How to Obtain Latitude and Longitude Coordinates for a Property

Go to Google Maps on a computer or phone, at the following Web link:
https://www.google.com/maps/

In the top left corner of the screen in the Search box, enter in the property's physical address.

A red balloon icon will appear on the map for the address searched.

Roll mouse over red icon, and with the right click of the mouse, the Latitude and Longitude will populate.

Or

The Latitude and Longitude may be showing at the bottom of the map screen.

These coordinates will be entered into CMTS.

Please note, Latitude coordinates will populate first and Longitude will populate next and will be shown in negative numbers. Enter the coordinates as shown and please note CMTS will only accept decimals. Make sure to include all numbers following the decimal point.

Once the Latitude and Longitude coordinates are obtained, next fill them in CMTS. See further instructions below.

How to update CMTS with Latitude and Longitude Coordinates

Log into the Compliance Monitoring and Tracking System (CMTS).

On the CMTS "Property Listings" page, select the Update Contact Information link.

On the CMTS "Update Contact Information" screen, select the Update Property Information link.

On the "Property Update" page, click on the [Add] button link for Property Site Address.

On the "Add an Address" page, fill in the property's physical address and the Latitude and Longitude coordinates from Google Maps.

Select the [Save] button at the bottom of the screen.

If the property has multiple sites/scattered site under one Land Use Restriction Agreement (LURA)/Extended Use Agreement, enter in the Latitude and Longitude for each site and follow the same steps above.