

Maine Enterprise Licensing System (MELS) Supporting User Guides

## Using Site Map Explorer

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MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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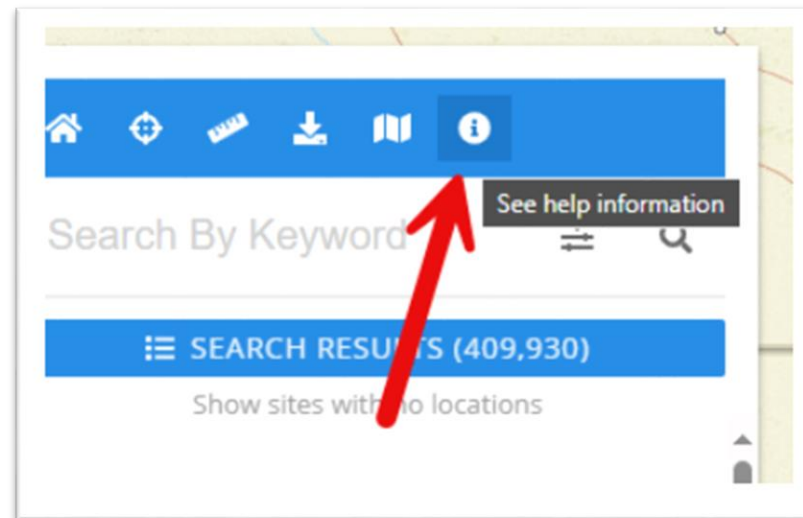
The Maine Enterprise Licensing System (MELS) features a Site Map Explorer. You can use this feature to explore thousands of publicly available documents and other information. Many members of the public use this tool to find out about permit applications, current permits, and violation notices in their 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.

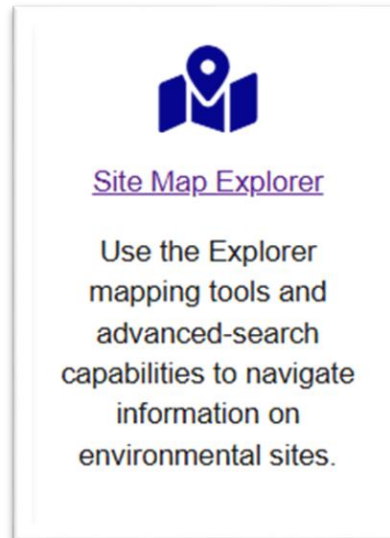
Figure 1: See Help Information



## Accessing Site Explorer

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

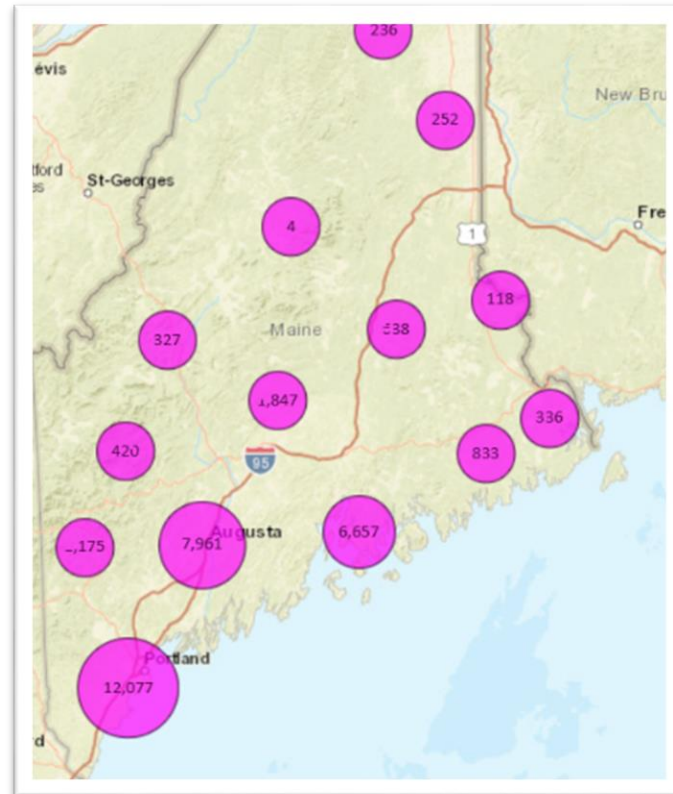
Figure 2: Site Map Explorer



## Getting Started

The first screen of Site Map Explorer shows the entire state with purple 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



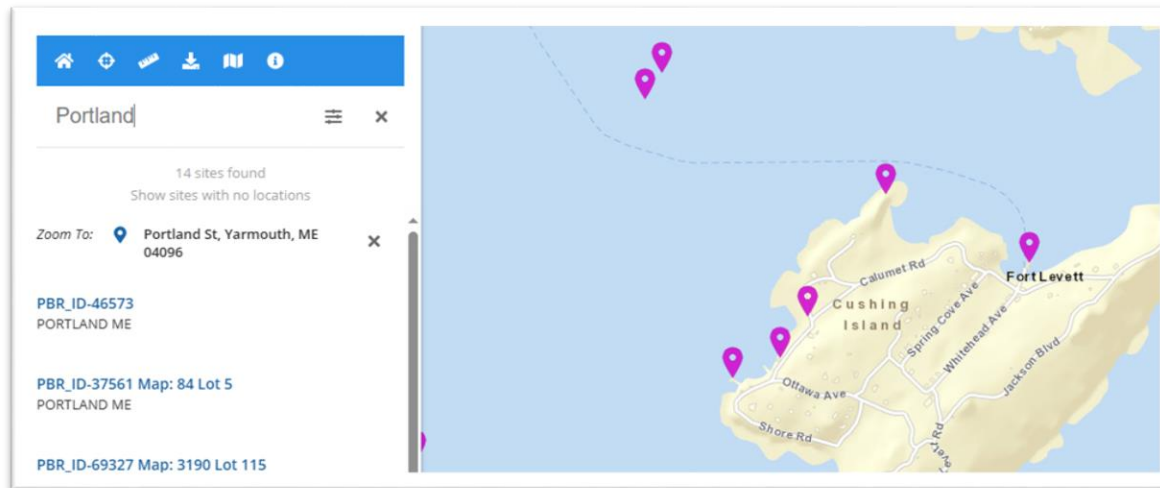
## How to Narrow Results

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

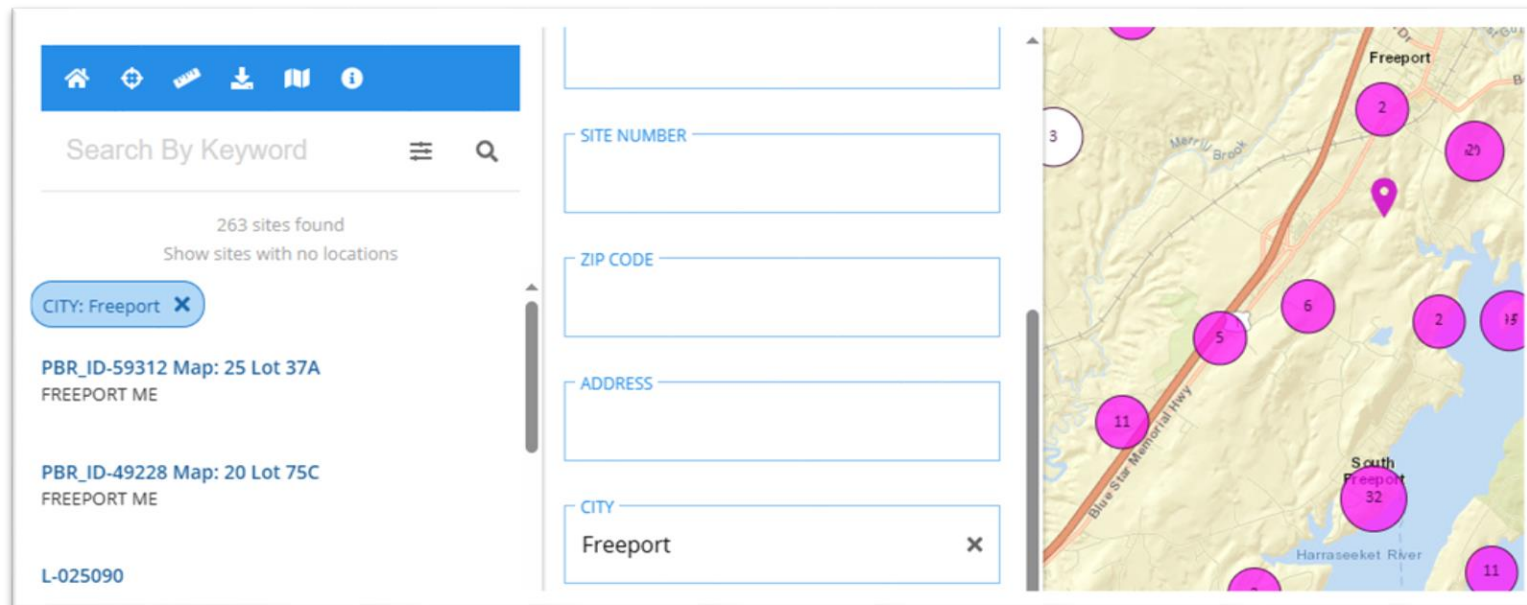


## Use the advanced search criteria

The advanced search feature allows you to enter specific search criteria ,such as an evaluation number, site number, or SIC code. You may also search by address, as demonstrated in Figure 5 below, including ZIP code.

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

Figure 5: Searching by City

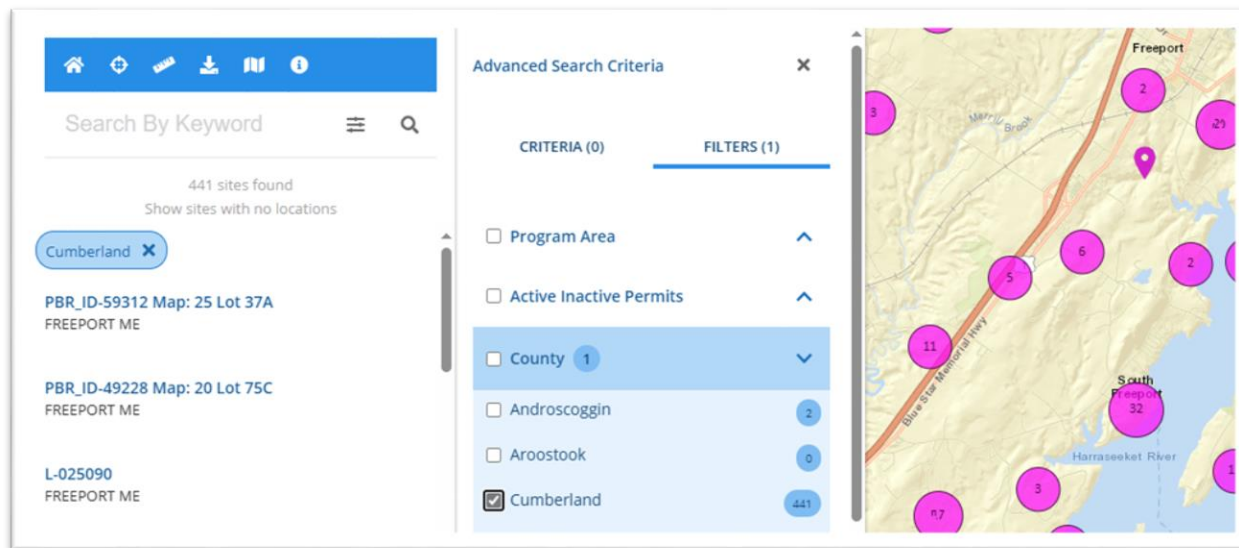


## Use filters to select multiple categories

Narrow your results even further by using the filters to search by category, such as active permits, applications currently in process, compliance notices, escalated enforcement, and county.

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

Figure 6: Filtering

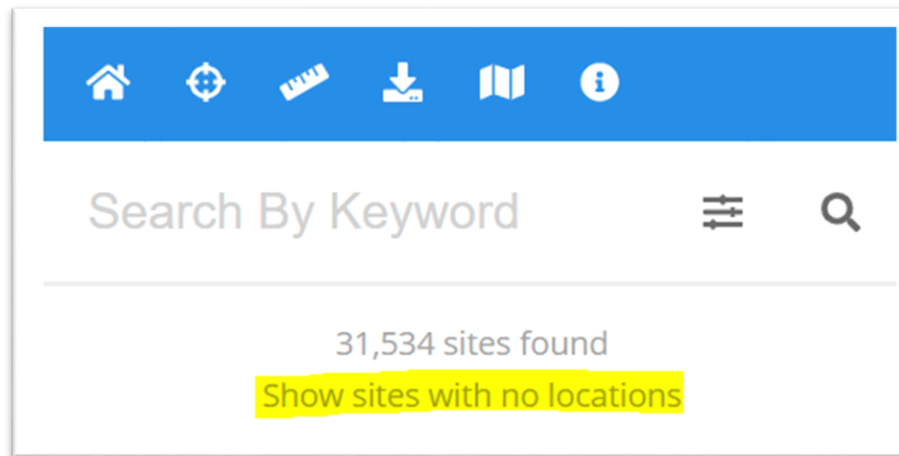




## Expand Site Searching

Explorer automatically hides all sites with no location. To view all sites, select “show sites with no location,” as demonstrated in Figure 7 below.

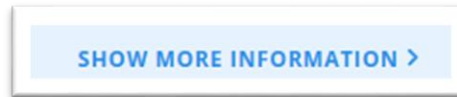
Figure 7: Showing Sites with No Locations



## 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 8 below.

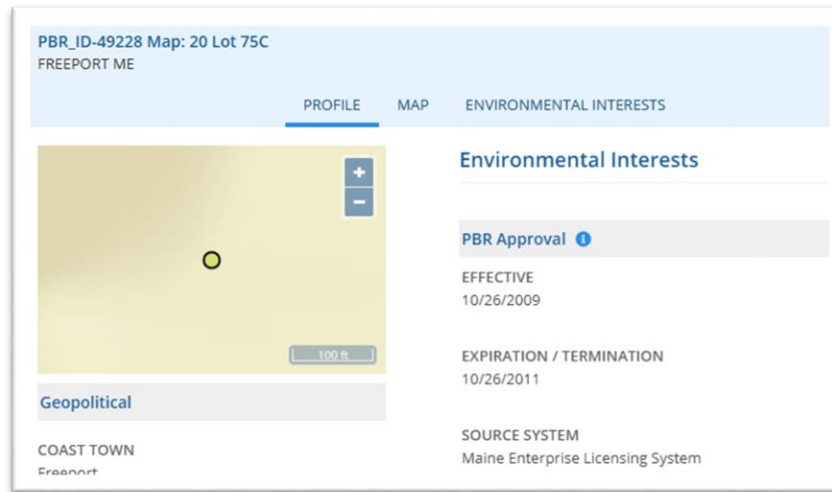
Figure 8: Show More Information



## Profile Tab

The profile tab displays basic information, as demonstrated in Figure 9 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).

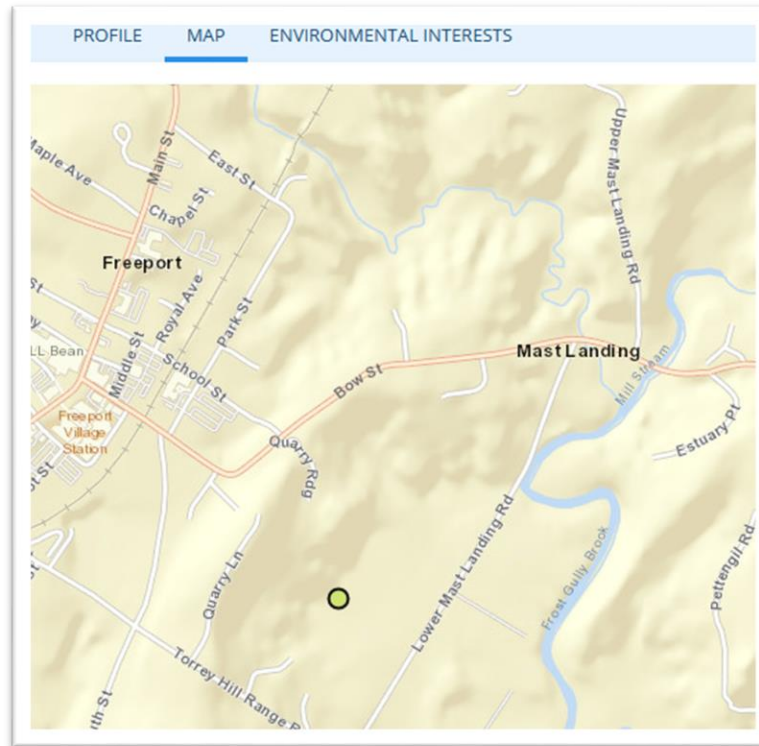
Figure 9: Profile Tab



## Map Tab

The map tab shows the locations of all the site-related features, as demonstrated in Figure 10 below. White dots and shapes indicate related sites. Additional details are provided when selecting any of these items.

Figure 10: 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 11 below. The filters at the top of the panel can be used to refine the list of records.

Figure 11: Environmental Interests Tab

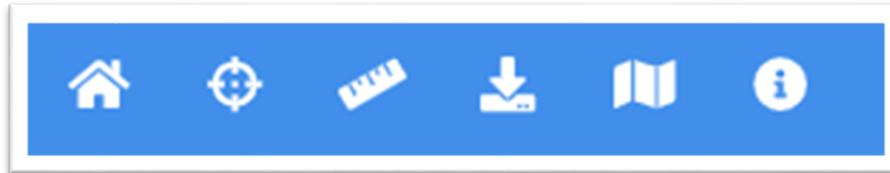
PROFILE    MAP    ENVIRONMENTAL INTERESTS			
Description	Source System	Program Id	Start
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PBR Approval	Maine Enterprise Licensing System	PBR_ID-49228	10/21

**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 12 below demonstrates all icons available on the Site Map Explorer.

Figure 12: Site Map Explorer Menu



If you select the home icon above, you can search for existing sites using keywords, as demonstrated in Figure 13 below. Within the home page, you can search or filter by specific criteria.

Figure 13: Search by Keyword

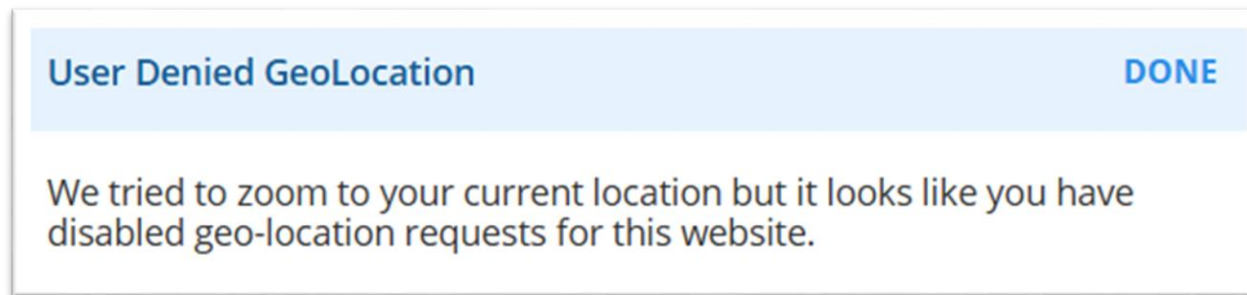




If you select the location icon above, the map will zoom into your current location.

- 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 14 below.

Figure 14: 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.