

Maine Enterprise Licensing System (MELS) Supporting User Guides

Using Site Map Explorer



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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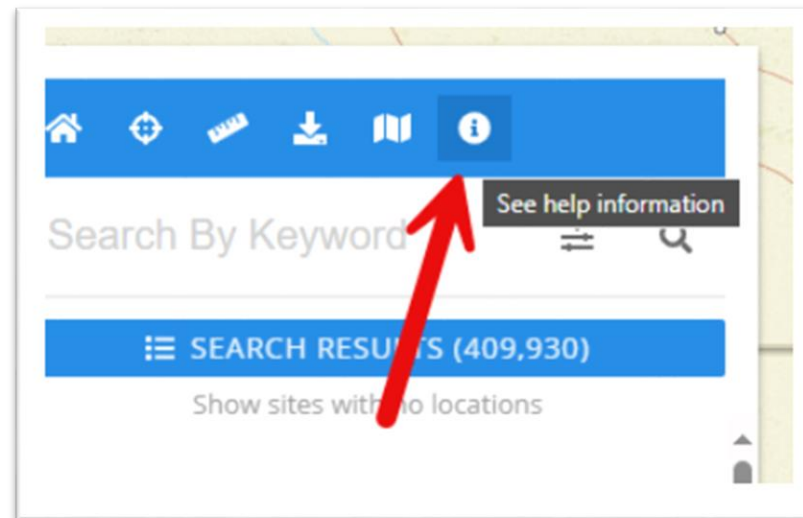
MELS features a Site Map Explorer. You can use this feature to explore thousands of publicly available documents and other information. Members of the public use this tool to find out about permit applications, current permits, and violation notices in their neighborhood.

Note: *Although Site Map Explorer provides public access to many documents, it is not intended to be a complete record for a site. Some older records and draft documents are not accessible through Site Map Explorer.*

Get In-App Help at Any Time

While using Site Map Explorer within MELS, you can navigate to the "Help" section at any time. Select the information icon to review in-app tools and widgets, as demonstrated in Figure 1 below.

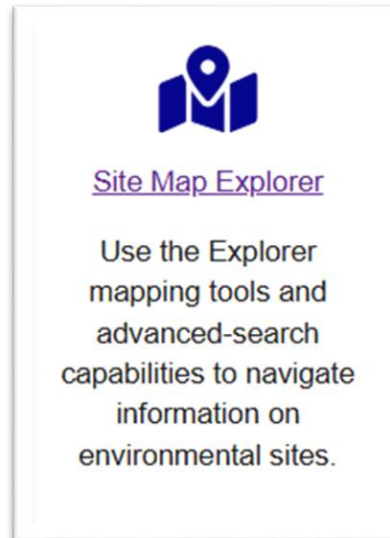
Figure 1: See Help Information



Accessing Site Explorer

From the MELS hub, select [Site Map Explorer](#) as demonstrated in Figure 2 below.

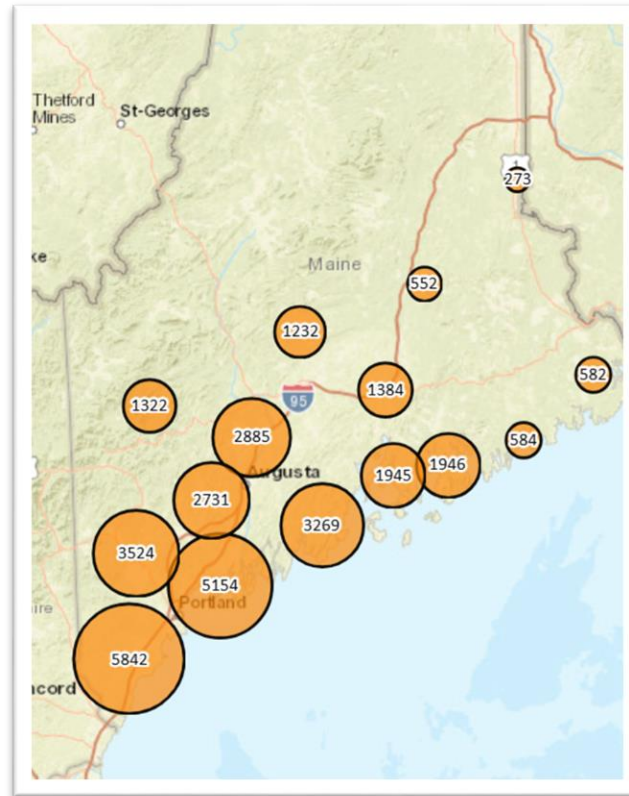
Figure 2: Site Map Explorer



Getting Started

The first screen of Site Map Explorer shows the entire state with dots that feature a number inside, as demonstrated in Figure 3 below. These dots tell you how many sites are in the vicinity of the middle of that dot. As you zoom in, those dots will turn into more dots with smaller numbers as the area they represent gets smaller. Eventually the dots will separate out into individual points, which you may then select to get more information. To learn how to sort these results, please read the following sections.

Figure 3: Site Map Explorer Dots



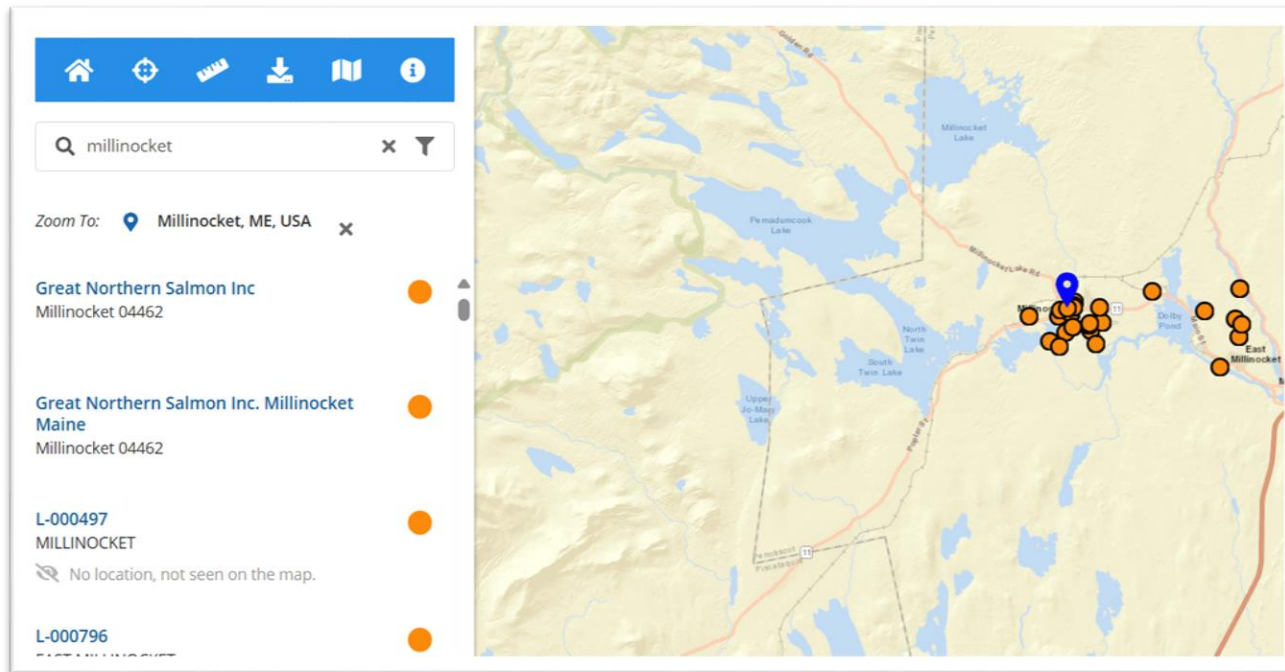
How to Narrow Results

There are multiple ways to narrow results other than zooming in and out on the map.

Use the search bar

While zooming in and out can help narrow results in a specific area, the search bar can be used to narrow results regardless of location, as demonstrated in Figure 4 below.

Figure 4: Search Bar

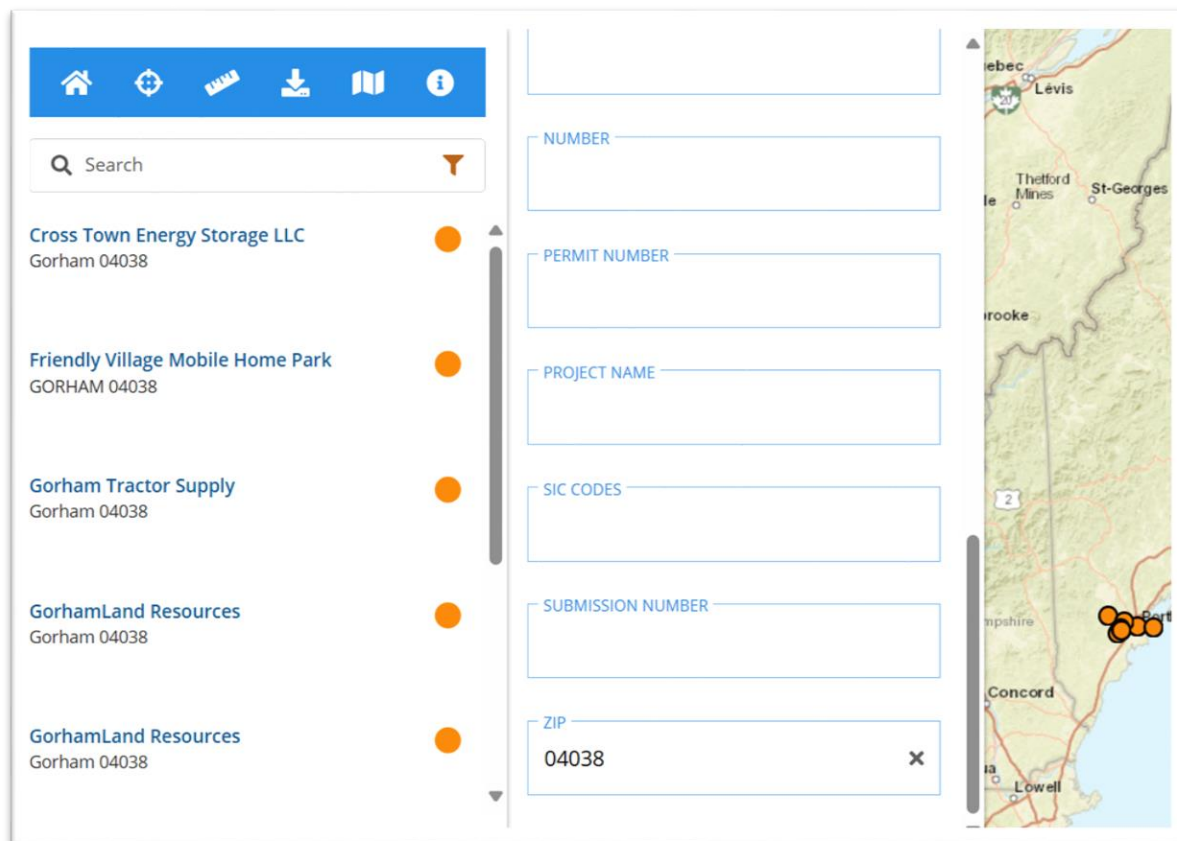


Use the advanced search criteria

The advanced search feature allows you to enter specific search criteria, such as zip code, city, an evaluation number, or SIC code, as demonstrated in Figure 5 below.

Using the ZIP code filter here, rather than the simple search bar, ensures results returned are in the chosen ZIP code.

Figure 5: Searching by Zip Code

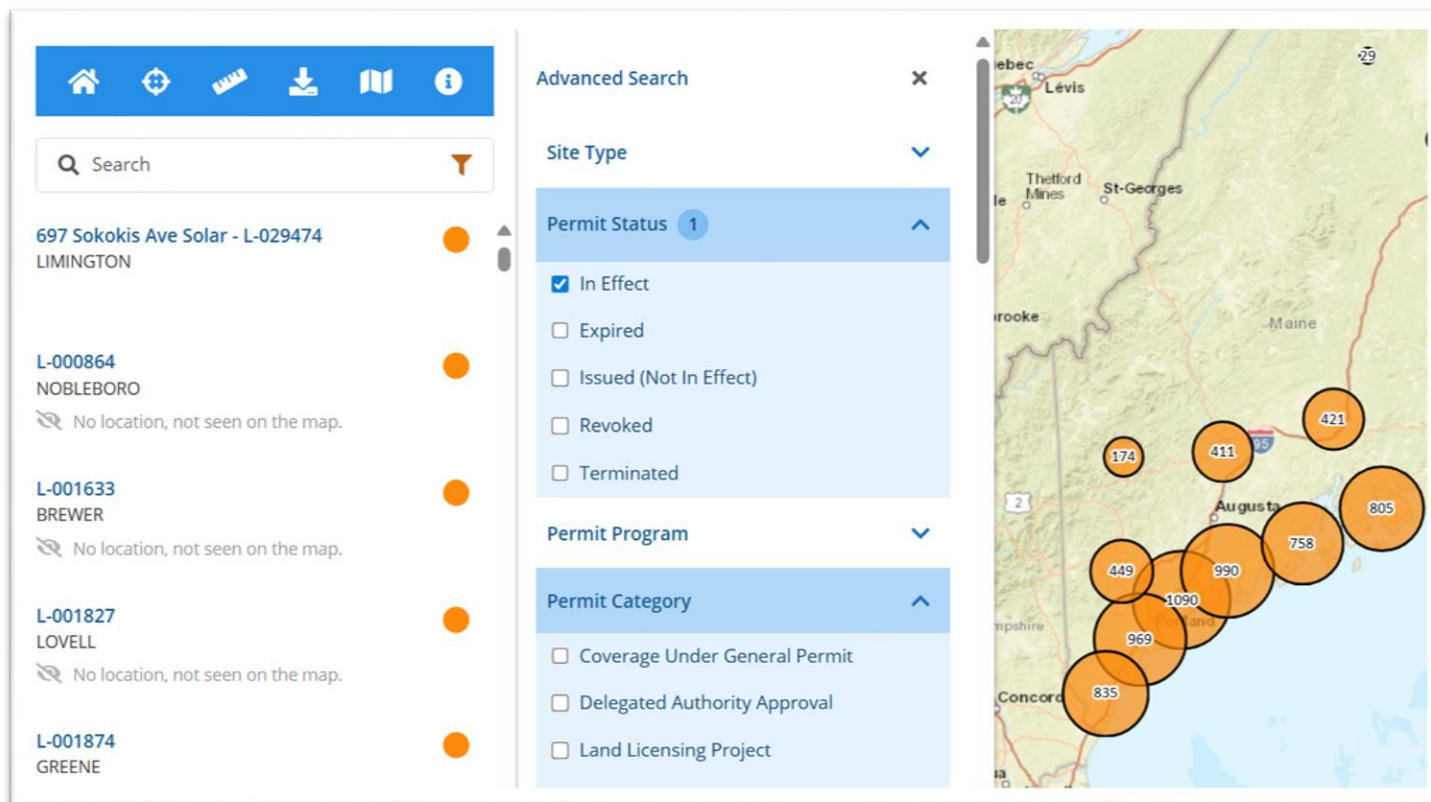


Use filters to select multiple categories

Narrow your results even further by using the filters to search by category, such as permit status, permit category, and enforcement type.

Combine multiple filter choices to find exactly what you are looking for, as demonstrated in Figure 6 below.

Figure 6: Filtering



Finding information about a specific site

Once you have narrowed the search results and have located the site you are interested in, selecting that site will bring up its site profile including the profile, map, and environmental interests tabs. You may need to select "show more information" to fully expand the menu, as demonstrated in Figure 7 below.

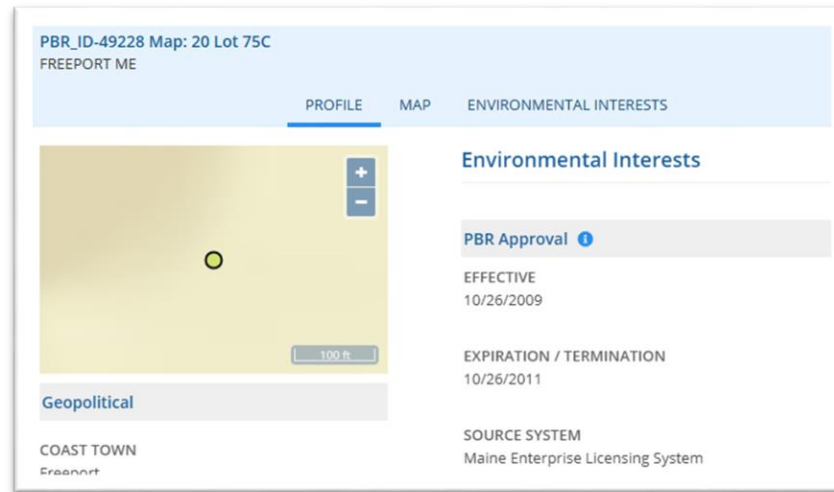
Figure 7: Show More Information



Profile Tab

The profile tab displays basic information, as demonstrated in Figure 8 below. This includes the address; site contacts, any additional names, aliases, or IDs (e.g., permit numbers) associated with the site; and a preview of the environmental interest(s).

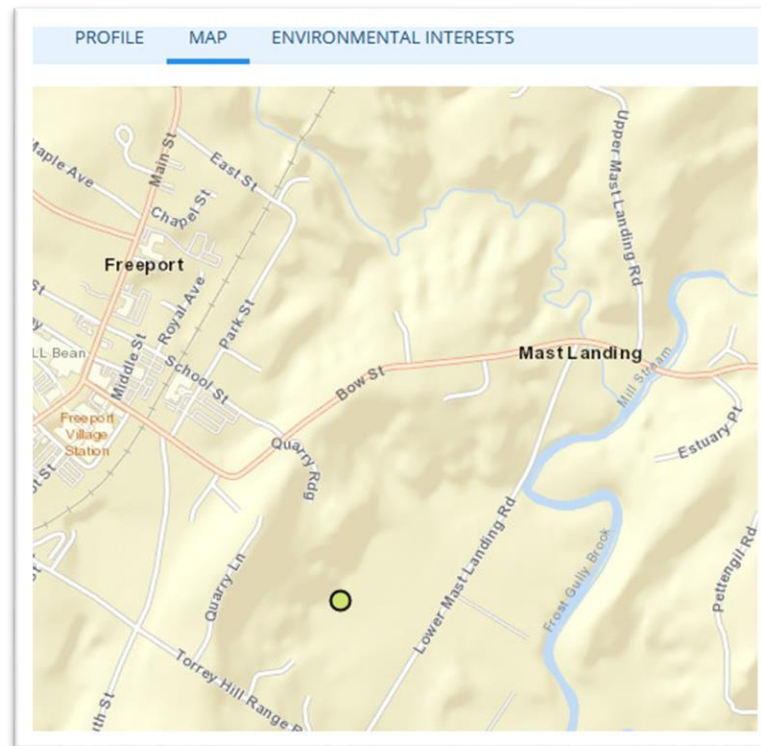
Figure 8: Profile Tab



Map Tab

The map tab shows the locations of all the site-related features, as demonstrated in Figure 9 below. White dots and shapes indicate related sites. Additional details are provided when selecting any of these items.

Figure 9: Map Tab



Environmental interests tab

The environmental interests tab lists cross-program permits (both active and expired) related to the site, as demonstrated in Figure 10 below. The filters at the top of the panel can be used to refine the list of records.

Figure 10: Environmental Interests Tab

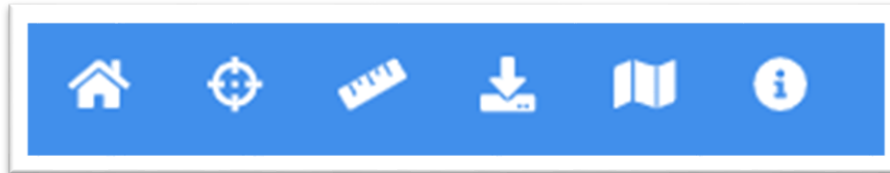
PROFILE MAP ENVIRONMENTAL INTERESTS			
Description	Source System	Program Id	Start
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PBR Approval	Maine Enterprise Licensing System	PBR_ID-49228	10/2

Note: This tab does not appear on all sites, as sites may not have any permit or reporting-related information available.

Site Explorer Navigation Menu

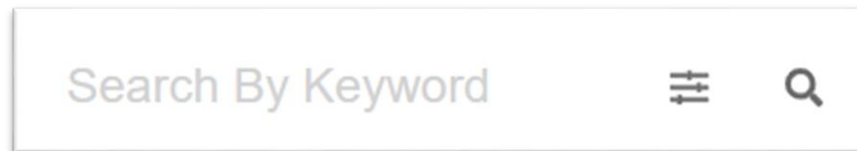
Figure 11 below demonstrates all icons available on the Site Map Explorer.

Figure 11: Site Map Explorer Menu



If you select the home icon above, you can search for existing sites using keywords, as demonstrated in Figure 12 below. Within the home page, you can search or filter by specific criteria.

Figure 12: Search by Keyword

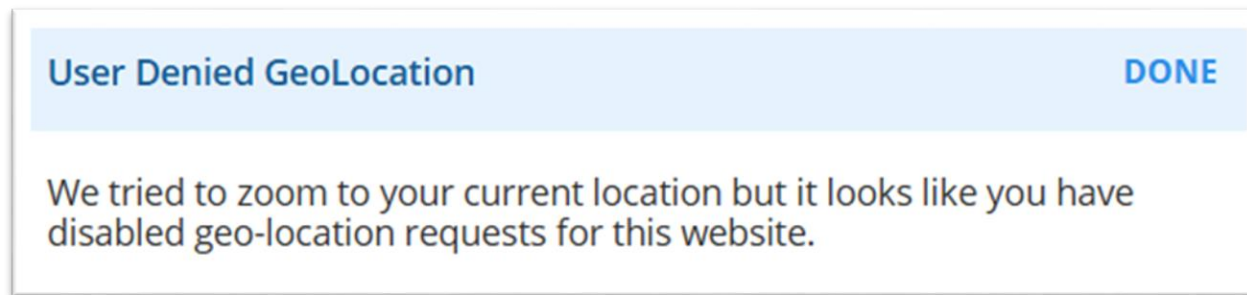




If you select the location icon above, the map will zoom into your current location.

- Note: You have to have geo-location requests enabled for this website in order to use this functionality, otherwise you will receive an error, as demonstrated in Figure 13 below.

Figure 13: Geolocation Error



If you select the ruler icon above, you can measure the distance of drawn lines, circles, and polygons. To do this, select the shape you are measuring, identify the unit you are measuring in, and use your mouse on the map to draw the shape.

Please note:

- *For a line and polygon, a single click while drawing will leave a point on the map and allow you to change directions while continuing to measure. A double click on the map while drawing will finalize the measurement.*

- *For a circle, the first single click will mark the center of the circle, and the second will finalize the measurement.*
 - No measurements will be saved, reloading the page will delete all measurements.



If you select the download icon above, you can export map information to your computer.



If you select the map icon above, you can change the layers of the explorer map.



If you select the information icon above, you will see more information on how to use the Explorer tool.