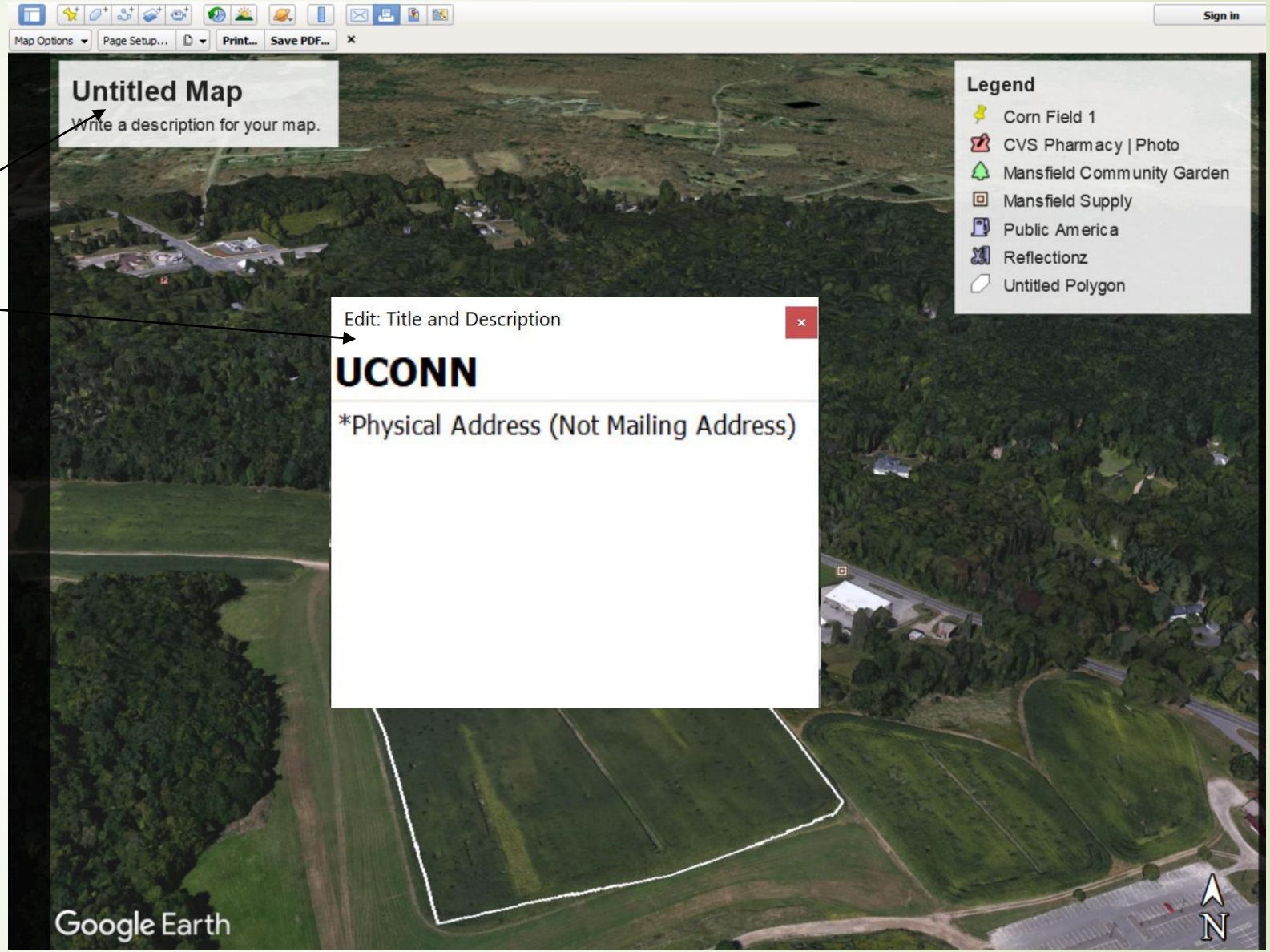
Step 1: Click the " Print" button in the toolbar.

Note: Your screen will change to Print Layout, and some new boxes will appear on the screen.



NOTE: This map is an example ONLY. There is NO industrial hemp grown at this location.

Step 2: To edit the title, click on the box and a window will pop-up.
Enter your edits to the pop-up window. **You MUST include your name and the location address.**

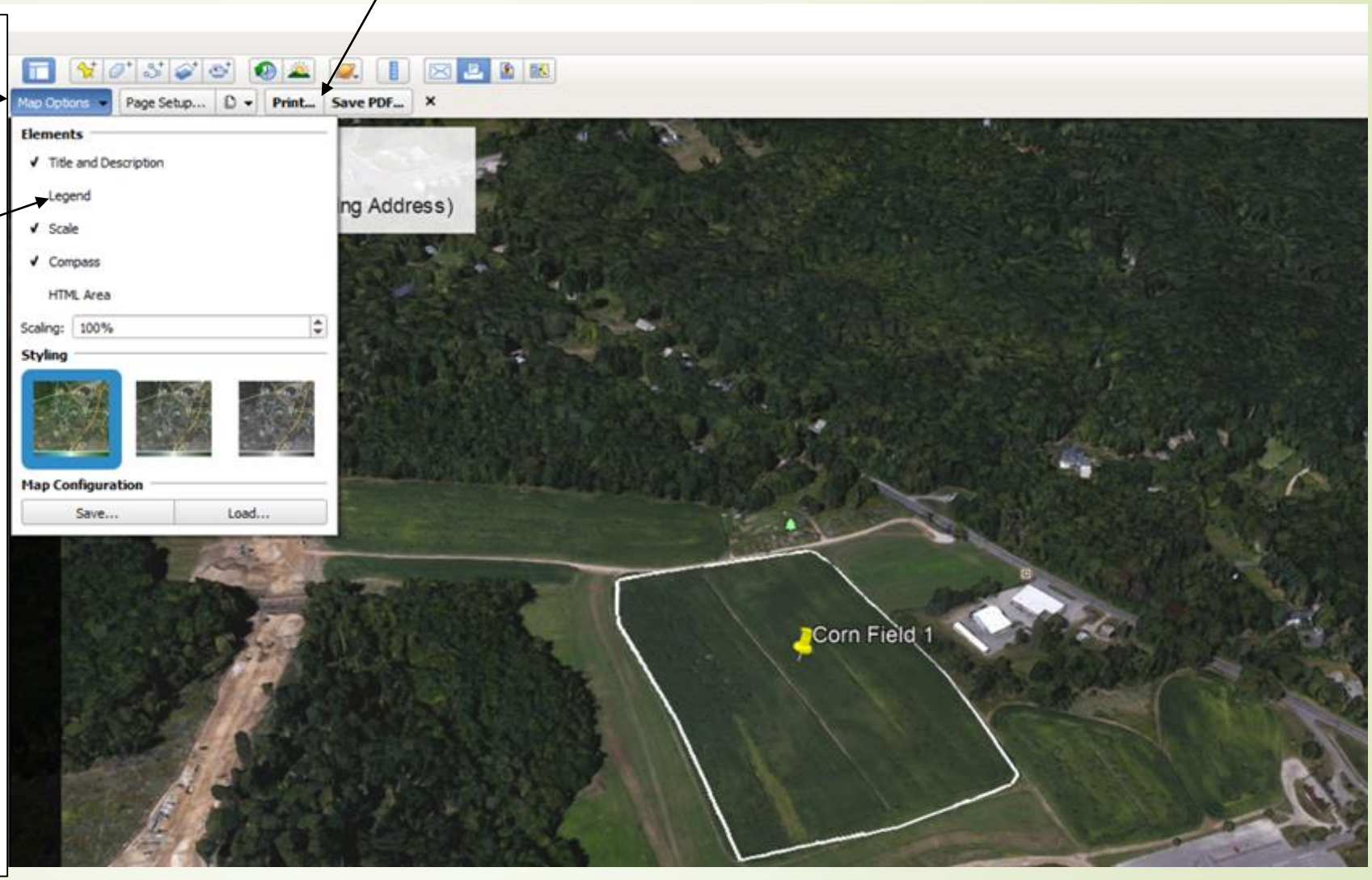


NOTE: This map is an example ONLY. There is NO industrial hemp grown at this location.

Step 4: In the toolbar, click the “print button for a paper copy or “Save PDF” for a PDF copy.

Step 3: Click the “Map Options” button and remove the default Legend by clicking on it.

Click anywhere on the screen to exit the menu.



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Another Option to Submit a Map of Your Location

- Print a COLOR map of your location from any mapping program (Google Maps, MapQuest, Yahoo Maps, etc.
- Legibly handwrite the information on the map. Use a sharpie or a wide marker so the information is clear.
  - Your name
  - Address of the location (not mailing address)
  - Draw a point on each building/ field being requested for registration
  - Write the Plot ID next to the point
  - If the location is a field, draw an outline of each where you propose to grow hemp.
  - Provide the GPS Coordinates of the center of the plots on a separate page, which also includes the corresponding address(s), acreage/ square footage, and Plot IDs.

Contact the Connecticut Department of Agriculture

- Phone: 860-713-2502
- Email: AGR.hemp@ct.gov

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