

***MyTDEC Forms Application:  
Finding Latitude and Longitude for Permit Sites***

December 7<sup>th</sup>, 2020

Version 1.2

## How do I find the appropriate latitude and longitude for a permit site?

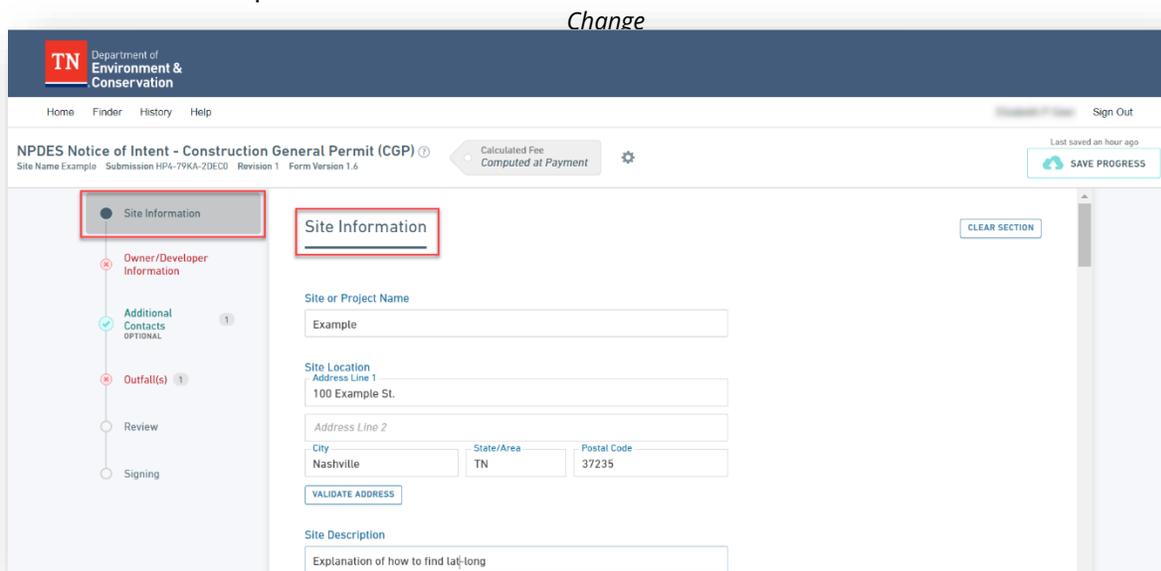
### Overview

The following document will provide step-by-step guidance on how to locate the latitude and longitude (lat-long) of a site by using the Site Information page to request information on the MyTDEC Forms platform. This job aid covers instructions on finding lat-long after you have already started a form. If you need assistance locating a specific form as well, please see “FAQ Job Aid How to Find a Form”.

### Step-by-Step Guide

#### Step 1- Navigate to “Site Information”

Begin by navigating to the **“Site Information”** section of the form. Once you see the screen below, complete all the fields listed.



*Change*

Department of Environment & Conservation

Home Finder History Help

NPDES Notice of Intent - Construction General Permit (CGP) <sup>?</sup>  
 Site Name Example Submission HP4-79KA-2DECD Revision 1 Form Version 1.6

Calculated Fee  
Computed at Payment

Sign Out

Last saved an hour ago  
SAVE PROGRESS

CLEAR SECTION

Site Information

Owner/Developer Information

Additional Contacts OPTIONAL 1

Outfall(s) 1

Review

Signing

Site or Project Name  
Example

Site Location  
Address Line 1  
100 Example St.

Address Line 2

City Nashville State/Area TN Postal Code 37235

VALIDATE ADDRESS

Site Description  
Explanation of how to find lat-long

Figure 1 Site Information Section

**Step 2 – Approximating Center of the Site**

When entering your **Site Information**, you will be asked to provide the location **coordinates** (latitude and longitude). A precise location is needed to accurately identify the location of the activity and utilizing latitude and longitude is a stable and consistent means of doing this. Since street names may change over time, or the location may not occur near an official street address. Additionally, the EPA Electronic Reporting Rule **requires** that the latitude and longitude be required data elements.

The easiest way to determine the latitude and longitude is to enter the site address in the **search bar** at the top of the map, as shown in the image below. A list of possible addresses will open in a drop-down menu below the search bar. Click on the address that matches your location, and the latitude and longitude of that site will be **automatically populated** into the form. The **Latitude and Longitude boxes** are also highlighted at the bottom of the image below.

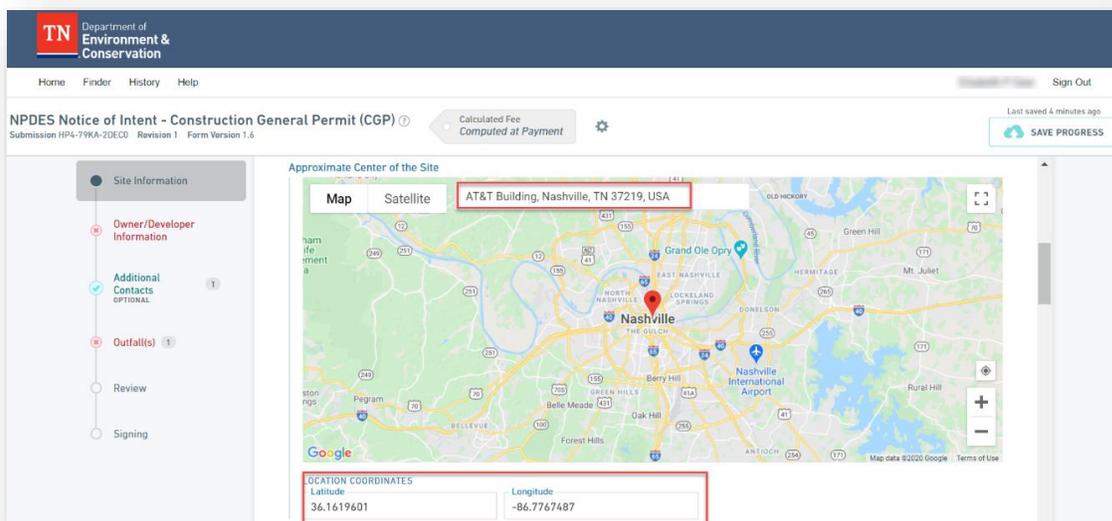


Figure 2 Map and Coordinates of Site



**Step 3 – Trouble with Locating Site**

If you **do not know** the address of the site, you can use the **Google Maps tool** (see image above) to find the location.

1. One way to accomplish this is to **enter in the search bar a known address** that is very close to your site location. Once that address is displayed on the map, use your mouse to **click on the exact location** of your site. This will **drop a red pin** onto the location you chose, and the corresponding coordinates will be **automatically populated** into the form.
2. If you are **not aware of a known address** close to your site location, use your mouse to **drag the map** to the location of your site. Once you have located it on the map, simply **click on the site location to drop a red pin**; the corresponding coordinates will be **automatically populated** into the form.

