



ARKANSAS DEPARTMENT OF AGRICULTURE PLANT INDUSTRIES DIVISION

2021 Site Modification Request Form

- This request form must be approved in writing by the Department *prior* to the growing, handling, processing, or storage of hemp material at any location or site that is NOT listed as a licensed Location ID on Page 2+ of your License Certificate.
- **The \$200 Site Modification Fee will be invoiced to you via email once your site mod request is approved.**
- Email your completed Site Modification Request Form to industrialhemp@agriculture.arkansas.gov.

License/Company Name:		License #: <small>(One license number per request form)</small>	
Name of Signing Authority on License:			
Email:		Phone:	

- 1) Check the appropriate box(es) below regarding this site modification request.
 - changes in Growing or Processing sites.
 - changes in Storage sites.
 - changes in University/College sites.
- 2) This *Site Modification Request Form* is intended for license holders that wish to request the addition or removal of sites or Location IDs registered to a license. Refer to Page 2+ of your License Certificate prior to completing this request form. **Keep in mind that if this request is approved, additional Program Fees will be invoiced to you.** A new growing, processing, or storage Location ID is defined as any GPS location that was not listed in the initially approved application (i.e., any change to, removal, or addition of GPS coordinates/Location IDs at an address within the application, or for the addition of a new address.)
- 3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor grow spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites.
Complete only the tables that apply to your request.

Check here to indicate you have read the below instructions.

- Locations must be approved in writing by the Department prior to the planting, handling, processing, or storage of any industrial hemp at a requested new location.
- **Approval/denial will be sent via email.**
- **If request is approved by the Department, a Site Modification Invoice will be issued to you via email.**
- You are required to provide precise GPS coordinates in DECIMAL DEGREES (up to six-digits) for each field, building, and storage structure at each address. *Example: lat: 38.123456 N, long: -92.123456 W*
- You are required to provide an aerial map depicting each address and Location ID with this request. Refer to the map making instruction information at the end of this request form.
- The Location ID names used within this request form MUST be consistent on all future report forms used in the Program. A new License Certificate will be generated reflecting the requested Location ID changes.



ARKANSAS DEPARTMENT OF AGRICULTURE

PLANT INDUSTRIES DIVISION

4) Field Addresses. Complete parts a) and b) below. Attach additional page(s) as necessary.

- Intended for Grower licenses ONLY.
- Field Plots more than 20 feet away from one another MUST be registered as separate Field Location IDs.

a) Enter information for the **ADDITION** of requested field address(es) or additional field(s) to already approved address(es) in the cells below. Be sure to include a Location ID and six-digit GPS coordinates for each growing site.

Farm 1	Planting Address 1	City	State	Zip	County	Own or Rent
				AR		
Indicate if this farm has multiple entrances: Yes <input type="radio"/> No <input type="radio"/> If yes, number of entrances:						
	Location ID*	GPS: Latitude Ex: 34.123456	GPS: Longitude Ex: -92.123456	Acres		
Field 1						
Field 2						
Field 3						
ATTACH A COPY OF LEGAL LAND DESCRIPTION. ATTACHED? Y N						
Farm 2	Planting Address 2	City	State	Zip	County	Own or Rent
			AR			
Indicate if this farm has multiple entrances: Yes <input type="radio"/> No <input type="radio"/> If yes, number of entrances:						
	Location ID*	GPS: Latitude Ex: 34.123456	GPS: Longitude Ex: -92.123456	Acres		
Field 1						
Field 2						
Field 3						
ATTACH A COPY OF LEGAL LAND DESCRIPTION. ATTACHED? Y N						

b) Enter information for the **REMOVAL** of requested field locations. Be sure to include Location ID names (as they appear on Page 2+ of your License Certificate) for each growing site.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

*Location ID: A unique identifier or common name for each field, as designated by the license holder. The Location ID will be listed on Page 2+ of your License Certificate and used to identify the field.



ARKANSAS DEPARTMENT OF AGRICULTURE

PLANT INDUSTRIES DIVISION

5) **Greenhouse/Indoor Growing Addresses.** Complete parts a), b), and c) below. Attach additional page(s) as necessary. Intended for Growers only.

a) **Indicate type of greenhouse production (check or circle all that apply):**

- Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

b) Enter information for the **ADDITION** of requested **greenhouse/indoor growing address(es)** or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID name and six-digit GPS coordinates for each requested indoor growing site.

Indoor Growing Address 1	Planting Address 1		City	State	Zip	County	Own or Rent
				AR			
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>		Square Feet
Building 1							
Building 2							
Building 3							

• ATTACH A COPY OF LEGAL LAND DESCRIPTION. ATTACHED? Y N

Indoor Growing Address 2	Planting Address 2		City	State	Zip	County	Own or Rent
				AR			
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>		Square Feet
Building 1							
Building 2							
Building 3							

• ATTACH A COPY OF LEGAL LAND DESCRIPTION. ATTACHED? Y N

c) Enter information for the **REMOVAL** of requested greenhouse/indoor growing locations. Be sure to include Location ID names (as they appear on Page 2+ of your License Certificate) for each growing site.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of structure may be a greenhouse, high tunnel, barn, warehouse, etc.

*Location ID: A unique identifier or common name for each field, as designated by the license holder. The Location ID will be listed on Page 2+ of your License Certificate and used to identify the field.



ARKANSAS DEPARTMENT OF AGRICULTURE

PLANT INDUSTRIES DIVISION

6) **Processing Addresses. LICENSED PROCESSORS/HANDLERS ONLY** – Complete parts a) and b) below. Attach additional page(s) as necessary.

a) Enter information for the **ADDITION** of requested processing address(es) or additional building(s) to already approved address(es) in cells below. Be sure to include a Location ID and six-digit GPS coordinates for each requested processing site.

Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
				AR		
	Location ID*	Type of Structure†	GPS: Latitude Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
Building 1						
Building 2						
Building 3						

Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
				AR		
	Location ID*	Type of Structure†	GPS: Latitude Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
Building 1						
Building 2						
Building 3						

b) Enter information for the **REMOVAL** of requested processing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement/Application*) for each processing site.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of Structure may be a warehouse, store front, industrial complex, etc.

*Location ID: A unique identifier or common name for each field, as designated by the license holder. The Location ID will be listed on Page 2+ of your License Certificate and used to identify the field.



ARKANSAS DEPARTMENT OF AGRICULTURE

PLANT INDUSTRIES DIVISION

7) **Storage Addresses.** Complete parts a) and b) below. Attach additional page(s) as necessary. NOTE: Storage addresses must be listed in the below table even if the site is already listed in Questions 5 or 6 above.

a) Enter information for the **ADDITION** of requested storage building(s) in the cells below. Be sure to include a Location ID and six-digit GPS coordinates for each requested storage site.

Storage Location 1	Storage Address 1	City	State	Zip	County	Own or Rent
				AR		
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>	
Building 1						
Building 2						
Building 3						

Storage Location 2	Storage Address 2	City	State	Zip	County	Own or Rent
				AR		
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>	
Building 1						
Building 2						
Building 3						

b) Enter information for **REMOVAL** of requested storage address(es) below.

NOTE: The Department does NOT recommend removing storage location(s) unless you are absolutely certain that you will NOT use the storage facility at any time.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of Structure may be a warehouse, barn, high tunnel, etc.

*Location ID: A unique identifier or common name for each field, as designated by the license holder. The Location ID will be listed on Page 2+ of your License Certificate and used to identify the field.



ARKANSAS DEPARTMENT OF AGRICULTURE PLANT INDUSTRIES DIVISION

8) Attach maps depicting Location IDs being requested for addition.

Indicate number of maps being submitted: _____

9) If locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. The Department reserves the right to request a notarized letter of support from the property owner.

Yes No Not Applicable (owned by me)

If "Yes," complete the table below for leased locations:

Leased Location Address	Name of Owner/Landlord	Phone Number of Owner/Landlord

10) If your mailing address has changed, please provide your new mailing address in the table below.

Street Address	City	State	Zip	County

I hereby verify and affirm that all the information contained in this Site Modification Request Form is true and accurate to the best of my knowledge. I understand that the Department must approve and provide an updated License Certificate reflecting location changes before this request becomes effective. I also understand that if the Department later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and the Department may take enforcement action against me, which may result in license suspension or revocation.

Print Name of License Signing Authority

Date

Signature of License Signing Authority

EMAIL TO: industrialhemp@agriculture.arkansas.gov

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. You are required to provide the Department a photographic aerial map of all growing, handling, processing, and storage locations. This requirement applies to all applicants and License holders, and will assist with the Department's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Only one address per map and all locations at that address on a single 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 site entrance on the map. "E2" marking any secondary farm/site entrances.
- Must be zoomed out to show the site location, a public roadway, and the road name.
- Processing buildings, storage buildings, or handling facilities and the Location ID/name of each structure.

NOTE: The handling, processing, and storage location IDs used MUST be consistent on all report forms used in the program.

- GPS coordinates for each building. GPS coordinates should be provided in DECIMAL DEGREES up to six-digits (Example: *lat: 34.123456 N, long: -92.123456 W*) with a pinpoint 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 this way, please visit www.geoplaner.com

The Department 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 Administrator (PVA) maps; or Soil Conservation maps with legible handwritten information will usually suffice if they are in color. To obtain a map online:





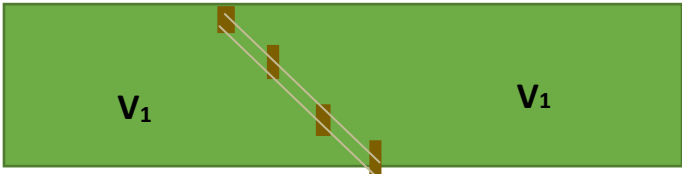
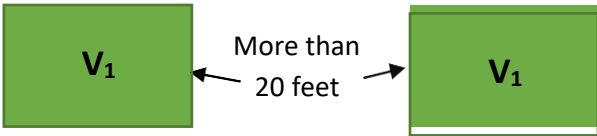
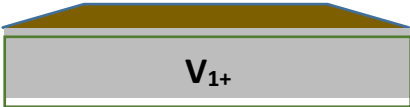
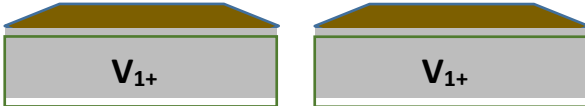
- You can go to Google Maps online at <https://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On MapQuest at <http://mapquest.com/>, locate the address on your screen, 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).

What is a Contiguous Location?

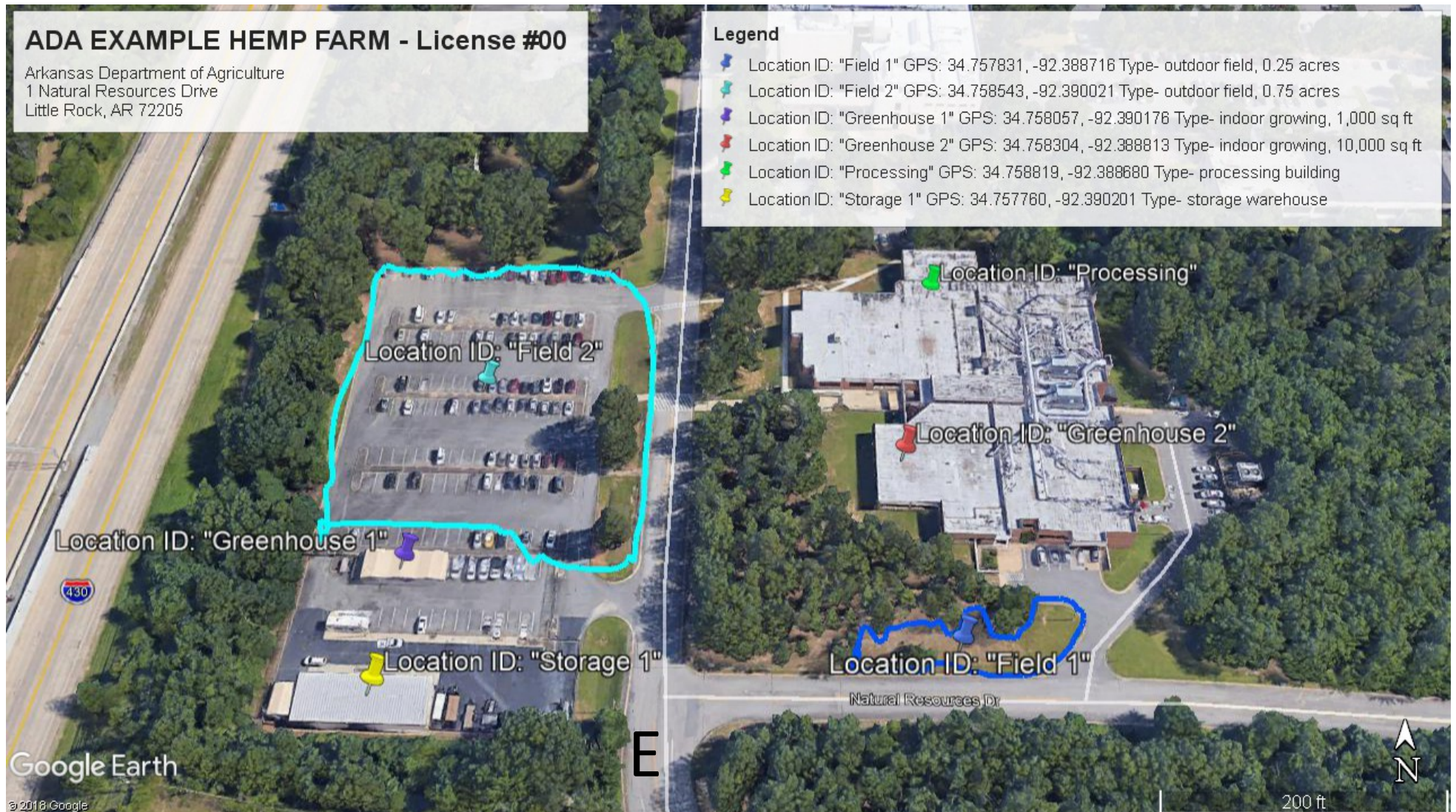
A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

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

Contiguous Locations?	Diagram V = variety
Yes, 1 Field	
Yes, 1 Field	
<p><u>NO, 2 Fields</u> Reason: Field divided by trees or hedgerow.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by stream.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by fence.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by space of more than 20 feet.</p>	
Yes, 1 Building	
<p><u>NO, 2 Buildings</u> Reason: Two separate buildings.</p>	

AERIAL LOCATION ID MAP CHECKLIST

- COMPANY NAME ON MAP
- STREET ADDRESS ON MAP
- ALL LOCATION IDS AT STREET ADDRESS ON ONE MAP
- ENTRANCES MARKED 'E'
- ZOOMED OUT TO SHOW WHOLE SITE LOCATION AND NEARBY LABELED PUBLIC ROAD NAME
- ALL LOCATION IDS LABELED WITH UNIQUE LOCATION ID NAMES (NO REPEAT NAMES)
- GPS COORDINATES FOR EACH BUILDING/FIELD PLOT IN DECIMAL DEGREES UP TO SIX-DIGITS
- PIN-POINT SHOWING WHERE THE GPS COORDINATE IS TAKEN



NOTE This map is for example purposes ONLY. There is no industrial hemp grown at any of these locations.