



# Kentucky Department of Agriculture Industrial Hemp Research Pilot Program 2019 Site Modification Request

**OFFICIAL USE ONLY.**

Check #

- The submission of this request form and a subsequent *Licensing Agreement Amendment* must be executed prior to the growing, handling, processing, or storage of hemp materials at any location (GPS coordinates) NOT already listed on your *Licensing Agreement*.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

<b>License Holder:</b>	<b>License #:</b>
<b>Name of Signing Authority on License (if business):</b>	
<b>Email:</b>	<b>Phone:</b>

**1) Check the appropriate box(es) below regarding this request.**

- ☐ Prior to signing *Licensing Agreement*. (No fees assessed)
- ☐ Growing or Processing sites after signing *Licensing Agreement*. (Fees assessed\*)
- \*Check must accompany form submission.**
- ☐ Storage only. (No fees assessed)
- ☐ University/College location. (No fees assessed)

**2) If you are requesting this change after your *Licensing Agreement* has been signed, you must include a \$750 Site Modification Surcharge fee for each new set of GPS Coordinates. A new growing or processing location is defined as any GPS location that was not listed on the initial *Licensing Agreement* (i.e., any change to or addition of GPS coordinates at an address on the *Licensing Agreement*, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but prompt request to KDA and approval is required for storage-only sites. **The check or money order must be made payable to the Kentucky State Treasurer and attached to this form.****

- ☐ Attached check in the amount of : \$ \_\_\_\_\_  
(Total amount equals the number of new locations, i.e., each set of GPS coordinates x \$750.)

**3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor growing spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites. Complete only the tables that apply to your request.**

Check here to indicate that you have read the below instructions. ☐

- Locations must be approved in writing by KDA and included in your *Licensing Agreement* prior to the planting, handling, processing, or storage of any industrial hemp in this location.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field, building, and storage structure at each address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps for Submission* at the end of this form, pages i-iii.
- The field and building IDs used in these tables MUST be consistent on all future report forms used in the program.**



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

<b>a) Enter information for the <u>ADDITION</u> 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 GPS coordinates for each growing site.</b>						
<b>Farm 1</b>	<b>Planting Address 1</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>County</b>	<b>Own or Rent</b>
			KY			
	Indicate if this farm has multiple entrances:      Yes      No      If yes, number of entrances:					
	<b>Location ID*</b>	<b>GPS: Latitude</b> <i>Ex: 38° 9.919'N</i>	<b>GPS: Longitude</b> <i>Ex: 84° 49.267'W</i>		<b>Acres</b>	
<b>Field 1</b>						
<b>Field 2</b>						
<b>Field 3</b>						
<b>Farm 2</b>	<b>Planting Address 2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>County</b>	<b>Own or Rent</b>
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, number of entrances:					
	<b>Location ID*</b>	<b>GPS: Latitude</b> <i>Ex: 38° 9.919'N</i>	<b>GPS: Longitude</b> <i>Ex: 84° 49.267'W</i>		<b>Acres</b>	
<b>Field 1</b>						
<b>Field 2</b>						
<b>Field 3</b>						

<b>b) Enter information for the <u>REMOVAL</u> of requested field locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i>) for each growing site.</b>					
	<b>Address</b>	<b>City</b>	<b>Zip</b>	<b>County</b>	<b>Location ID*</b>
<b>Location 1</b>					
<b>Location 2</b>					

\* Location ID: A unique identifier or common name for each field, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the field.

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

**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 and GPS coordinates for each growing site.**

Indoor Growing Address 1	Planting Address 1		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W	Square Feet		
Building 1							
Building 2							
Building 3							

Indoor Growing Address 2	Planting Address 2		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W	Square Feet		
Building 1							
Building 2							
Building 3							

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

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

<sup>+</sup> Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

\* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.

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

a) Enter information for the <b>ADDITION</b> of requested processing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each processing site.						
Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
			KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						
Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
			KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						

b) Enter information for the <b>REMOVAL</b> of requested processing locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i> ) for each processing site.					
	Address	City	Zip	County	Location ID
Location 1					
Location 2					

<sup>+</sup> Type of Structure may be a warehouse, store front, industrial complex, etc.

\* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the building.

7) **Storage Addresses. Complete parts a) and b) below.** Attach additional page(s) as necessary.

NOTE 1: The Site Modification Surcharge does **not** apply to storage-only addresses.

NOTE 2: Storage addresses must be listed in the below table even if listed in tables for Questions 4 - 6 above, in order to provide GPS coordinates for the storage building(s).

a) Enter information for the <b>ADDITION</b> of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site.							
Storage Location 1	Storage Address 1		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>		
Building 1							
Building 2							
Building 3							
Storage Location 2	Storage Address 2		City	State	Zip	County	Own or Rent
				KY			
	Location ID*	Type of Structure <sup>+</sup>	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>		
Building 1							
Building 2							
Building 3							

b) Enter information for <b>REMOVAL</b> of requested storage address(es) below. NOTE: KDA 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					

<sup>+</sup> Type of Structure may be a warehouse, barn, high tunnel, etc.

\* Location ID: A unique identifier or common name for each structure, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.

**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. KDA 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 of the information contained in this Site Modification Request Form is true, accurate, and complete. I understand that KDA must approve and provide a *Licensing Agreement Amendment* before this request becomes effective. I also understand that if KDA later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and my *Licensing Agreement* may be withheld or terminated.**

\_\_\_\_\_  
**Signature of License Holder / Approved Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name**

## **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. A detailed set of instructions for Google Earth to generate GPS coordinates and maps can be found on KDA's website at: [http://www.kyagr.com/marketing/documents/HEMP\\_APP\\_How-to-Google-Earth-2018.pdf](http://www.kyagr.com/marketing/documents/HEMP_APP_How-to-Google-Earth-2018.pdf). If you need more information after reading these complete instructions, contact [Hemp@ky.gov](mailto:Hemp@ky.gov).

You are required to provide to KDA a photographic aerial map of all handling, processing, and storage locations. This requirement applies to all applicants and License Holders, and will assist with KDA'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 2019 program.**

- GPS coordinates for each building. GPS coordinates should be provided in DEGREES DECIMAL MINUTES (dd° mm.mmm'; Example: *lat: 38° 9.919'N, long: 84° 49.267'W*) with a pinpoint showing exactly where the GPS coordinate was taken. The Google Earth instructions on KDA'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).

KDA 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:





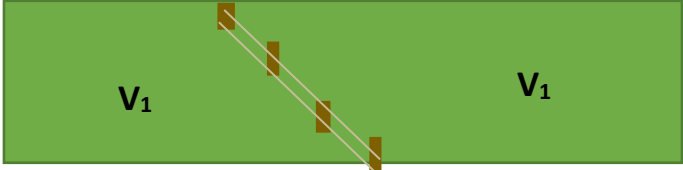
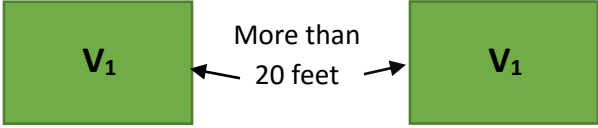
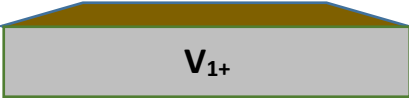
- You can go to Google Maps online at <http://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On MapQuest at <http://www.mapquest.com/>, locate the address on your screen,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

## 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
<b>Yes, 1 Field</b>	
<b>Yes, 1 Field</b>	
<b><u>NO, 2 Fields</u></b> <u>Reason:</u> Field divided by trees or hedgerow.	
<b><u>NO, 2 Fields</u></b> <u>Reason:</u> Field divided by stream.	
<b><u>NO, 2 Fields</u></b> <u>Reason:</u> Field divided by fence.	
<b><u>NO, 2 Fields</u></b> <u>Reason:</u> Field divided by space of more than 20 feet.	
<b>Yes, 1 Building</b>	
<b><u>NO, 2 Buildings</u></b> <u>Reason:</u> Two separate buildings.	