



---

## Instructions for Creating Maps for Submission with the Application

For questions or assistance please call 602-542-0955 or email: [azhemp@azda.gov](mailto:azhemp@azda.gov).

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 found on the AZDA's website at: <https://agriculture.az.gov/sites/default/files/AZ-Hemp-Mapping.pdf>.

If you need more information after reading these complete instructions, contact [azhemp@azda.gov](mailto:azhemp@azda.gov). You are required to provide to the AZDA a map or aerial photo of all growing, processing and storage locations.

Each map should be in color and contain the following:

- Contain all applicant locations on a single map or more than one map if necessary.
- The applicant's full name printed on the page.
- If applicable, the full name of the business entity.
- The applicant's address, city, state and zip code printed on the page.
- Be zoomed out to show the site location, a public roadway, and the road name.
- Grower/Nursery locations will need to include:
  - Outline of each separate field to be used for contiguous planting (see next page for explanation of contiguous);
  - Location ID/name for each separate field; and
  - Indicate the acreage/square footage for each field/greenhouse intended for contiguous planting.
- Processor, Storage, Harvester, and Transporter will need to include:
  - Location ID/Name for each part

NOTE: A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

- Greenhouses, indoor growing structures, and storage buildings; and the location ID/name of each structure.
- GPS coordinates for each field or building. GPS coordinates should be provided in DECIMAL DEGREES (DD) (DD.DDDDD; example: lat: 33.44951, long: -112.09564) with a pinpoint showing exactly where the GPS coordinate was taken. The Google Earth instructions on the AZDA's website (link in top paragraph) give specific instructions for obtaining the coordinates in the correct format.
- Use Google Earth or another web based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates in this way, please visit [www.geoplaner.com](http://www.geoplaner.com).



## **Instructions for Creating Maps for Submission with the Application**

The AZDA prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html>. If asked for a registration key, enter “GEPFREE”.

Google Maps, MapQuest maps or another similar program; Farm Service Agency (FSA) maps; Property Valuation Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. 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 sites), then finish by handwriting the required information.

### What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.