MyTDEC Forms Application:
Finding Latitude and Longitude for Permit Sites

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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.

![Site Information Section](image)

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](image-url)
### 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.