

# Map Instructions

You must create a map to submit with your ENF filing if the project is seeking streamlining under qualifying housing criteria. Follow the instructions below to create your map.

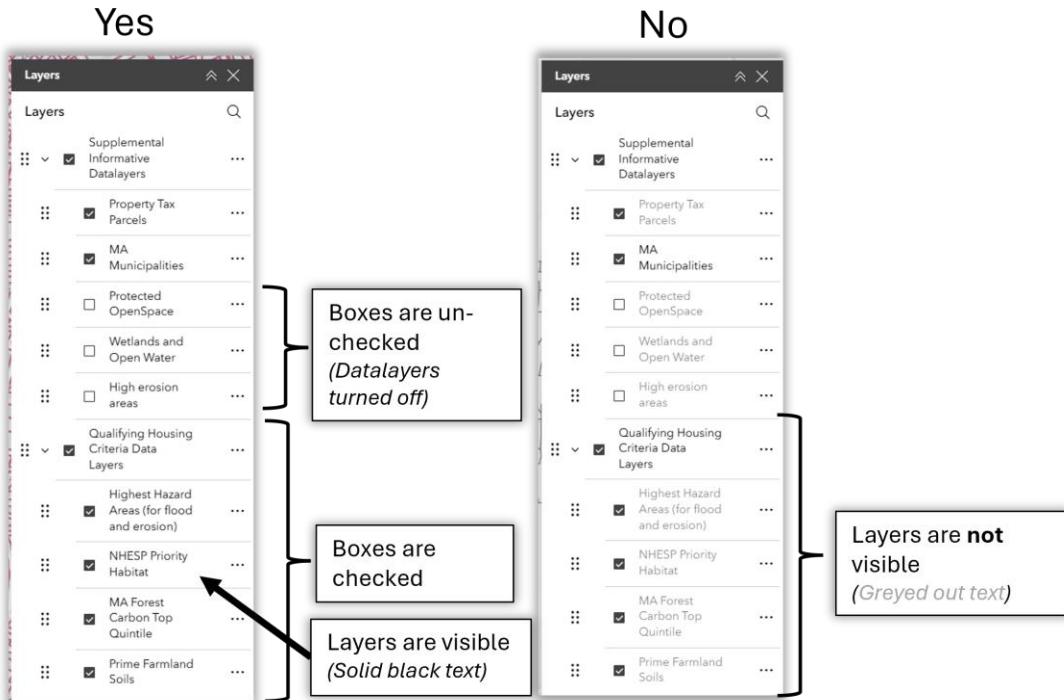
**1. Navigate to your site.**

Use your mouse, or Map Tools, to navigate and zoom into your desired area.

Alternatively, you can use the Search box to find an address or place.

**2. Verify all applicable Qualifying Housing Criteria Data Layers in the Layers list are turned on (which is the default setting) and are visible. There should be four layers related to: (i) top quintile forest carbon stocks; (ii) NHESP priority habitat; (iii) prime farmland soils; and (iv) highest hazard areas for (flooding and erosion).**

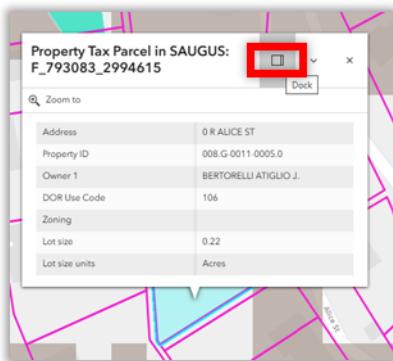
- a. Verify the layer is turned on by making sure the box to the left of the layer name in the Layers list is checked.
- b. Verify the layer is visible by making sure the layer name is black and not greyed out. If your layer is greyed out, you must zoom in further for the layer to appear and be visible.
- c. Verify the Protected OpenSpace, Wetlands and Open Water, and High erosion areas layers are turned **OFF**. These layers are located under the Supplemental Informative Datalayers group.
- d. Verify that the basemap is the Light Gray Canvas (the default setting).



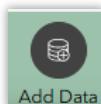
### 3. Identify your parcel or build location so it is clearly distinguished on the map.

This can be done in 1 of 3 ways, described in a through c below.

- Select your parcel by clicking on it, highlighting it in blue. The blue color will distinguish your parcel from the others on the map. If you use this method, dock the accompanying pop-up box so it does not cover your parcel and map. You can dock the pop-up by clicking the *Dock* button located in the top-right of the pop-up window, shown in the red square in the image below.



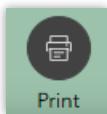
- If you have your own GIS data that shows your parcel or build site, you may add that to the map using the *Add Data* button. You may add a service or local files in the following file formats; shapefile, CSV, KML, GeoJSON, GPX, and FGDB.



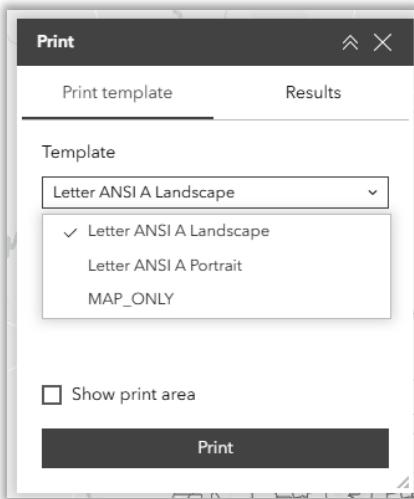
c) You may also use the *Draw* tool to indicate your parcel or build location. With this tool, you can draw a polygon, rectangle, or circle on the map. Use the appropriate shape to draw your site on the map, being sure to keep this shape visible when you print your map.

#### 4. Print your map

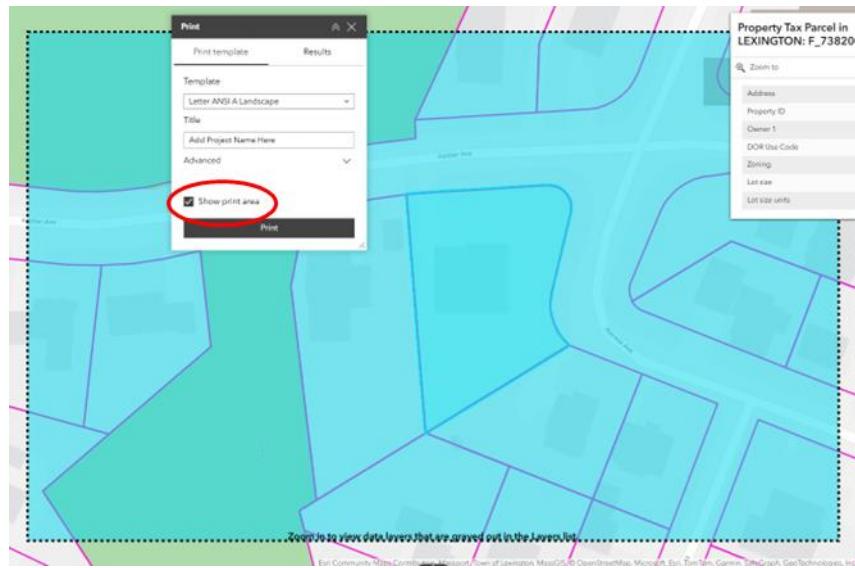
- a. Click on the Print tool.



- b. Under the Template drop-down, select the appropriate map orientation for your area (landscape or portrait).



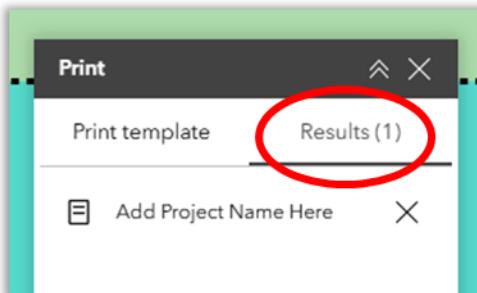
- c. Verify your map is at an appropriate zoom level. In the Print tool pop-up window, check the box next to *Show print area* (circled in red below). A blue box will indicate the area the map will print. Verify that the map will show an appropriate area and will cover the full parcel.



- d. Under *Title*, type in your project name.
- e. Click the Print button.

**Print**

The created map document will appear under the Results tab, circled in red in the image below.



- f. Click on the output file name to open and view the created pdf.
- g. Download the pdf to save it to your files. Include this map with your application.