



Alaska Division of Agriculture Hemp Program

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

The following instructions outline required site map contents and basic instructions for obtaining a map. If you need more information after reading these complete instructions, send an email to industrialhemp@alaska.gov or contact the division at 907-745-4469.

You are required to provide to the Division of Agriculture a photographic aerial map of all growing, processing and retail locations. This applies to all applicants and registrants to meet the division's reporting requirements.

Each map should be [in color](#) and contain the following:

- Contain only one address per 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 farm/site entrances.
- A nearby roadway showing the road name.
- Zoom out to show the site location and a connection to a public roadway.
- Field location
 - Outline of each separate field to be used for contiguous planting (see the "What is a Contiguous Location and a Lot" resource available on the Plant Materials Center Website). Do not color in the whole area or use a filled-in polygon on top of the field;
 - Location ID/name for each separate field; and
 - Indicate the acreage for that field intended for contiguous planting.

NOTE: A contiguous field will NOT have any breaks, fence lines, tree lines, or hedge rows dividing the field. Any field division shall be seen as two or more separate fields. (See the "What is a Contiguous Location and a Lot" resource available on the Plant Materials Center Website.)

- Greenhouses, indoor growing structures, storage buildings and the location ID/name of each structure.

NOTE: The greenhouse, indoor growing location, and storage location IDs used MUST be consistent on all registration forms used in the program

- GPS coordinates for each field or building. GPS coordinates should be provided in DEGREESDECIMAL MINUTES (dd° mm.mmm’; example: lat: 38° 9.919’N, long: 84° 49.267’W) with a pin-point showing exactly where the GPS coordinate was taken.
 - 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 <http://www.geoplaner.com>.

The Division of Agriculture 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; Property Valuation Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. Farm Service Agency (FSA) maps are generally not sufficient as they typically are not in color and do not identify the roadway. 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

On both websites, you can zoom in or out to obtain the necessary view of the property. 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).