

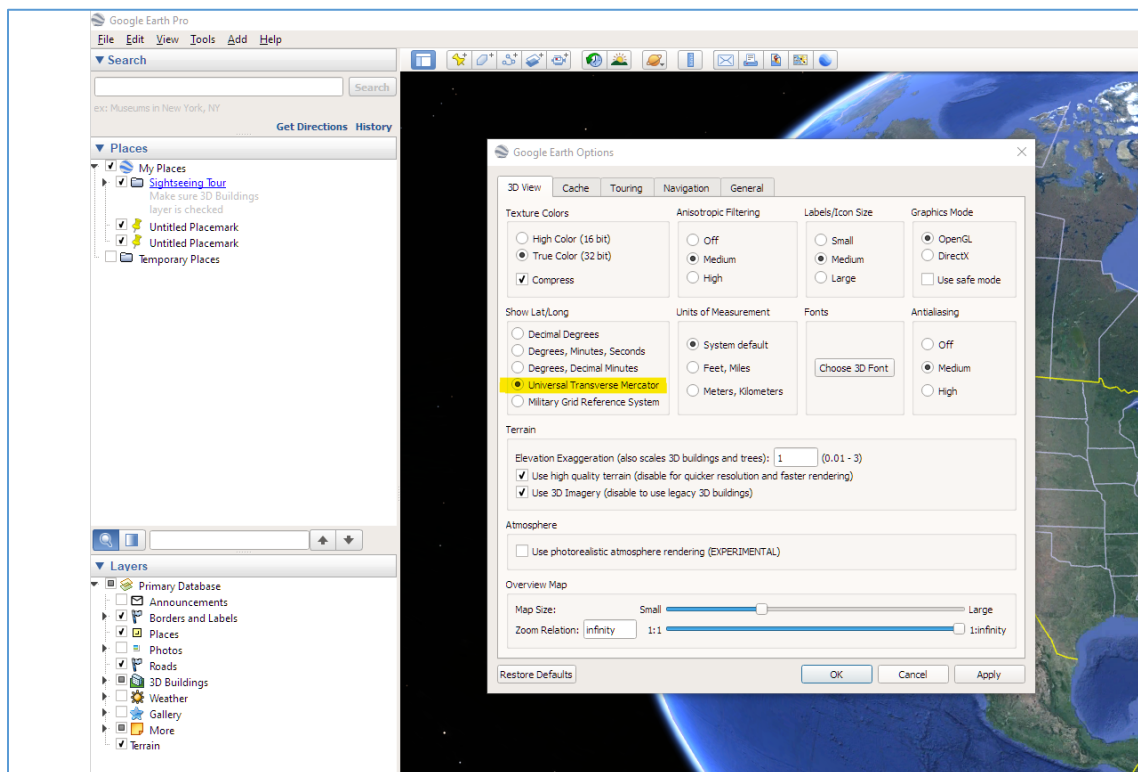
# GUIDE TO USING GOOGLE EARTH PRO

## STEP 1: Download latest version of Google Earth Pro

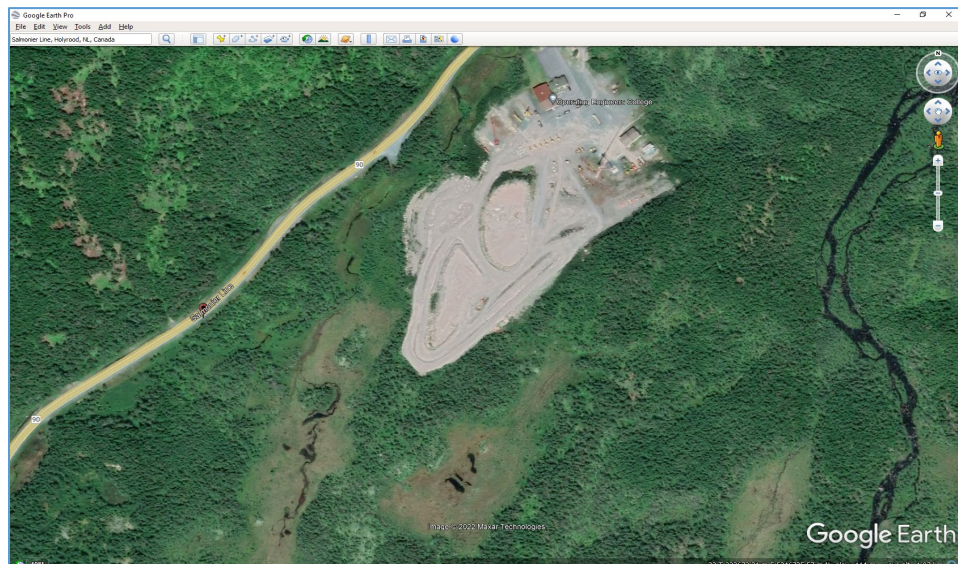
- Search on <https://www.google.com/> for “Google Earth Pro”, or go to <https://www.google.com/earth/versions/>
- Select **Google Earth Pro on desktop**
- Click on **Download Earth Pro on desktop**
- Click **Agree and Download**
- Follow the download and install prompts.

## STEP 2: Set up Google Earth Pro for applications

- On the main tool bar, select “TOOLS” then “OPTIONS”.
- Under the “Show lat/long” heading, select “Universal Transverse Mercator”.
- Click OK.



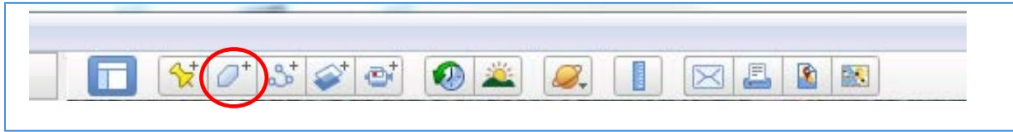
## STEP 3: Zoom into the area for the application



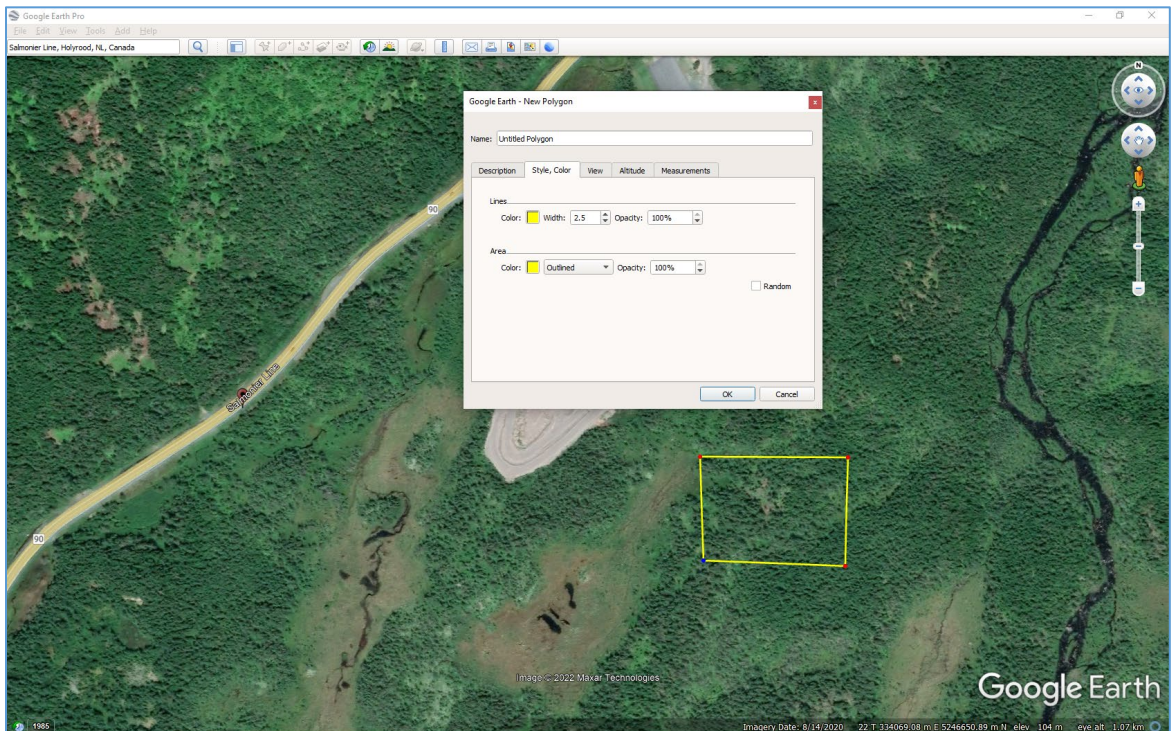


#### **STEP 4: Draw a polygon around the area you are applying for**

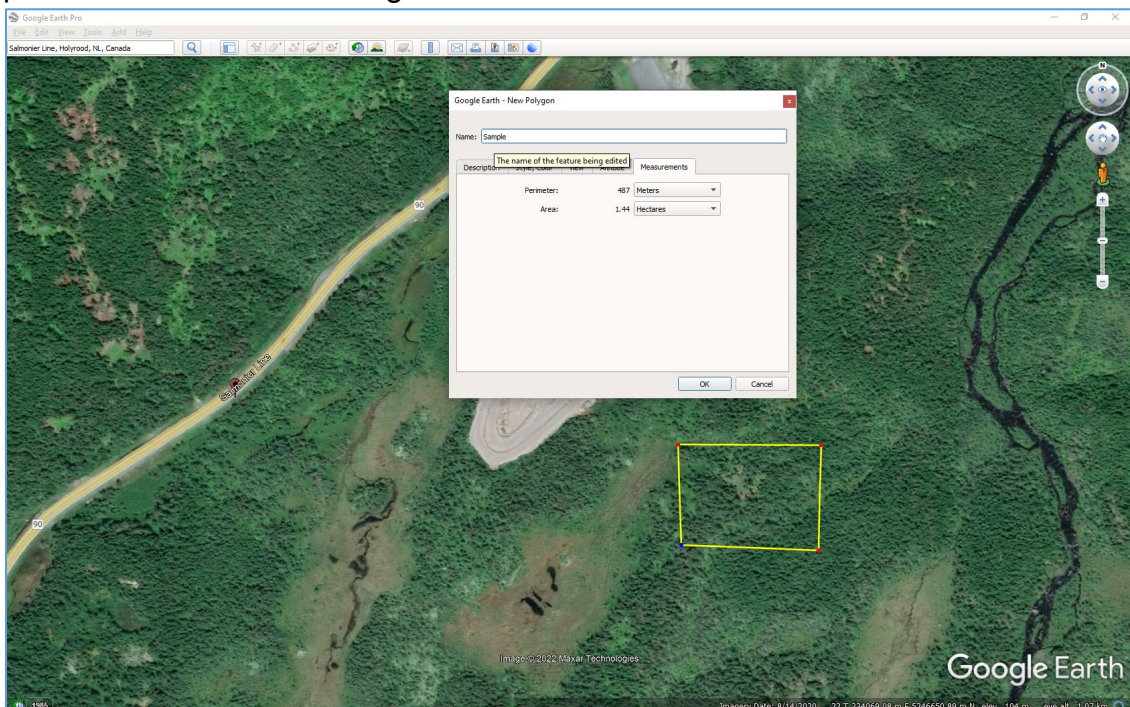
- Select the “Add Polygon” Tool.



- Keep the dialogue box open, and select the “Style, Color” tab.
- Change the line color of your polygon to yellow (or another bright colour depending on the land) for better visibility, and the width to 2 or 2.5.
- Change the area appearance to “Outlined” so that you can see what you are drawing around.
- Draw a polygon around the area (move the dialogue box around if needed).



- To check the size of the site you have drawn, select the “Measurements” tab in the dialogue box. Change the measurements for “Perimeter” to Meters and “Area” to Hectares.
- Once you are satisfied with the area you have drawn, name your polygon and press OK to close the dialogue box.



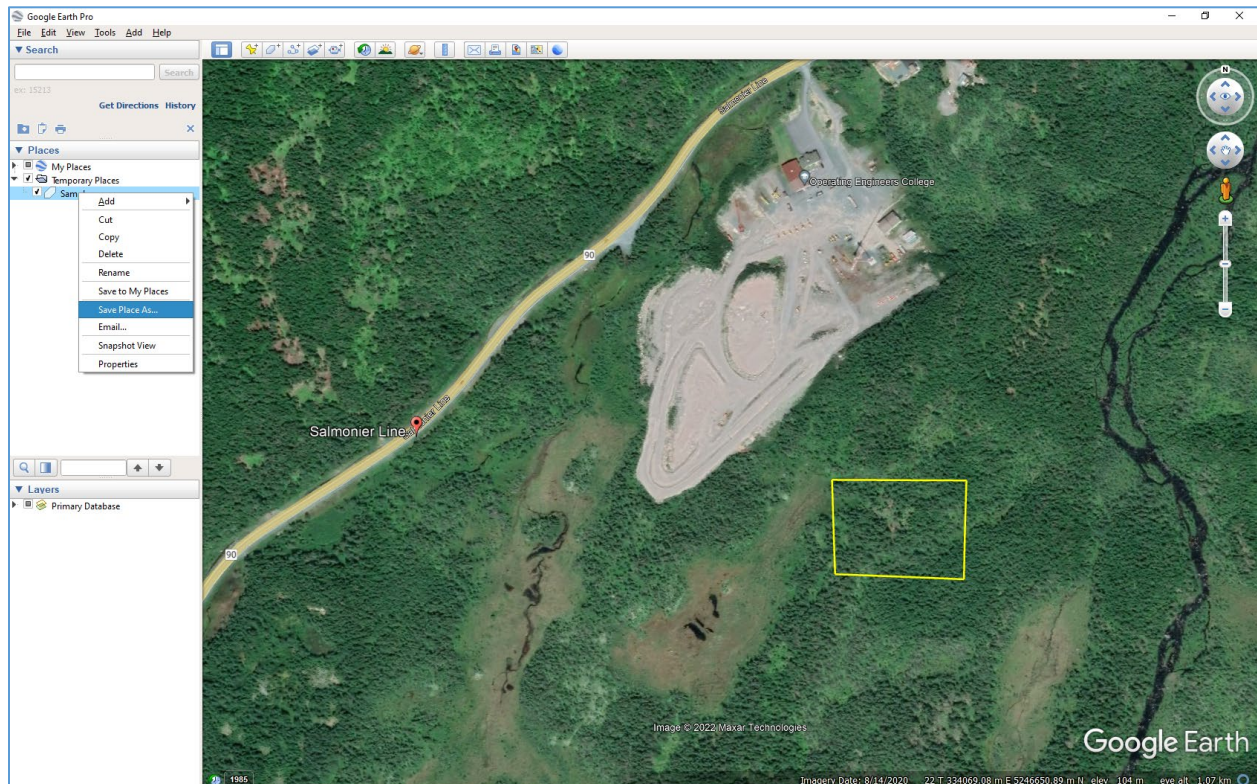


## **STEP 5: Email your file**

On the left hand side of the screen, under “Places”, select the outline/polygon of your selected area.

Right click on the polygon, select “Save Place As” and save the file as a .kmz file to your computer.

When sending in the completed application by email, attach this .kmz file to that email as well.



Email a copy of your application and .kmz file to:

- For Avalon and Surrounding Area: [Devconavalon@gov.nl.ca](mailto:Devconavalon@gov.nl.ca)
- For Clarenville and Surrounding Area: [DEVCONEasternRegion@gov.nl.ca](mailto:DEVCONEasternRegion@gov.nl.ca)
- For Gander and Grand Falls-Windsor and Surrounding Area: [Devsnlcentral@gov.nl.ca](mailto:Devsnlcentral@gov.nl.ca)
- For Corner Brook and Surrounding Area including Labrador: [GSCWesternReferrals@gov.nl.ca](mailto:GSCWesternReferrals@gov.nl.ca)

For telephone numbers for Government Service Centre Offices:

<https://www.gov.nl.ca/dgsnl/department/contact/#locations>