



PART ONE: APPLICATION MAP

The following guidelines are for persons applying for the Producer Registration or the Agricultural Hemp Propagule and Seed Permit through the Missouri Department of Agriculture's Industrial Hemp Program. The submission of a map of the proposed locations are required in section 195.746 RSMo and 2 CSR 70 17.020. Maps submitted with the application that are not complete or do not clearly show the location may result in the denial of an application.

Technical help is provided in the ["How to Create a Map" document](#) available on the Applications tab.

Requirements for the Application Map

- A. Satellite/aerial image of the entire parcel
 - At least one view must include a named public roadway, labeled for reference
 - Color images are preferred
 - Can be obtained from:
 - Preferred: Your county assessor's online GIS software (not available in all counties)
 - Google Maps (or similar software)
 - Farm Service Agency (if you have an account already established)
- B. Name of the applicant and/or business
- C. An outline of the parcel boundaries that correspond with county records
 - If you are renting, the true parcel boundary may expand beyond your rented land. In this case, please include both the true parcel boundary and the boundary for your rented portion. Consult with your landowner for assistance, if needed.
- D. Pinpoint *and* GPS coordinates for:
 - 1) The 'Parcel GPS'
 - Pinpoint can be for:
 - Approximate center of the parcel; or
 - Entrance or access point, such as a gate or driveway; or
 - Building, such as office or indoor production facility
 - Must correspond to the GPS coordinates listed in "land" section of the application
 - Provided in decimal format (ex: lat: 38.579220, long: -92.173072)
 - 2) Any facility that will be used for indoor cultivation or housing of viable hemp (seeds, clones, plants, etc.)
 - If a building is not yet built or the construction is new and not yet shown on the satellite image, an estimated GPS pinpoint is sufficient

Additional notes:

- You may submit multiple maps if needed. Many larger operations cannot provide both the overview and the level of detail needed in one page.
- Field boundaries are not required to be identified with your application, but will need to be identified after planting. See the *Planting Report* instructions.

If Submitting a Supplemental Parcel Attachment:

- Map(s) must include:
 - All requirements as listed above; *and*
 - Parcel IDs as listed in the Supplemental Parcel Attachment (Parcel B, C, D, etc.); *and*
 - Clearly identified boundaries for *each parcel*, with each parcel labeled
- If filing a Supplemental Parcel Attachment, you are claiming contiguity of parcels *and* that all parcels are owned by the same person. All documentation must be provided by the applicant, and verifiable by county records.



Application Map Example



Includes:

- Parcel boundaries that reconcile with county records (blue boundary)
 - Many Missouri counties have online parcel records with GIS, often linked from the assessor's website
- GPS pinpoint and coordinates for the "Parcel GPS" that corresponds with the listed coordinates on the application form
- GPS pinpoint and coordinates for each greenhouse/indoor cultivation facility or facility that will house viable hemp (viable includes anything capable of living or growing, including seed, propagules, clones, seedlings, etc.)

Coordinates and labels can be typed or handwritten.

(This site does not contain hemp. It is an example only.)



PART TWO: PLANTING REPORT MAP

The following guidelines are for Registered Producers who are preparing to submit a Planting Report to the Missouri Department of Agriculture’s Industrial Hemp Program. Planting Reports (previously titled Lot Identification Forms) are required to be submitted within thirty (30) days of planting, no matter the size of planting, intended use, or ultimate crop success.

Technical help is provided in the [“How to Create a Map” document](#) available on the Applications tab. Additional technical guidance is provided in the “How to Complete the MDA Planting Report” document.

Requirements for MDA Planting Report Map

Registered Producers who plant industrial hemp must submit a Planting Report and planting map within thirty (30) days after planting. The accompanying map must meet the requirements as listed below.

Reminder: a “lot” is a group of plants of the same variety or strain grown in a continuous area. All plants within a lot must be harvested within fifteen (15) days after compliance sampling.

- A. Satellite/aerial image of the planted area(s)
- B. Illustrated boundaries of each lot
- C. GPS pinpoint for each lot (associated with the coordinates listed on the form)
- D. Lot ID labels for each lot (must correspond with Lot IDs listed in column 1 of the Planting Report)
 - May be listed directly on the map or in an accompanying key/legend

Handwritten or computer-generated lot boundaries and labels are acceptable.

For mapping questions specific to *indoor production*, please contact Program Coordinator: Erin Casey-Campbell at 573-751-8981 to discuss case-by-case mapping requirements.

Planting Report Map Example



<u>LEGEND</u>
Yellow = Lot A, Futura 75
Purple = Lot B, T1
Orange = Lot C, Cherry Blossom
Green = Lot D, White CBG

(This site does not contain hemp. It is an example only.)

Ensure compliance by clearly separating and labeling lots on site.