



HOW TO CREATE YOUR APPLICATION MAP

Industrial Hemp Program

Last Updated: December 2019

Agriculture.Mo.Gov

PRODUCERS:

- **Required with application:**
 - Map(s) for each parcel, including boundaries & GPS point/coordinates
 - GPS point may be for main building associated with the address or the geographic center of the parcel
- **Required prior to planting:**
 - Map(s) illustrating each lot (contiguous area that contains the same variety)
 - Boundaries (as detailed/zoomed as software allows)
 - GPS point/coordinates for center of each lot
 - Lot information must be recorded in the Hemp Plant Monitoring System as required by MDA



PERMITS:

- **Required with application:**
 - Map(s) for each parcel including boundaries & GPS point/coordinates
 - GPS point may be for main building associated with the address or the geographic center of the parcel
 - Map(s) illustrating each facility or building that viable hemp will be stored or sold
 - Boundaries (as detailed/zoomed as software allows)
 - GPS point/coordinates for center of each facility or building



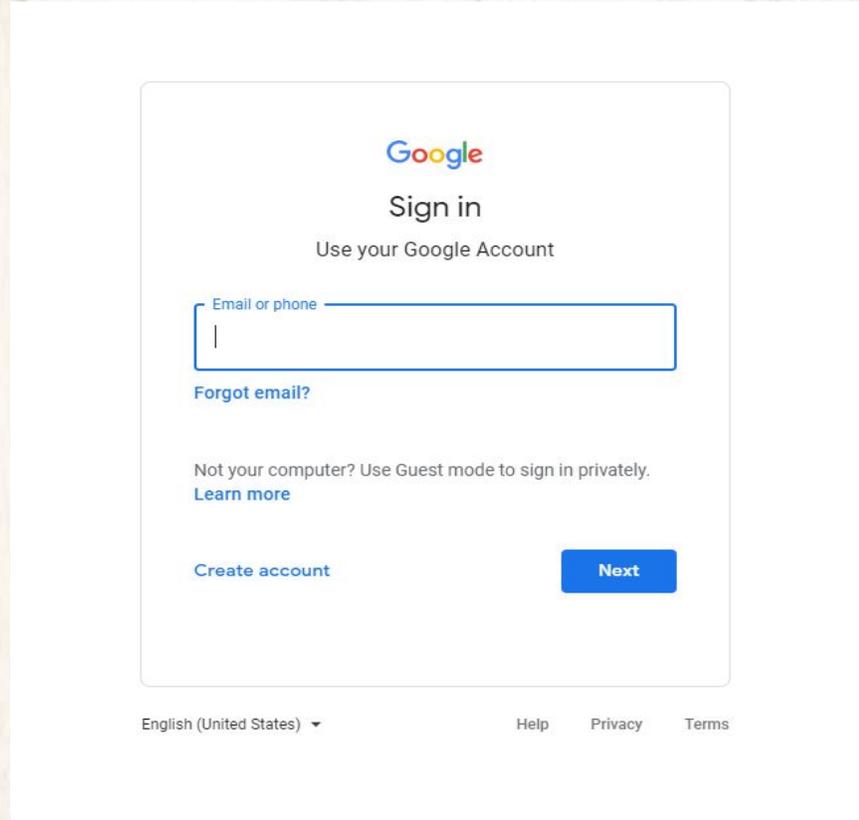
- All locations used in this document are for example only.
- There are many programs available to create a map for your application.
 - One way is to create or use a Google account and use My Maps. The steps outlined here are to illustrate multiple functions on My Maps.
 - Applicants may use all or some of these steps to create a map for their application.
- **Additional questions may be answered at the end of this document.**



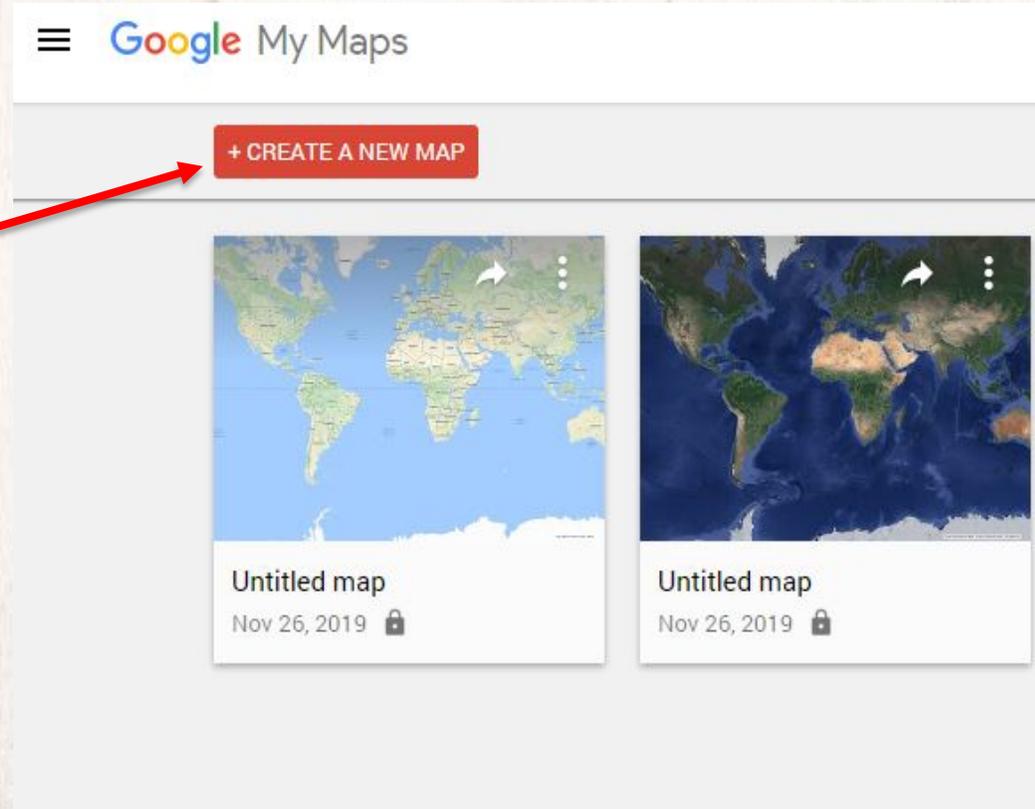
- Applicants should **save** all maps for:
 - **Resubmission**, including if MDA requires additional images/details for this application period
 - **Future subdivision** (i.e., producer decides to split Field A into three lots to trial three varieties)
 - A new map outlining each lot (boundaries and GPS) is required prior to planting



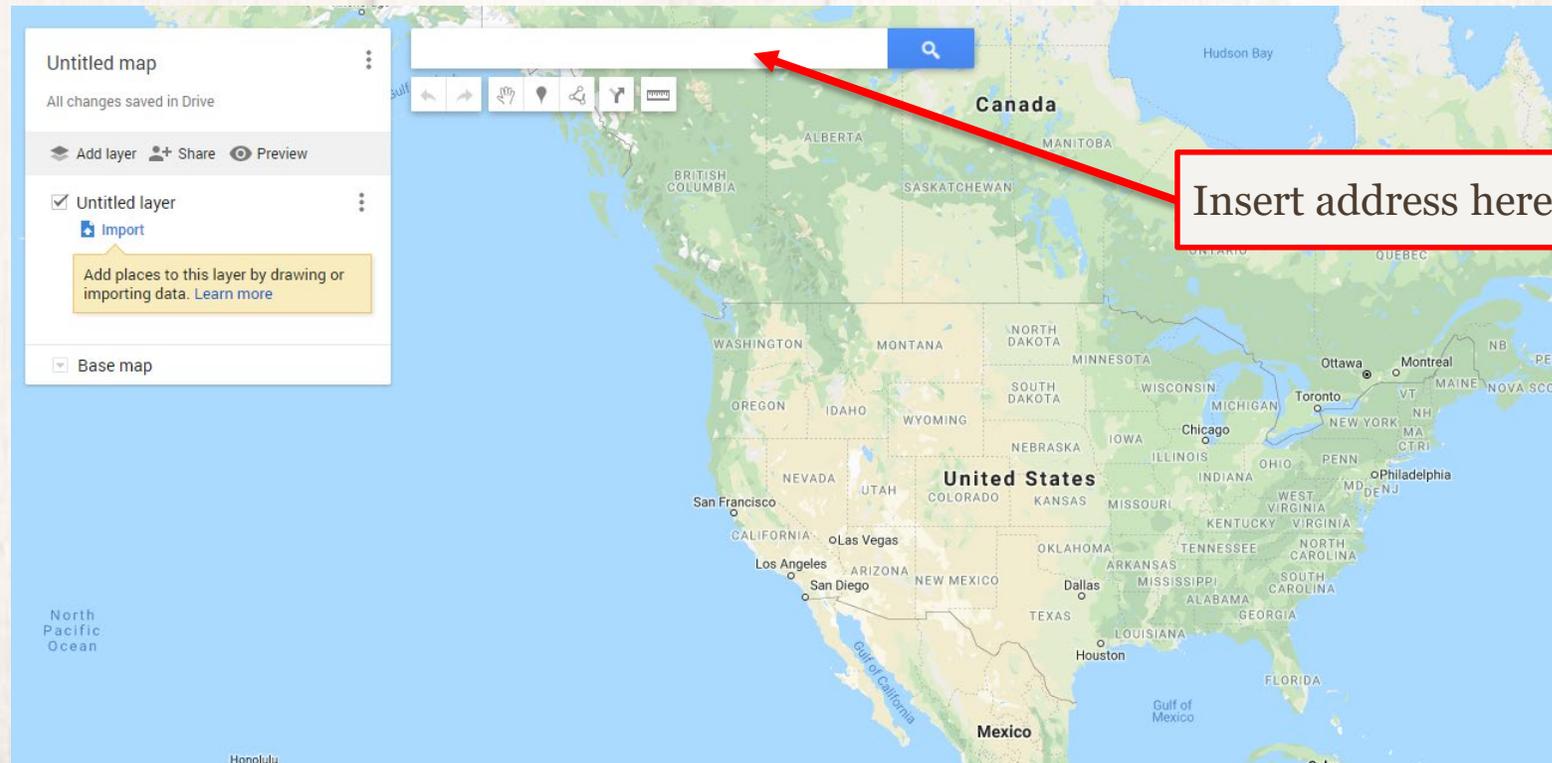
(1) Go to www.google.com/mymaps. Sign into your google account, if you are not automatically signed in. If you do not have a google account, you will need to create one.

A screenshot of the Google sign-in page. At the top center is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field with the placeholder text "Email or phone" and a vertical cursor. Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left of the sign-in area is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and three links: "Help", "Privacy", and "Terms".

(2) Previously created maps will show on your home screen. To create a new map, select the “+Create A New Map” button.



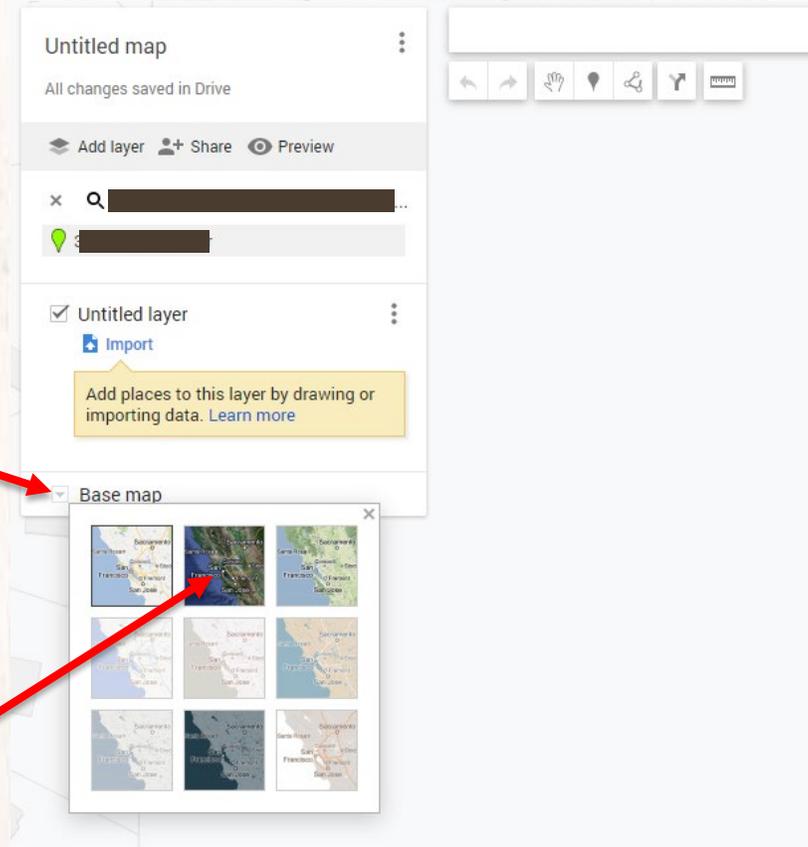
(3) The next screen will prompt you to enter the address of your location, or you may use the zoom feature in the lower right corner (not pictured) to find your location manually.



- (4) Select the drop down arrow next to “Base Map”**
(5) Select the Satellite option

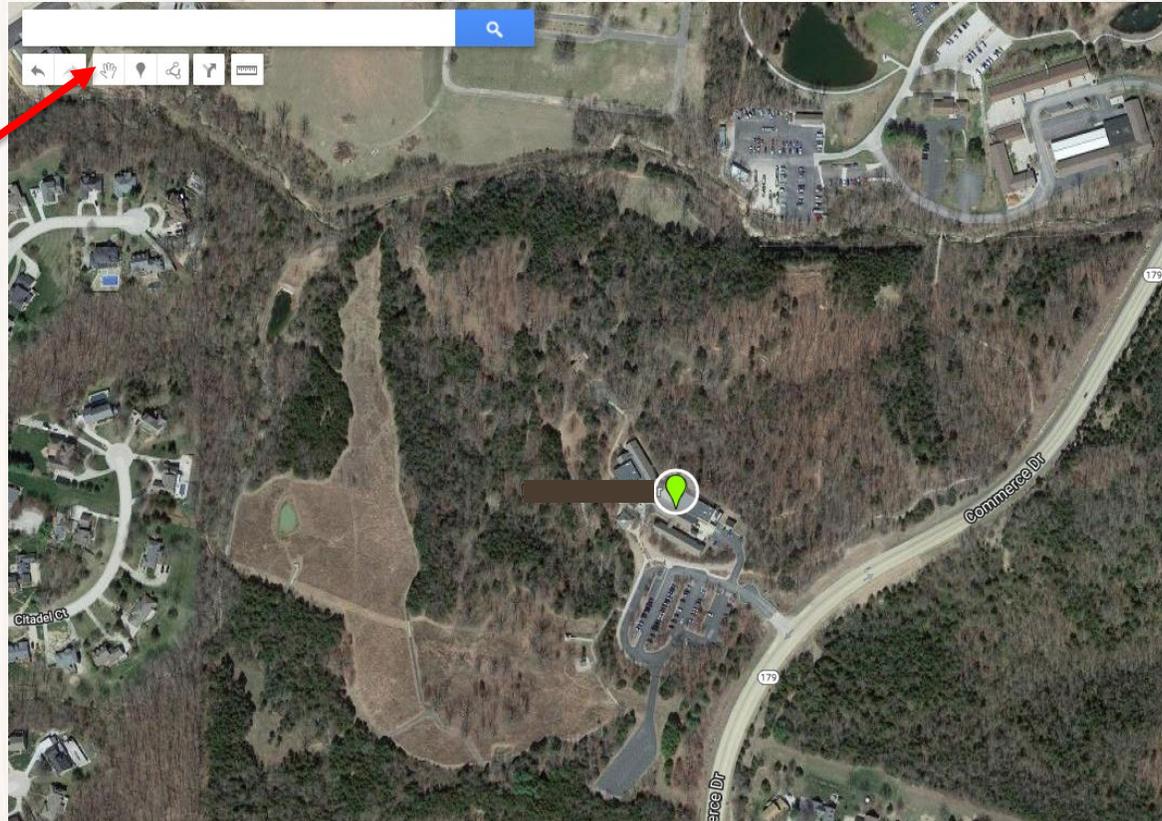
Click here first

Then select Satellite



(6) Center the area and zoom to the level of detail desired.

Click on the 'Select Items' function if needed



Note: This site is used for example only. No hemp is produced here.

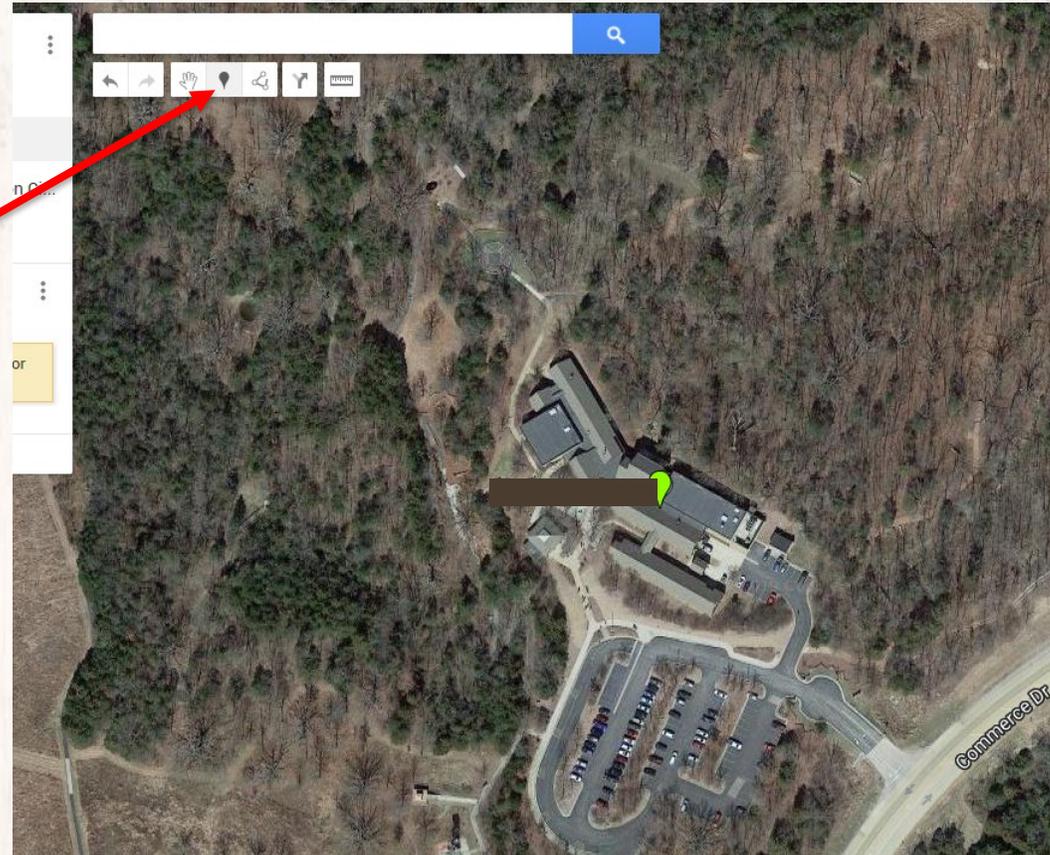
The scroll function on your mouse, or the +/- on the bottom right corner of the screen will allow you to zoom

(7) Create a pinpoint for the center of your location. Note: some locations may already have a pinpoint.

Click on the 'Add Marker'

Click on the exact area you wish to create a pinpoint to collect GPS coordinates

For the overall 'Parcel GPS', you may select the main facility associated with the address, or a geographic center

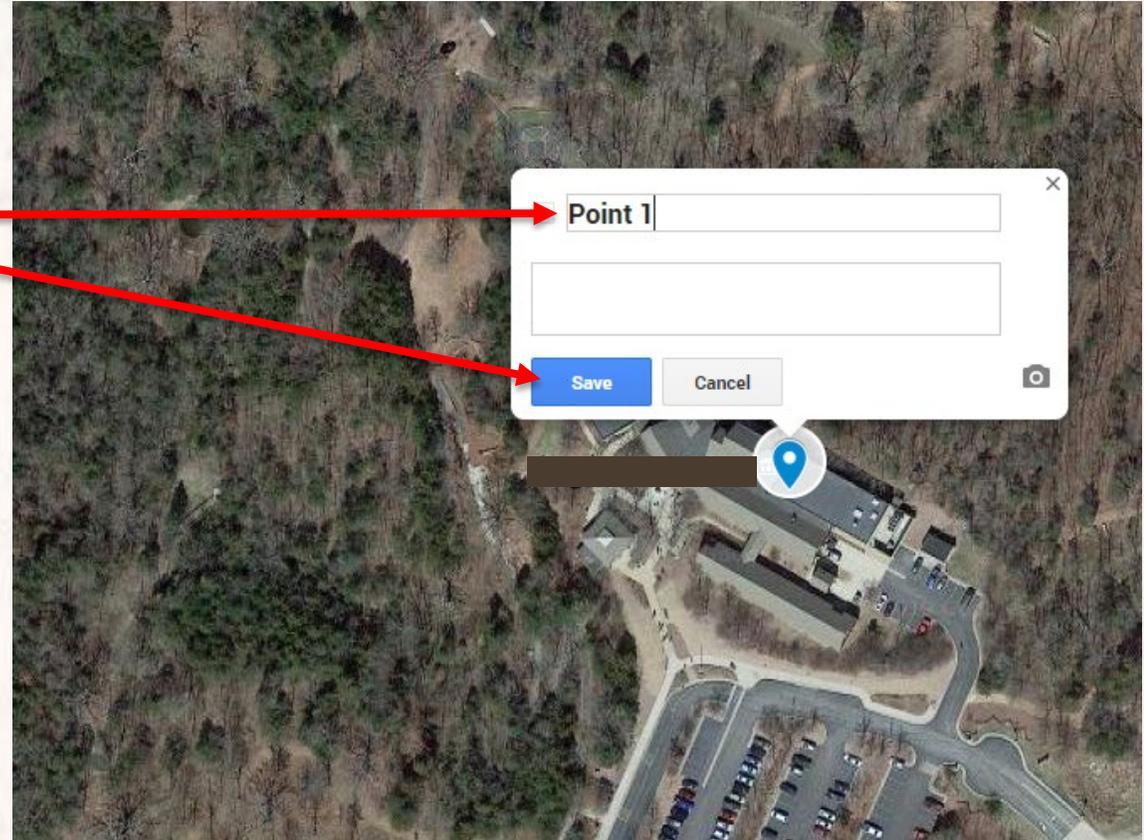


Note: This site is used for example only. No hemp is produced here.

(8) Rename the point.

Rename as desired, and select save; in this example this is the 'Parcel GPS'

You can add extra notes in the second box, but they may not be visible on the printed map

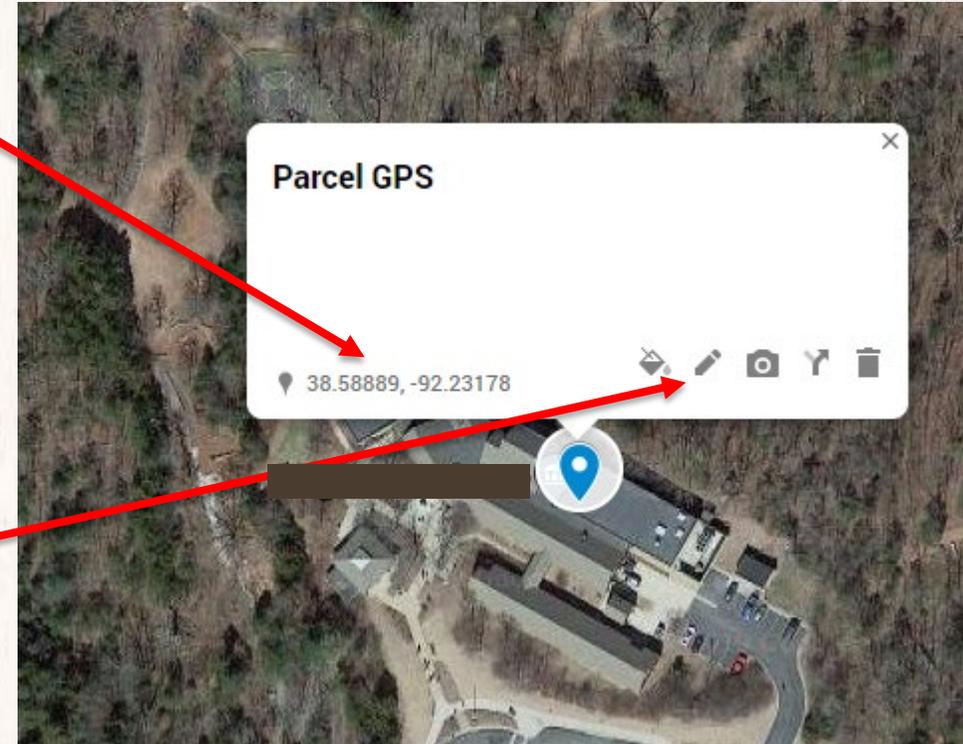


Note: This site is used for example only. No hemp is produced here.

(9) Once saved, the GPS coordinates of the added pinpoint will appear.

(10) Copy the GPS coordinates.

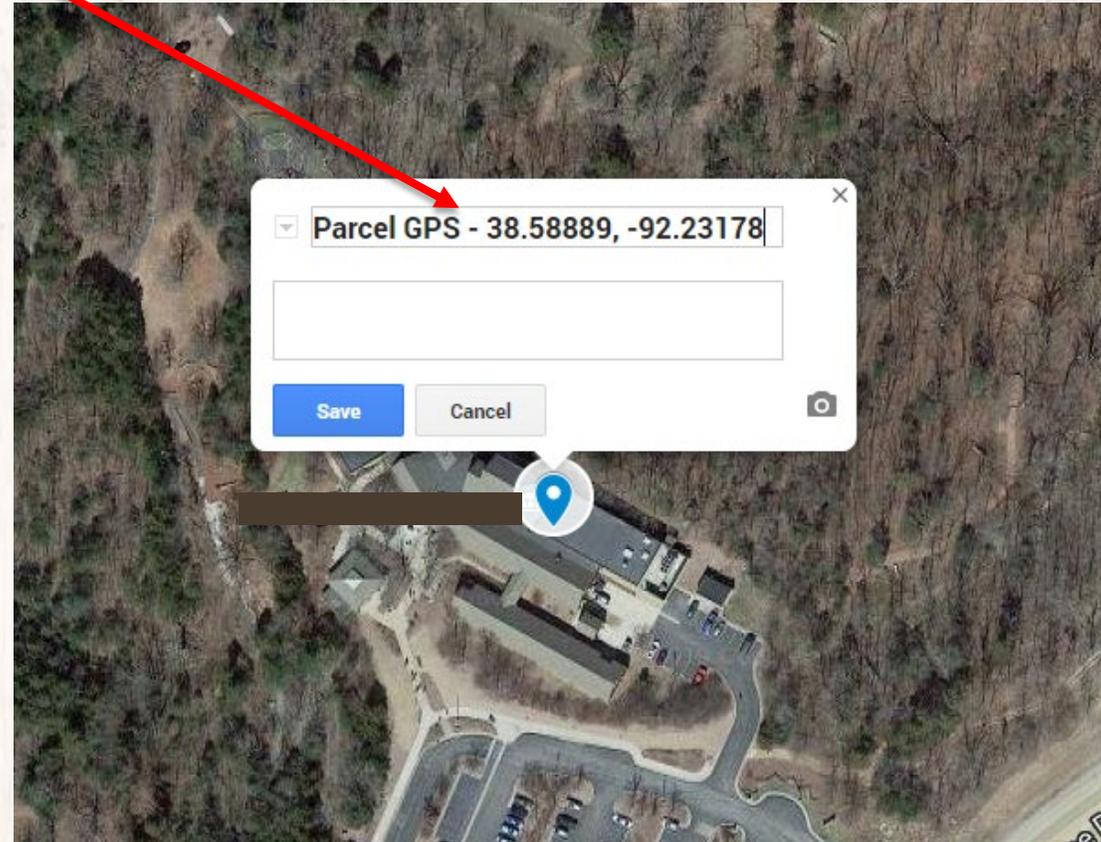
(11) Select the 'Edit' button.



Note: This site is used for example only. No hemp is produced here.

(12) Add the copied GPS coordinates into the title box, and save.

Entering GPS coordinates or notes into the second box may not be visible on the printed map.

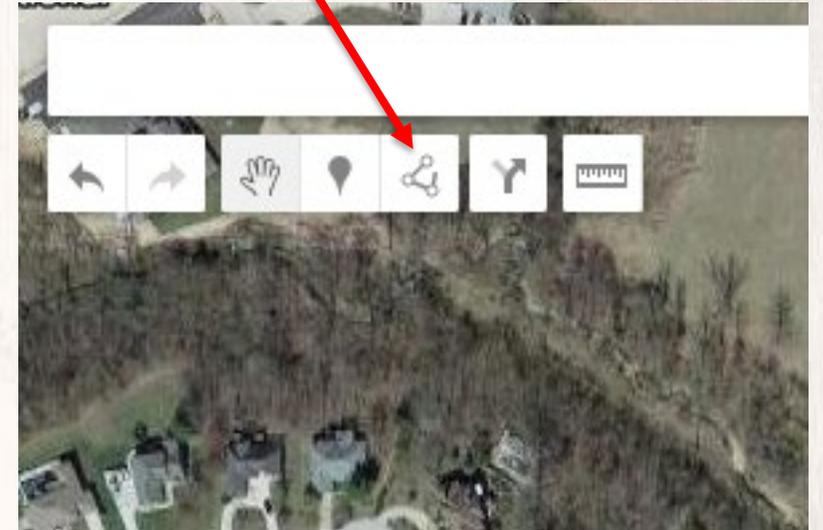


Note: This site is used for example only. No hemp is produced here.

(13) Now, you will create your fields or lots. Select ‘Draw a Line’. Then select ‘Add a Line or Shape’ from the dropdown.

(14) Click on each corner or pivot point on the field. Each click will create a white circle.

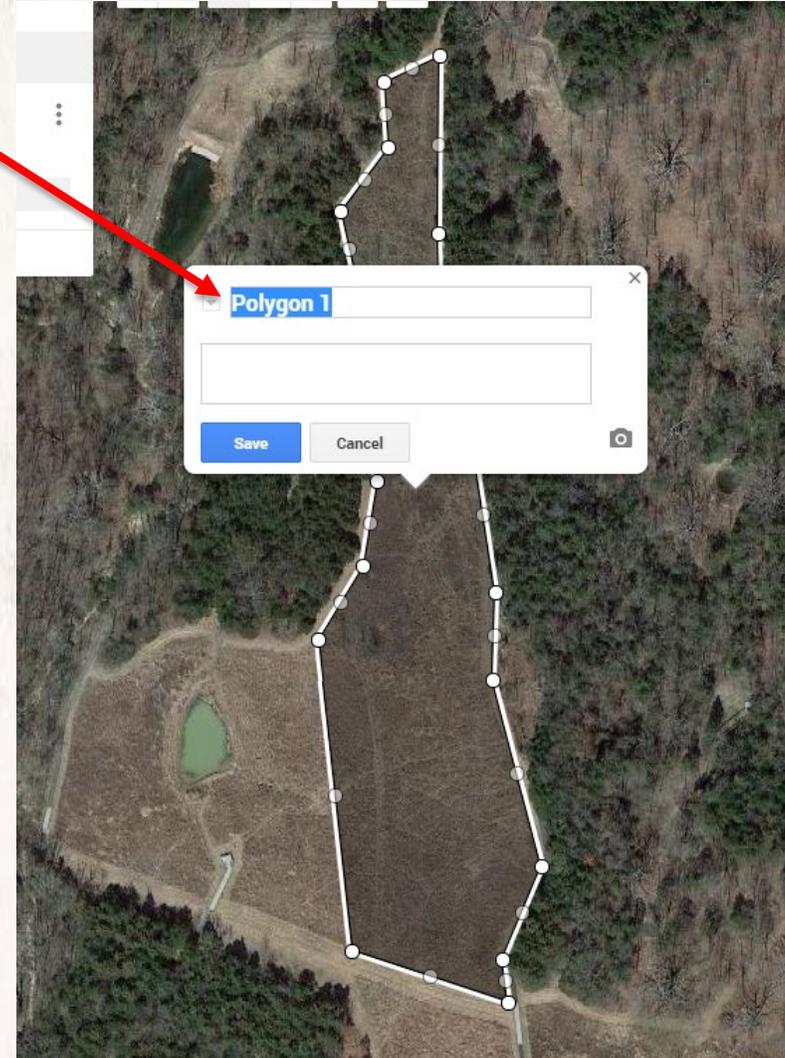
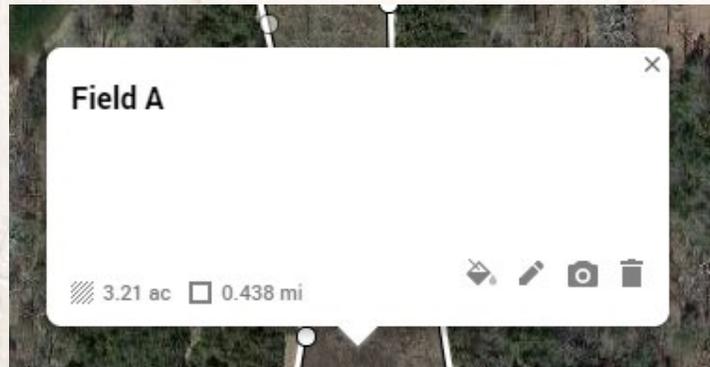
(15) Complete the border around the entire area, returning to the starting point.



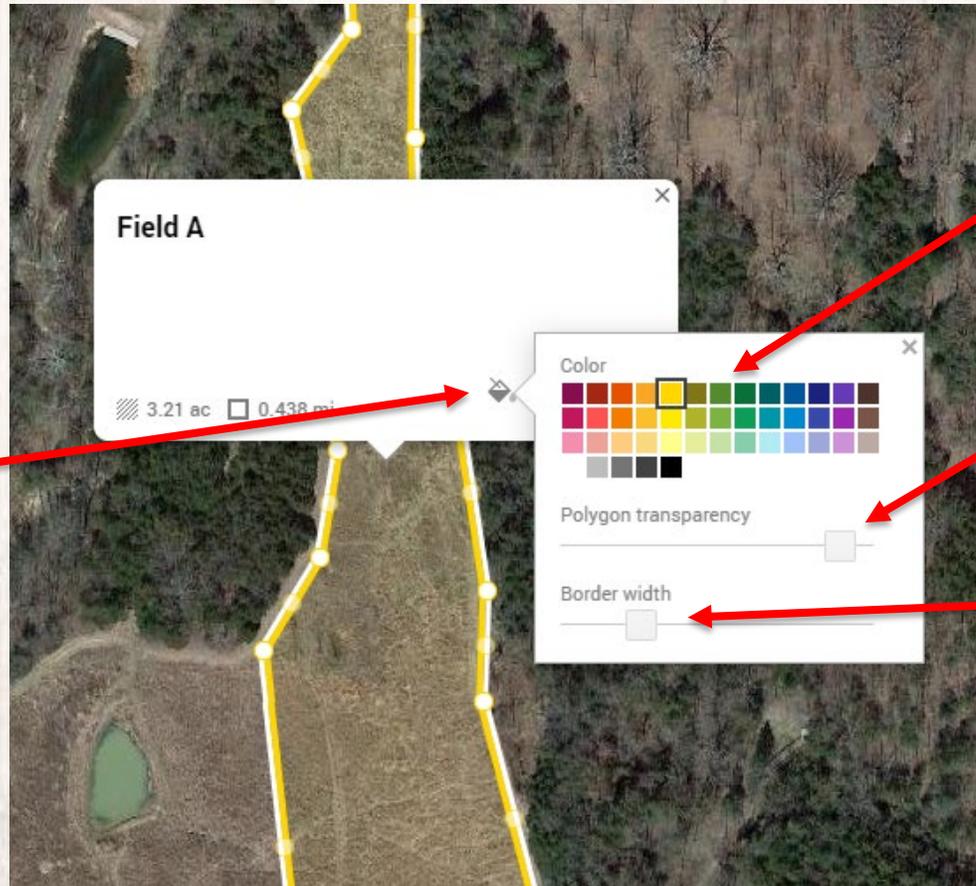
(16) Rename the completed polygon.

In this example, this polygon represents Field A and was renamed Field A.

The boundaries were determined by the producer, as part of their future plans to plant hemp in this manner. Careful considerations to map the actual boundaries should be taken as this program also calculates the size of the area.



(17) Next, you will color-code each field. This is especially recommended for persons with many fields.



Select a vibrant, unique color for each field.

Drag the 'Polygon transparency' bar to the far right.

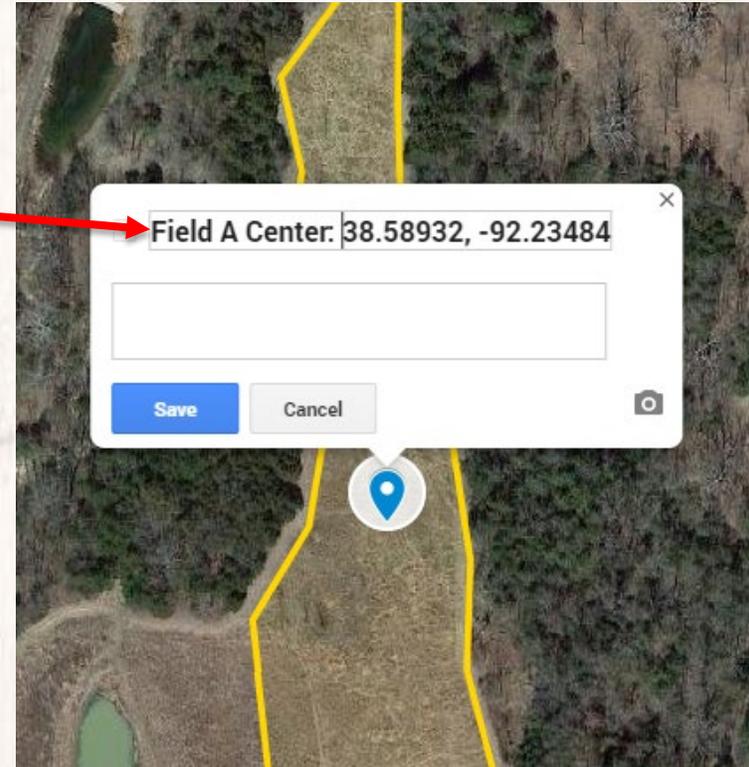
Drag the 'Border width' bar to approximately $\frac{1}{4}$ from the left.

Select the 'Style' button.

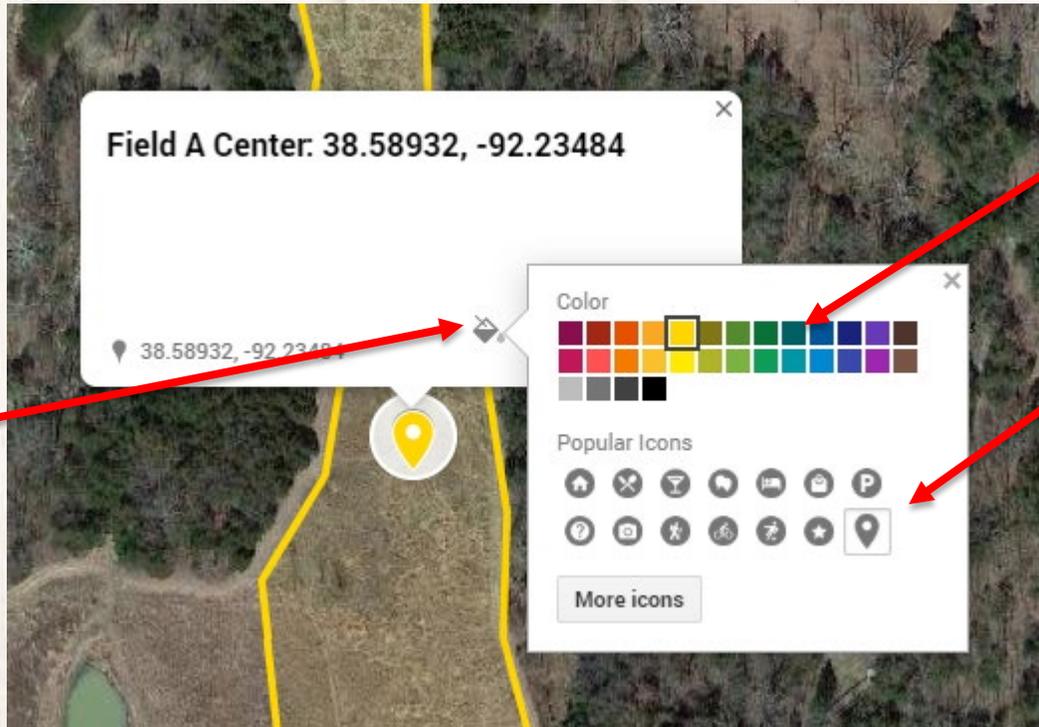
Note: This site is used for example only. No hemp is produced here.

(18) Next, create a GPS pinpoint for the center of this field. Steps (7) through (12) should be repeated.

Remember to edit the title of the pinpoint to include the field title and the given GPS coordinates.



(19) Edit the color of the GPS pinpoint to match the color of the field. This is especially important for persons with many fields. The pinpoints will be easier to identify in the printed legend.



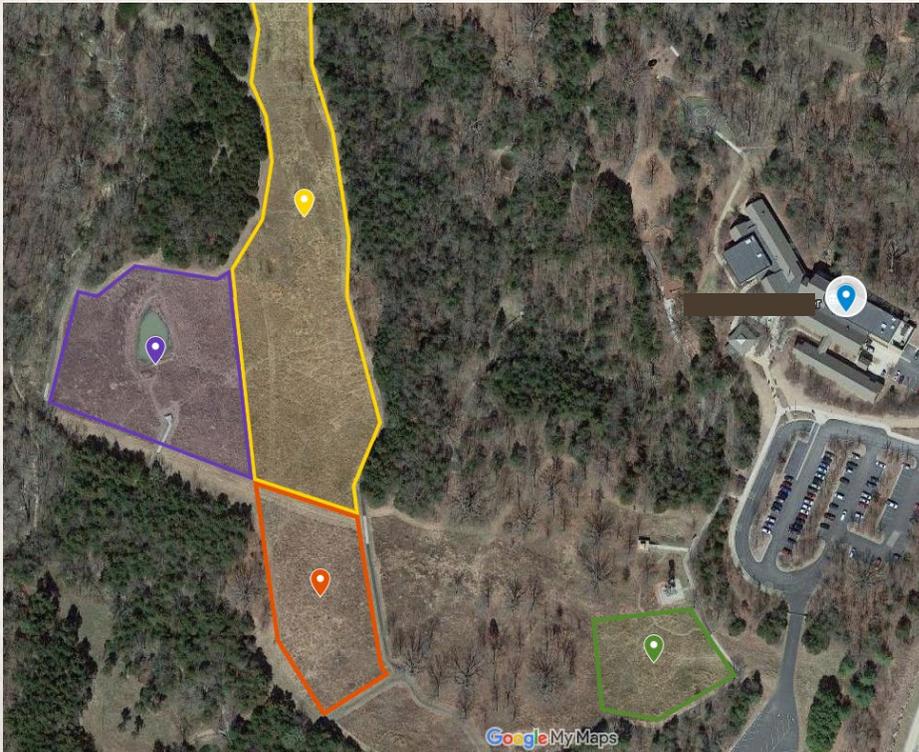
Select the color that matches the field it represents.

Editing the icon is not necessary.

Select the 'Style' button.



(20) Repeat steps to create all fields and pinpoints, including the overall parcel boundaries.



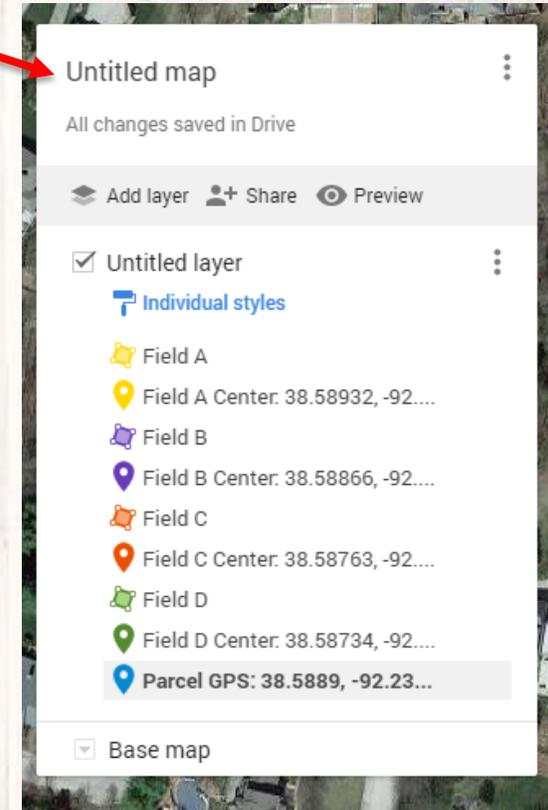
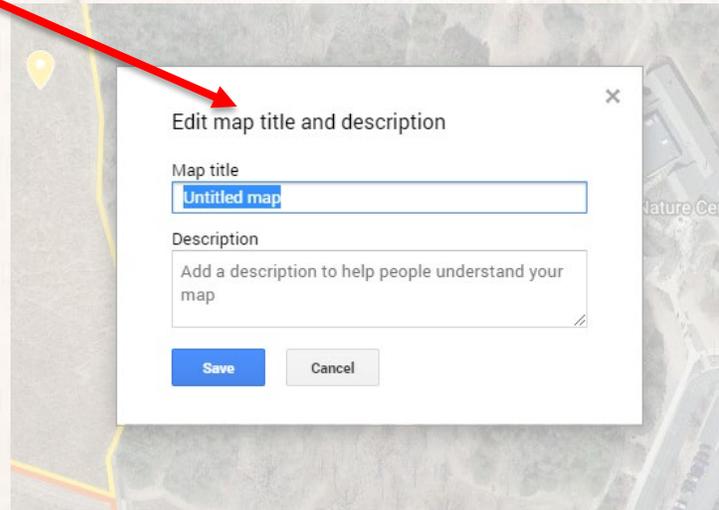
Note: This site is used for example only. No hemp is produced here.



Boundaries determined in this program should be as similar as possible to the actual parcel boundaries. However, boundaries and calculated size of the parcel created for this map may not be used in place of legal documents where required.

(21) Edit the title of the map. Click on the existing title.

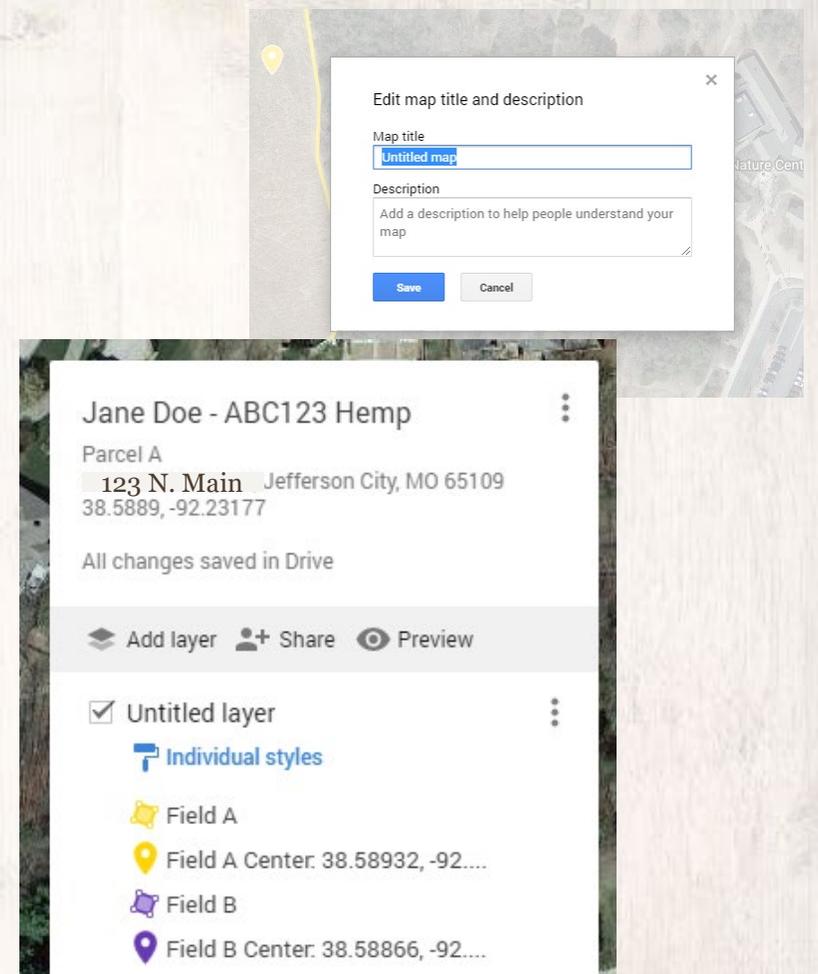
(22) Edit the title and description with the required information.



(22 continued)

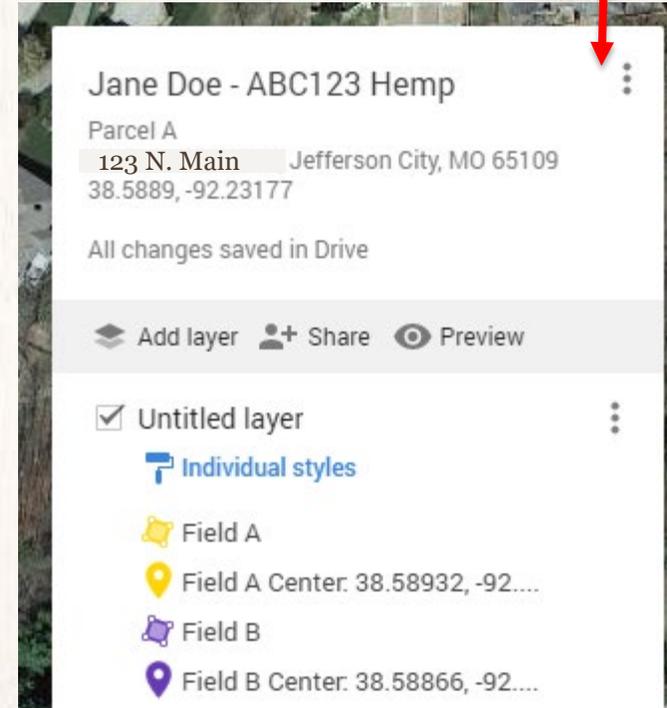
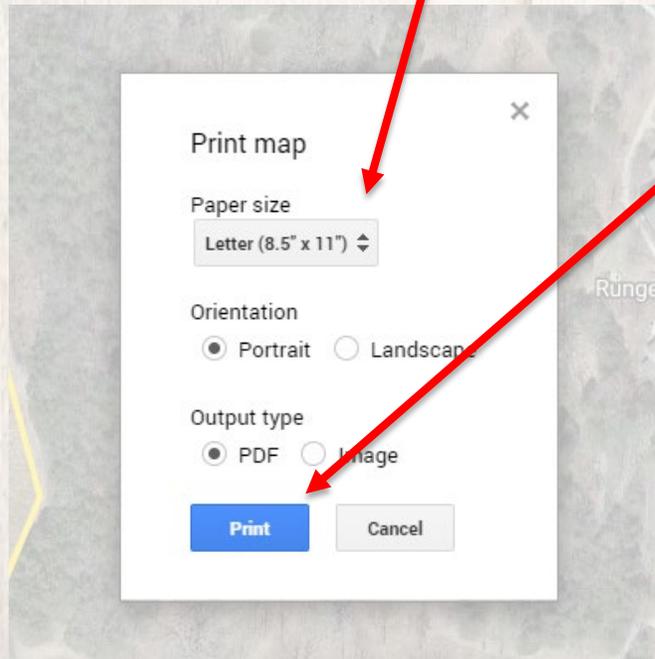
Required elements include:

- **Last & first name of the applicant**
 - Or name of the business entity
- **Parcel alias, where applicable**
- **Physical address for the parcel**
- **GPS coordinates for the ‘Parcel GPS’**



(23) Click on the three dots on the upper right corner of the legend. Select 'Print Map' from dropdown box.

(24) Change the defaults if desired. Select 'Print'.



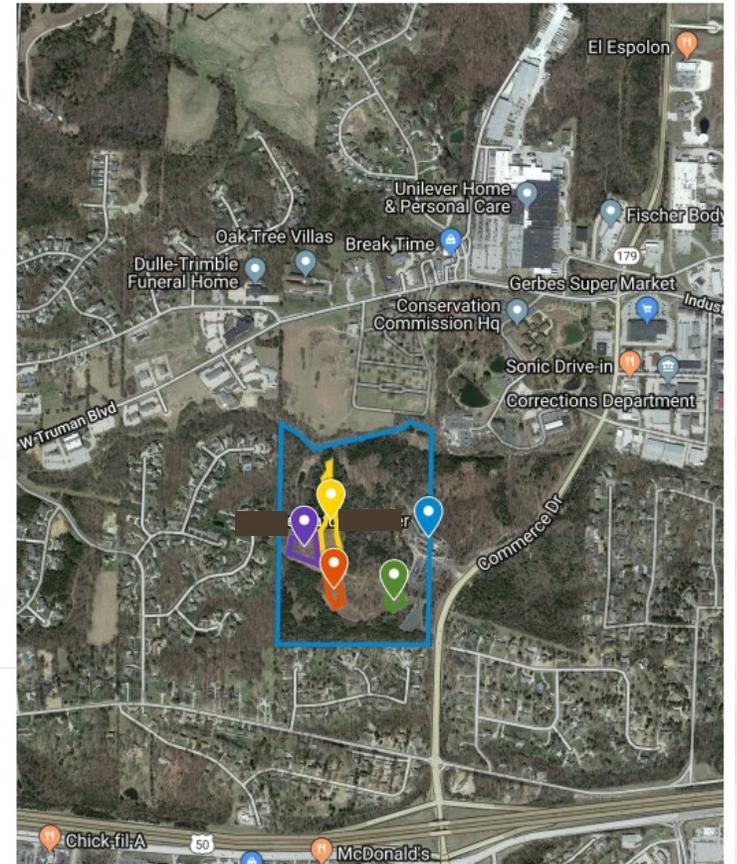
(25) Review all shown elements and text on the printable map & legend. Return to previous window to make any necessary edits or clarifications.

(26) Print map & legend as pictured, in color.

Jane Doe - ABC123 Hemp

- Untitled layer
- Field A
 - Field A Center: 38.58932, -92.23484
 - Field B
 - Field B Center: 38.58866, -92.23568
 - Field C
 - Field C Center: 38.58763, -92.23475
 - Field D
 - Field D Center: 38.58734, -92.23286
 - Parcel GPS: 38.5889, -92.23177
 - Parcel A Boundaries

Parcel A
123 N. Main Jefferson
City, MO 65109
38.5889, -92.23177



Note: This site is used for example only. No hemp is produced here.

Note: As the size of the areas outlined increases, the zoom level of the printed map also increases.

This may not provide the detail necessary to your application to be approved.

Additional screenshots/snips should be submitted to help provide detail. This feature varies depending on your equipment.

Jane Doe - ABC123 Hemp

Untitled layer

Field A

Field A Center: 38.58932,
-92.23484

Field B

Field B Center: 38.58866,
-92.23568

Field C

Field C Center: 38.58763,
-92.23475

Field D

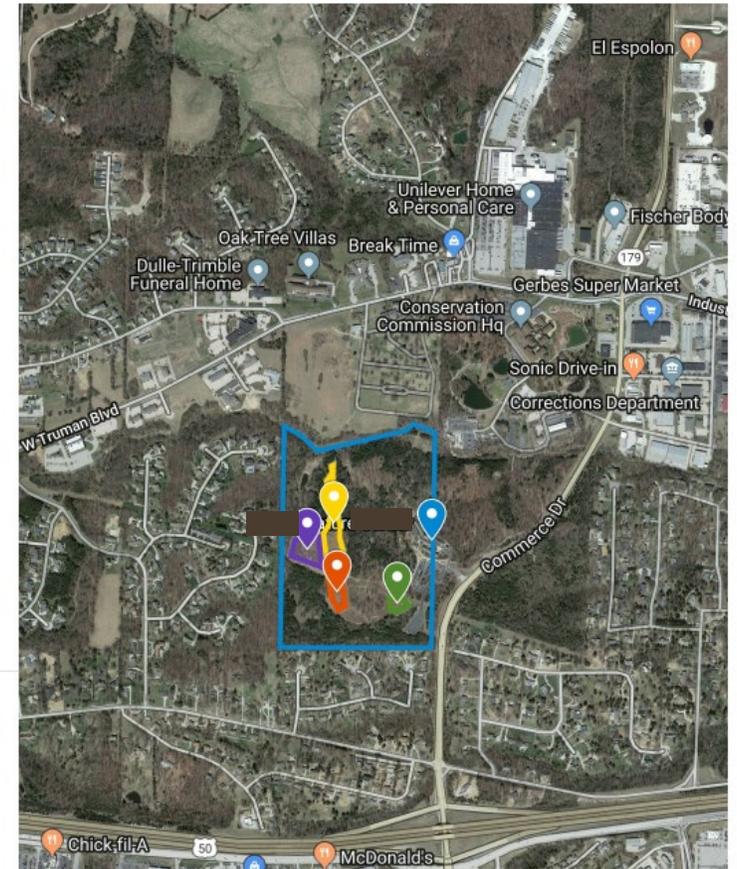
Field D Center: 38.58734,
-92.23286

Parcel GPS: 38.5889,
-92.23177

Parcel A Boundaries

Parcel A

123 N. Main, Jefferson
City, MO 65109
38.5889, -92.23177



Note: This site is used for example only. No hemp is produced here.

Original printed map & legend:

Additional screenshot provided:

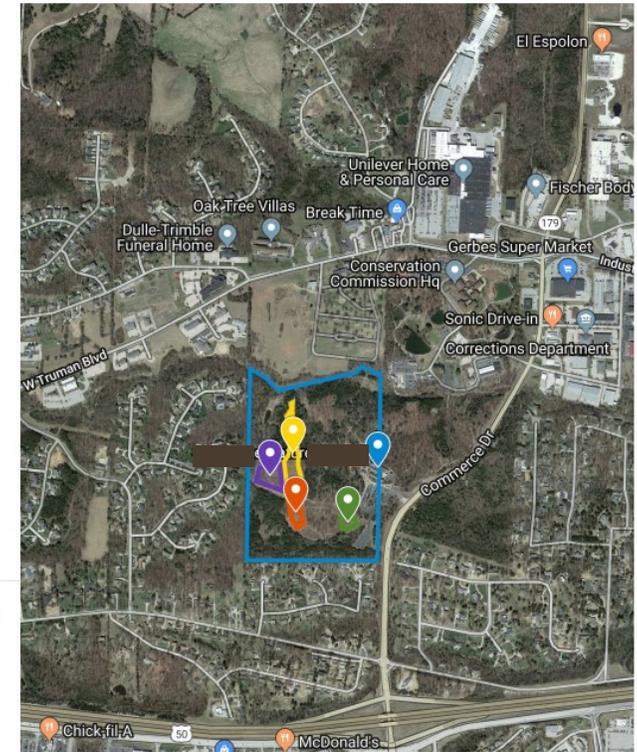
(attach to original map with application submission)



Jane Doe - ABC123 Hemp

- Untitled layer
- Field A
- Field A Center: 38.58932, -92.23484
- Field B
- Field B Center: 38.58866, -92.23568
- Field C
- Field C Center: 38.58763, -92.23475
- Field D
- Field D Center: 38.58734, -92.23286
- Parcel GPS: 38.5889, -92.23177
- Parcel A Boundaries

Parcel A
123 N. Main Jefferson
City, MO 65109
38.5889, -92.23177



Note: This site is used for example only. No hemp is produced here.



Additional Mapping Questions

- **What is a field? A lot?**
 - A **field** is a specific growing area as defined by the producer. A **lot** is a contiguous area that contains the same variety.
 - Note: the term “field” was used in the mapping examples because the example applicant does not have her lots determined yet.
 - These terms may be synonymous if the producer grows only one variety within a particular field.
 - **Prior to planting, all lots must be identified on a clear map, with center GPS points/coordinates.**



Additional Mapping Questions

- **What if I am only growing in a small area?**
 - Provide as zoomed-in or detailed of an image as the software program allows.
 - You may provide high-resolution pictures for additional details if needed.



Additional Mapping Questions

- **The provided map image of my location is out of date. A new building is *not* pictured, or a facility is pictured but has been torn down.**
 - Add a GPS coordinate for the area where the facility is/was and include relevant notes.

