

# 2024 Community Tree Planting Grant

## USING THE VERMONT NATURAL RESOURCES ATLAS TO CREATE A PLANTING MAP

The [Community Tree Planting Grant](#) requires one or more maps to applications illustrating the planting plan.

### At minimum, maps must show:

- Planting sites labeled numerically to correspond to the Tree Table (planting list)
- Street names or other landmarks
- Right-of-Way and property lines, with ownership if known
- Satellite imagery view / basemap
- Map scale (e.g., 1 inch = 100 feet)

### You may also want to include information about:

- Planting site volume and soil type
- Distance to any nearby structures or streets and distance between trees
- Easements (if applicable)
- Overhead and underground utilities (if applicable)

While an engineered site plan or landscape plan will show these elements, anybody can create a basic planting plan using the [Vermont Agency of Natural Resources Atlas](#) (ANR Atlas), with site numbers added using your computer’s built-in image editing software can suffice.

The ANR Atlas is an interactive, web-based geographic information system (GIS) tool that you to view a wide variety of geospatial data and build their own maps. [Consult Lake Champlain Sea Grant’s guide](#) for more detailed information and instructions on using the ANR Atlas.

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## USING THE VERMONT NATURAL RESOURCES ATLAS TO CREATE A BASE MAP

### 1. Load the ANR Atlas.

Open your computer's web browser and follow this link (it may take a moment to load the image below):

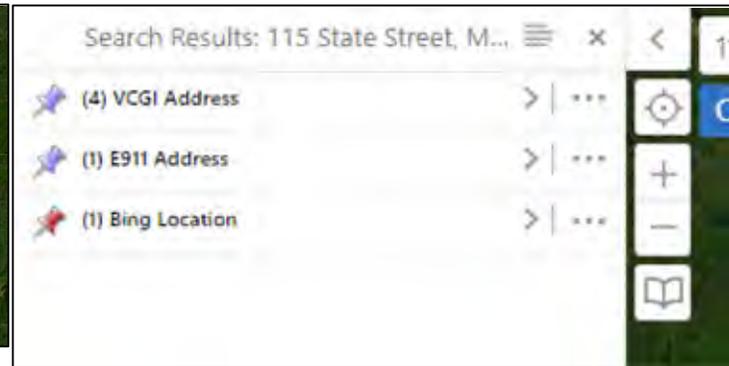
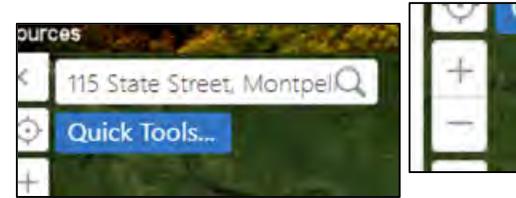
<https://anrmaps.vermont.gov/websites/anra5/>

The screenshot displays the Vermont Natural Resources Atlas web application. The header features the Vermont state logo and the text "Natural Resources Atlas" and "Vermont Agency of Natural Resources". A search bar is located at the top right. The main map area shows a satellite view of Vermont with a grid overlay and major roads (89, 93, 91) highlighted. On the left side, there is a sidebar with a "Quick Tools..." button and several informational links: "Release Notes" (dated 5/11/2020), a warning about "Unresponsive Script Errors" for Firefox users, a "YouTube" link for an orientation video, and a "FAQ" link. At the bottom of the sidebar, there are logos for "VT ANR GIS" and "MAP SIMPLY.". The bottom of the page includes a scale bar (0-40km), a "Layers" panel, and a footer with logos for "VCGI | VTANR | VTANRGIS | VTANR GIS | Earthstar Geogra".

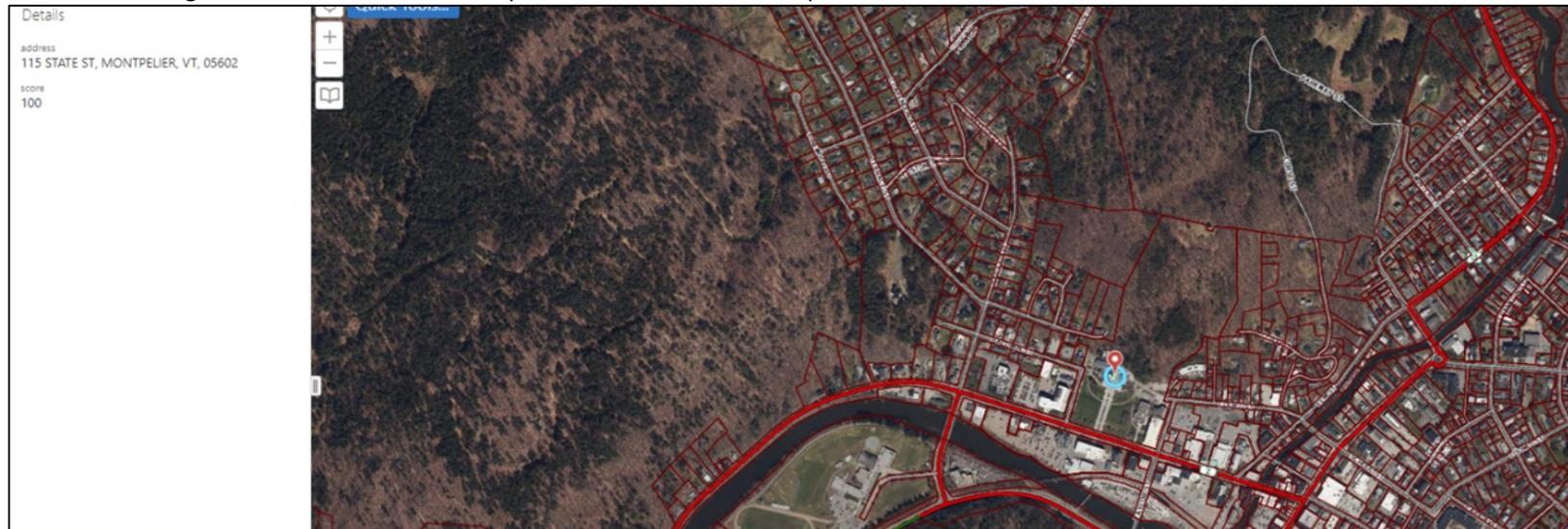
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### 2. Navigate to your first planting location

- To start, or after searching for a location, zoom in manually using the “+/-” buttons, the scroll wheel on your mouse, or by double-clicking the left mouse button near the location.
- Enter a Town name, street address or GPS coordinates in the search bar and click the magnifying glass to search.



- Results will appear on the left. Click on either VCGI Address or Bing Location to load the list of possible results on the map, then click on the address to zoom into it.

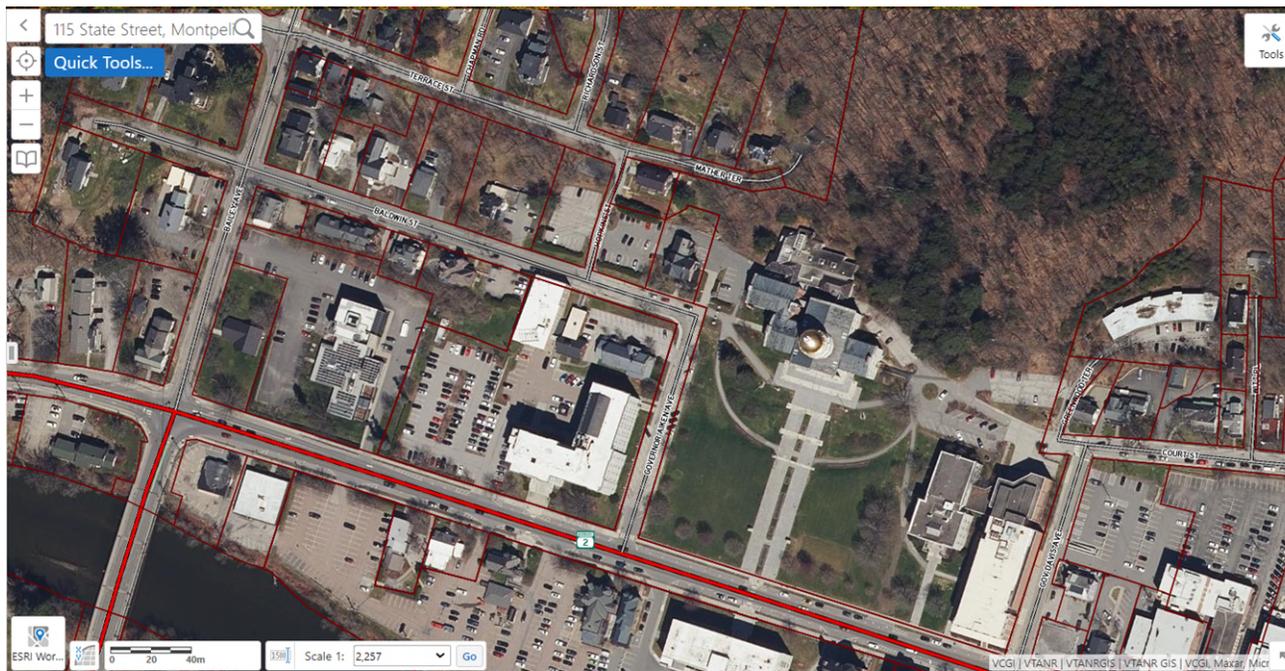


**3. Adjust the map to capture your planting area**

- a. Expand the scale bar screen by clicking on the icon at the bottom left of the screen. It is recommended you zoom in further until this shows at least a scale of 1:2,257.



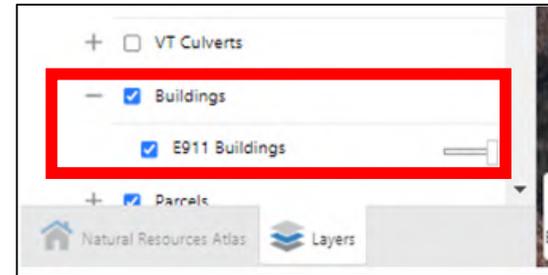
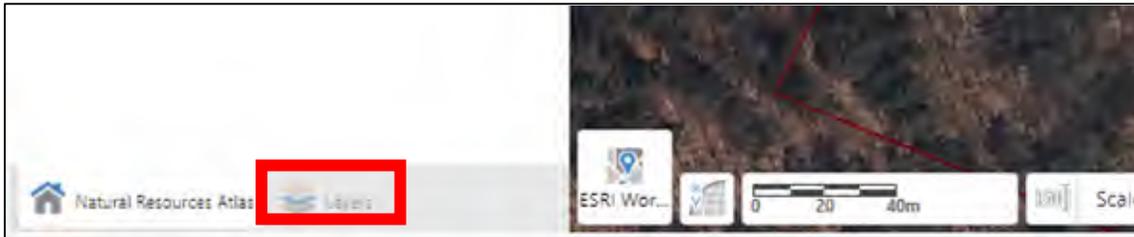
- b. Once you have a good zoom level, you can pan around the map by clicking and holding the left mouse button, then moving the mouse up / down / left / right.
- c. You may wish to remove the location pin by clicking “X” and “←” in the



address search results menu.

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At this point, you may proceed to the next sections to take a Screenshot and start Planting Site Markup. However, you may wish to explore more data and include some in your map.



### 4. (Optional) Turn on additional data for more context using the “Layers” tab (bottom left)

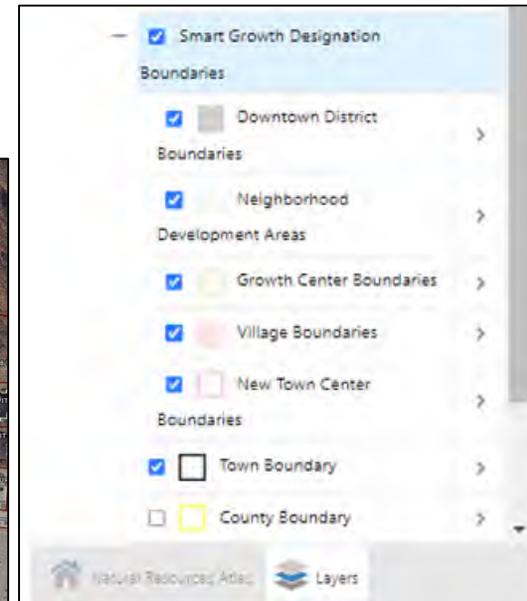
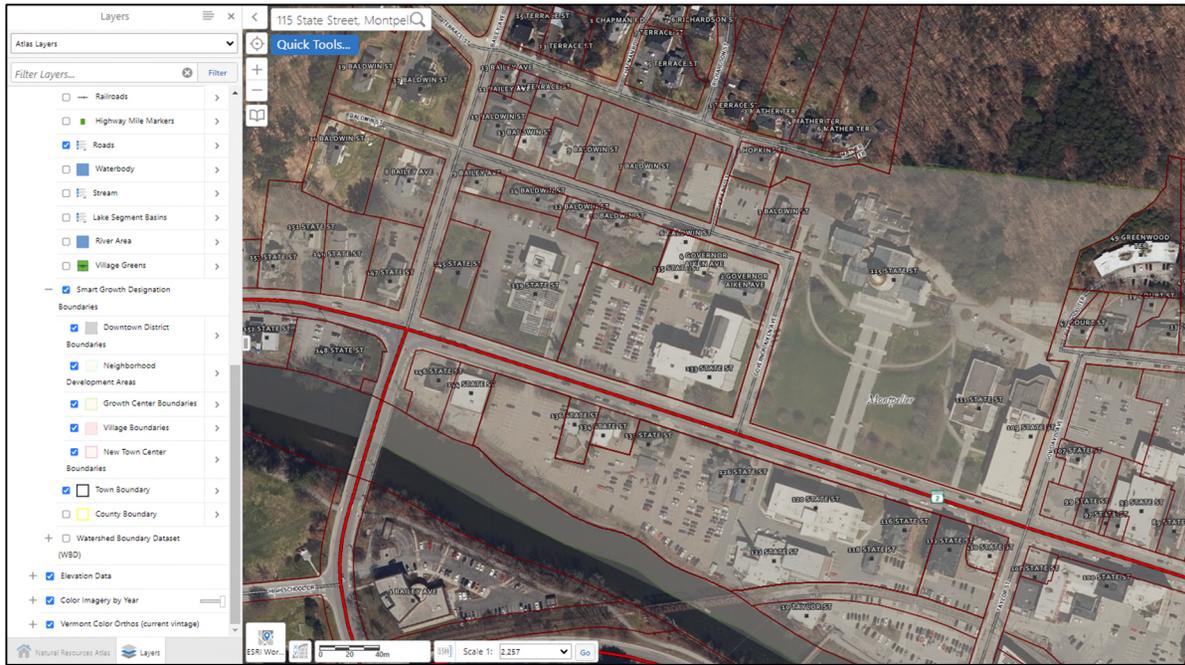
#### a. Building Addresses

- i. In the Layers list, scroll down to “Buildings” and expand the list by clicking “+”
- ii. Check the box next to “E911 Buildings” to turn on street addresses



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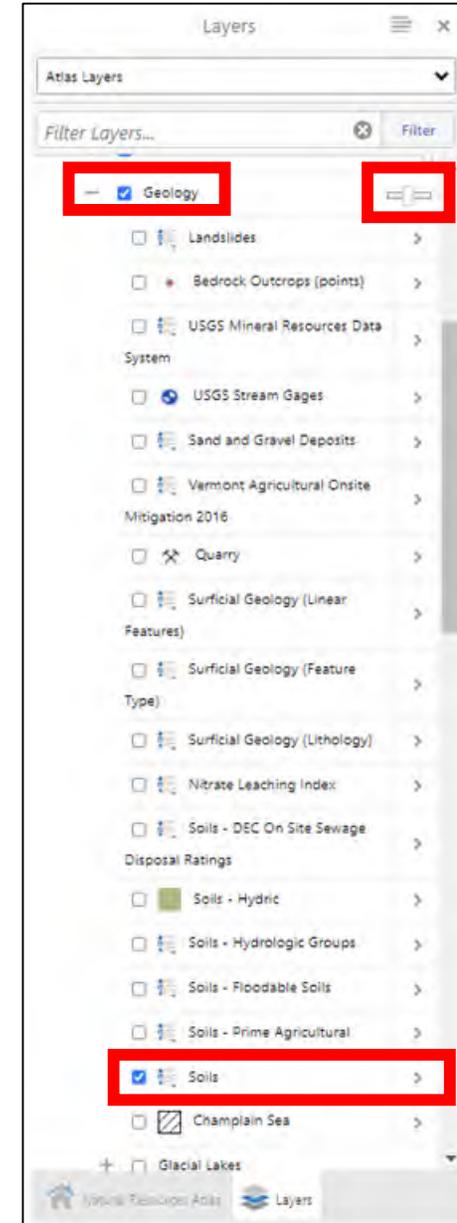
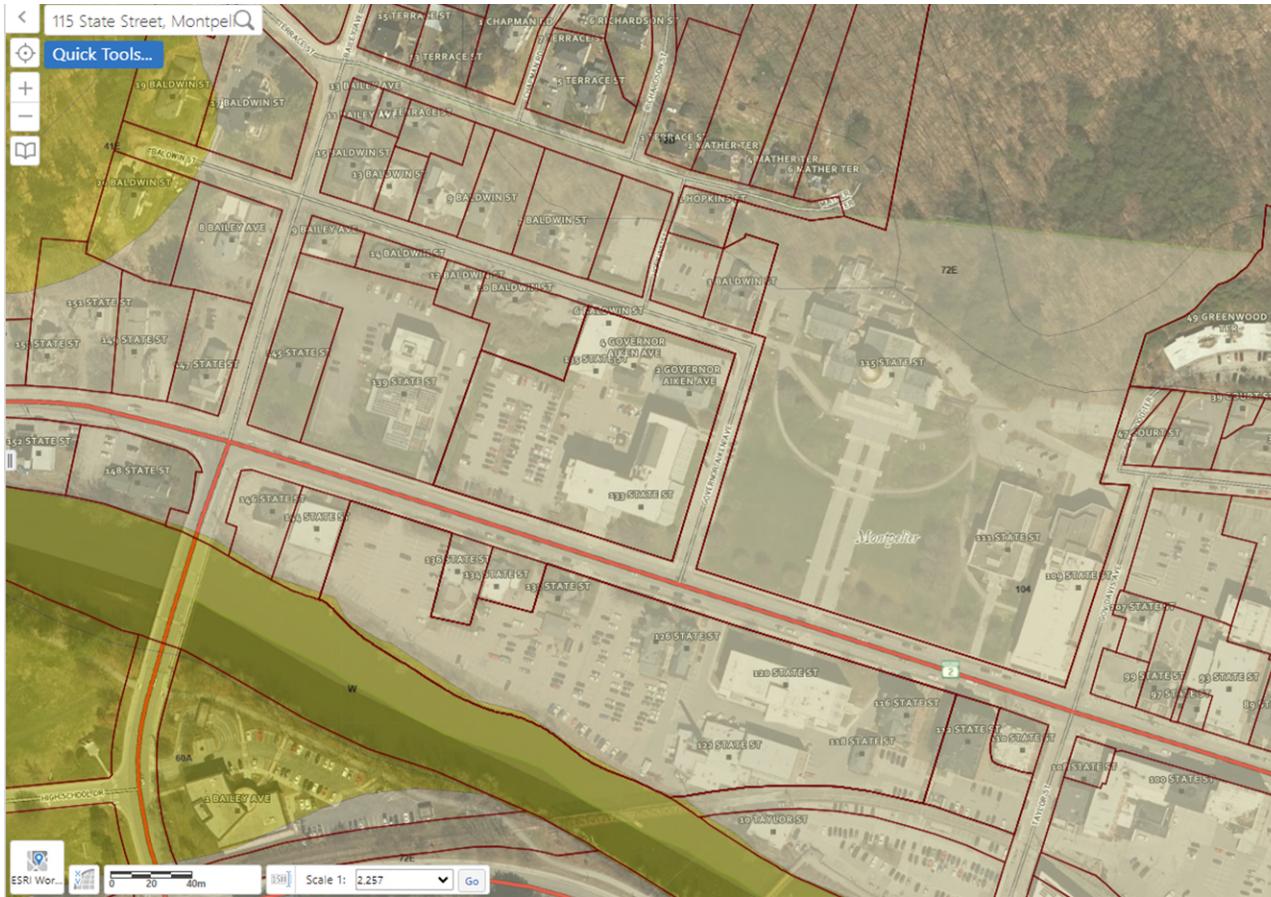
- b. Smart Growth Designation Boundaries (also known as State Designated Areas)
  - i. In the Layers list, scroll down to “ANR Basemap Data” and expand the list by clicking “+”
  - ii. Check the box next to “Smart Growth Designation Boundaries”



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### c. Soils

- i. In the Layers list, scroll to “Geology” and expand the list by clicking “+”
- ii. Scroll down and check the box next to “Smart Growth Designation Boundaries”
- iii. Scroll back to “Geology” and adjust the slider bar left to increase the transparency so that other features are still visible.



**CREATE A PLANTING PLAN DOCUMENT USING A SCREENSHOT OF YOUR ANR ATLAS BASEMAP**

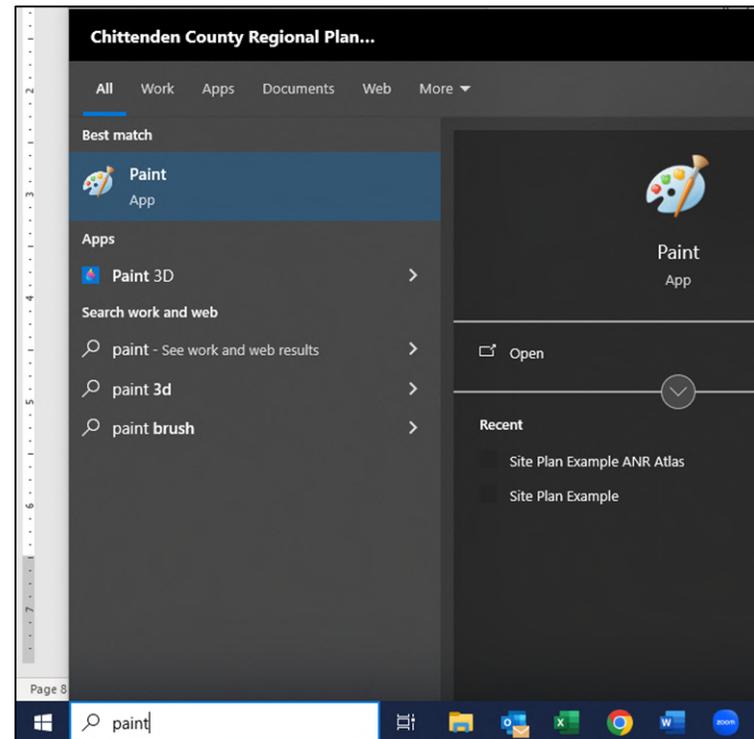
**1. Take a screenshot of the ANR Atlas.**

There are several ways to do this depending on your computer.

- a. On a PC
  - i. Press the “Print Screen” key on your keyboard (may be abbreviated “PrtScn” or similar).
  - ii. Open the Snipping Tool app from your Start menu, or by pressing Shift + S +  (Windows key)
- b. On a Mac, see this guide: <https://support.apple.com/en-us/102646>
  - i. To capture the entire screen, press and hold these three keys together: Shift, Command, Control, and 3
  - ii. To capture a portion of the screen, press and hold these three keys together: Shift, Command, Control, and 4. Then drag the crosshair to capture an area of the screen.

**2. Open an image editing program, such as Paint for PC or Preview for Mac.**

Note: You may also choose to use “Microsoft Word” or “Pages;” “Microsoft Powerpoint” or “Keynote;” or other similar programs that allow you to draw text or insert shapes, and later export a PDF. This guide focuses only on image editors like Paint or Preview.



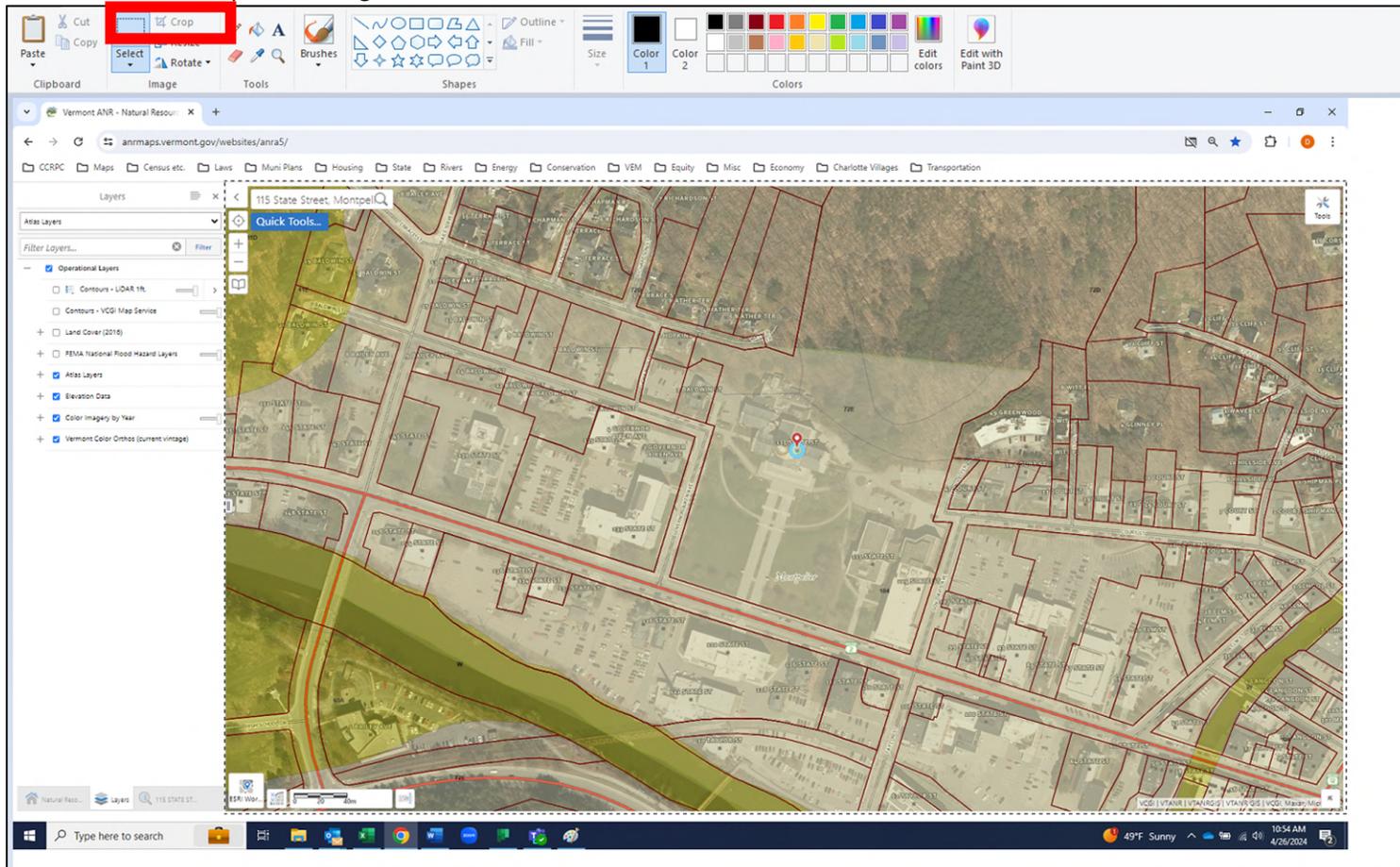
## CTPG – USING THE VERMONT NATURAL RESOURCES ATLAS TO CREATE A PLANTING MAP

### 3. Paste the screenshot into your editing program.

- a. Right-click in the space where your screenshot will go, then select “Paste” from the context menu. You can also use the keyboard shortcut Control + V on a PC, or Command + V on a Mac.
- b. You may need to zoom out or resize image to fit on your screen.

### 4. Crop the image to show only the map.

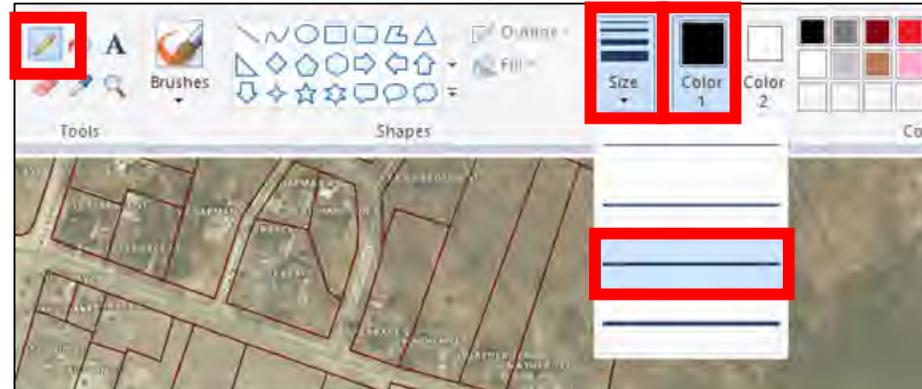
- a. Make sure the image is selected, then click the “Crop” button.
- b. Drag a rectangle around the area of the screenshot you want to keep.
- c. Click the “Crop” button again.



**MARK UP YOUR MAP WITH PLANTING LOCATIONS**

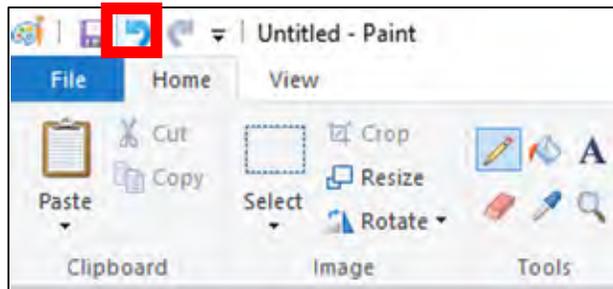
**1. Get your virtual pencil ready**

- a. Click the “Pencil” button
- b. Choose a line width thick enough to be easily visible
- c. Choose a color that will be easily visible



**2. Start numbering your planting sites**

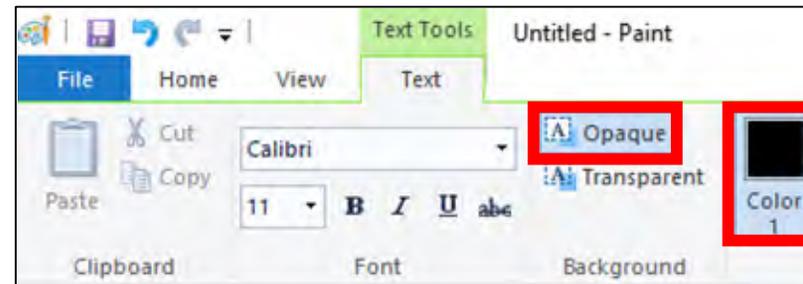
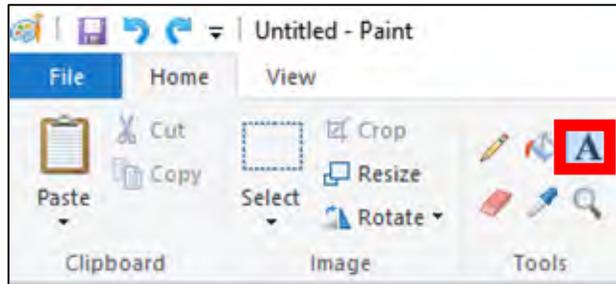
- a. Click and hold the left mouse button, then drag to draw the number.
  - i. It can also be helpful to use an “X” or a circle to show the exact location of your planting site.
- b. Repeat as necessary for all your planting sites, making sure they correspond to your Tree Table.
- c. If you make a mistake, click the “Undo” button or Control + Z on your keyboard.



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### 3. (Optional) Use text boxes to make any notes or number your planting sites.

- a. Click the “Text Box” button
- b. Click (and drag) an area to insert a text box on the map
- c. In the “Text Tools” menu, set the background to “Opaque” and the text color to black, if needed for visibility



**SAVE YOUR PLANTING MAP AND EXPORT A PDF**

1. **To save**
  - a. In the “File” menu, click “Save” or “Save As” and choose a location on your device that you can find later. This will be for the editable map in case you need to make changes later. You should do this often!
2. **To export**
  - a. In the “File” menu, click “Print.”
  - b. In the Print dialog box, choose “Microsoft Print to PDF” as your printer, then click “Print.”
  - c. Choose a filename and location on your device that you can find later
3. **Submit your planting plan with your application!**

