



2024 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.



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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.



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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.



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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.



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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 Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
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 Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
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.



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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



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INSTRUCTIONS FOR CREATING AERIAL LOCATION ID MAPS AND OBTAINING GPS COORDINATES FOR HEMP APPLICATION SUBMISSIONS

These instructions detail the required aerial “Location ID” map contents and provides basic guidance on acquiring a map and its associated GPS coordinates.

A “Location ID” is defined in the AR Hemp Program as “the unique identifier name established by the applicant for each unique set of GPS coordinates where industrial hemp will be grown, handled, stored, or processed, which may include a field name or a building name.”

An aerial Location ID map is mandatory for all requested sites for licensure with the AR Hemp Program. This includes all locations for growing, storing, processing, and handling hemp material in Arkansas. The AR Hemp Program relies on these aerial Location ID maps to ensure compliance with state and federal regulations governing hemp production.

One aerial Location ID map is needed per street address that is requested for licensure with the program.

Location ID Map Checklist of Requirements:

- Individual or Company Name on Map (& Hemp License Number, if known)**
- Map in color**
- Street address on Map**
- All Location IDs Labeled and Indicated at one Street Address on one Map**
- All entrances marked “E”**
- Zoomed out enough to show whole site Location and nearby labeled public road name**
- All Location IDs labeled with different names; no repeating Location ID names**
- GPS Coordinates for each building and/or Field plot in Decimal Degrees format (up to six-digits), *example: (35.123456, -92.123456)***
 - Online applications for obtaining GPS coordinates: maps.google.com, earth.google.com, or geoplaner.com
 - Mobile Applications (“Apps”) for obtaining GPS coordinates: **Google Maps, Apple Maps, or Google Earth**

The AR Hemp Program prefers aerial Location ID maps created using **Google Earth Pro**. You can download Google Earth Pro to your computer for free by visiting:

<https://www.google.com/earth/about/versions/#download-pro>

MAKING AERIAL MAPS WITH GOOGLE EARTH PRO

- 1) Download Google Earth Pro to your computer and open the application.
- 2) Google Earth Pro defaults GPS coordinates to “DEGREES, DECIMAL MINUTES,” and we need to change this format to the six-digit “**DECIMAL DEGREES**” format for the AR hemp program. *Ex: (34.123456, -92.123456)*
- 3) In the upper lefthand corner of the screen, click on “**T**ools,” then “**O**ptions...”
- 4) Under the “**3D View**” options tab, you will see a box entitled “**Show Lat/Long.**” Change this box to “**DECIMAL DEGREES.**” This will ensure GPS coordinates in the correct format.
- 5) Then click “**A**pply,” then “**O**K.”
- 6) Type in your street address in the Search Bar in the lefthand corner of the screen, then click “**S**earch.”
- 7) Now that we are at the property, we need to add “Placemarkers” for each of your requested Location IDs with the hemp program. Click on the yellow thumbtack icon

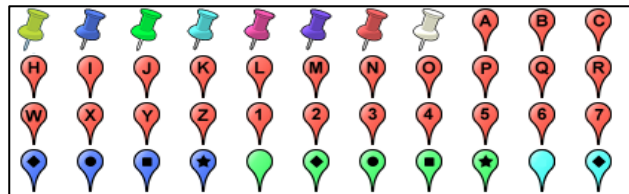


located on the top toolbar. This is the “**add Placemark**” icon.

- 8) Click and drag the Placemark to your desired Location ID site. A “**Properties**” box should appear, giving you information about this Placemark, including the GPS coordinate information. Notice how the Latitude and Longitude information changes as you drag the Placemark around. Record the GPS coordinate information within your hemp application on the Location ID pages.
- 9) Under the Placemark’s “**Properties**” box, name the Placemark the unique Location ID name you listed within your hemp application. Refer to those pages within your application so that the information matches this map **exactly**.




Ex: “Field 1,” “NE Field,” “Purple GH,” “Storage Barn,” “Test Plot,” “GH 2,” etc.

- 10) Click “**O**K.” Your placemaker should now be labeled and placed on your aerial map!
- 11) *You will want to give each of your Location IDs a different colored or styled Placemark.* This will come in handy later, but they **must** be different from one another. You can change colors and styles of Placemarkers under each Placemark’s “**Properties**” box, under the “**Style, Color**” tab or by selecting the Placemark icon next to “**Name:**” in the Properties Box.



*To access the “**Properties**” box, right click on the Placemark you wish to change and click “**Properties.**” When finished, click “**O**K.”*

- 12) To give all entrances marked on the property with “**E**,” use Placemarkers and label them: E1, E2, E3, etc. for every entrance to the property.

- 13) Field Location IDs must be outlined on the map. To outline a Field plot, click the “**add Pathway**” icon located on the top toolbar. 
- 14) Under the Pathway’s property box, click “**Style, Color.**” Change the color to **white** (if needed) and the width to “**4.0**”
- 15) You are now ready to outline your requested Field Location ID. Try to outline the requested field plot as accurately as possible on where you desire to grow/cultivate hemp outdoors. **Remember that field plots more than 20 feet away from one another MUST be registered as separate Field Location IDs. Greenhouses and other indoor growing locations are treated as individual structures and need separate GPS coordinates. See “What is a Contiguous Location?” document in this instructions packet.**
Pathways do not need a labeled name, since a Placemark with the Field Location ID name has already been placed and labeled within the Pathway.
- 16) Near the bottom lefthand corner of the screen under “**Layers,**” make sure the following items are checked ‘on’ so that they are displayed on the map: **Borders and Labels, Places, and Roads.**
- 17) If all of your Location ID placemarkers are labeled/placed, and Field pathways are outlined, you are now ready to prepare your map for finishing-touches.
- 18) In the top toolbar, click on “**Save Image.**” 
- 19) Now is a good time to zoom in or zoom out as needed so that nearby labeled roads are displayed and all Location ID placemarkers at the street address are displayed.
- 20) Click on “**Legend,**” near the top righthand corner of the map. Check ‘on’ the Location ID placemarkers you would like displayed on the map. Remove pathways and any other unnecessary legend information.
Note: If you did not create different colored/styled Placemarkers as mentioned in 11), the legend will not properly display all Placemarkers. Every Placemark must be different in style/color.
- 21) Once your legend displays all of your Location ID names/Placemarkers, click on the “**untitled map**” box at the top righthand corner of the map.
- 22) Put the name you are applying for a hemp license under as the map title. This can be your individual name or your company’s name. You can also put your Hemp License number here, if known.
- 23) Under “**Write a description for your map.**” Put the street address of this location. You can even put Point-of-Contact information here. Remember: one street address per map.
- 24) Double-check that you have satisfied all requirements for the map by referring to the checklist located just before these numbered instructions under “**Location ID Map Checklist of Requirements.**”
- 25) Your aerial map should be ready to save. Click on “Save Image...” on the top toolbar. 
- 26) Save the image. Provide this attachment as part of your hemp program application.

WHAT IS A CONTIGUOUS LOCATION?

A contiguous field will NOT have any breaks, fence lines, tree lines, bodies of water, 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 GPS coordinates.

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



***NOTE* This map is for example and illustrative purposes ONLY. There is no hemp or any cannabis growing at any of these locations.**