

KML File Guide

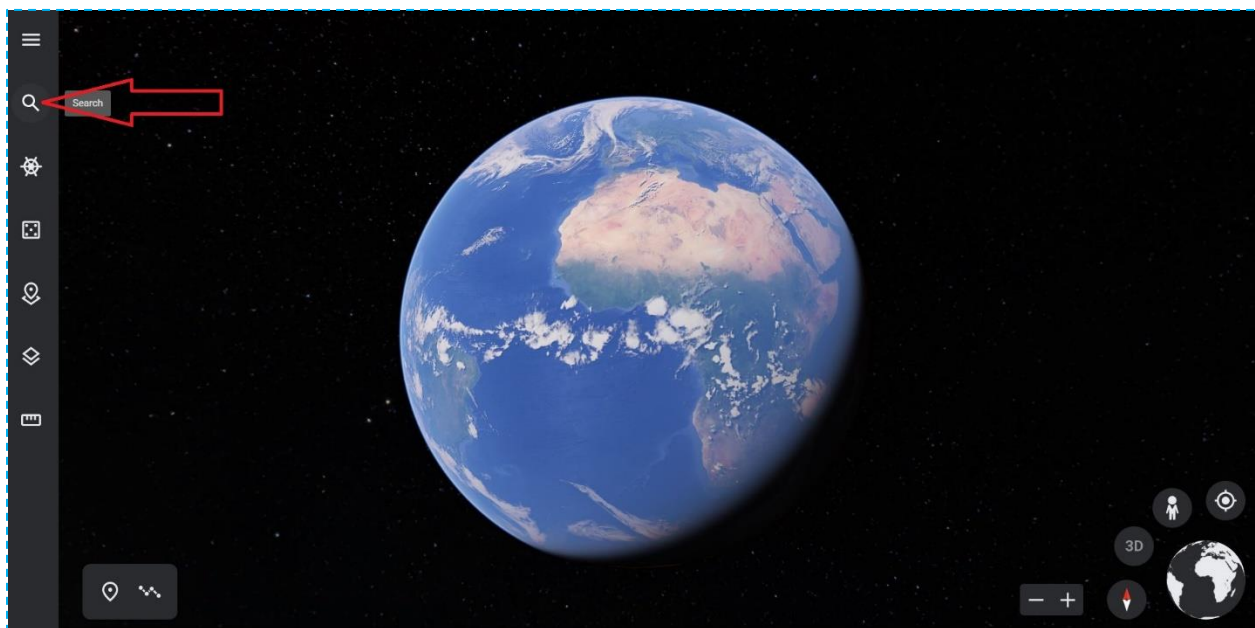
How to create a KML file for your project

Here are the step-by-step instructions on how to create a KML file (.kml format) for your application.

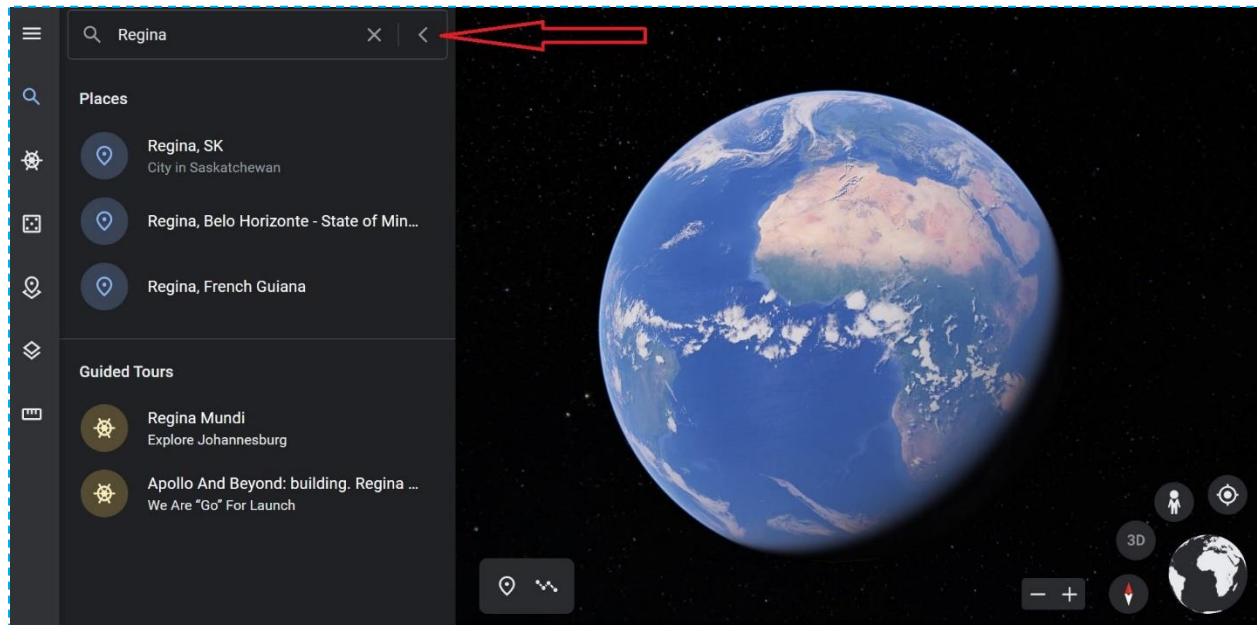
1. Click on the following link to access online Google Earth services:

<https://earth.google.com/web/>

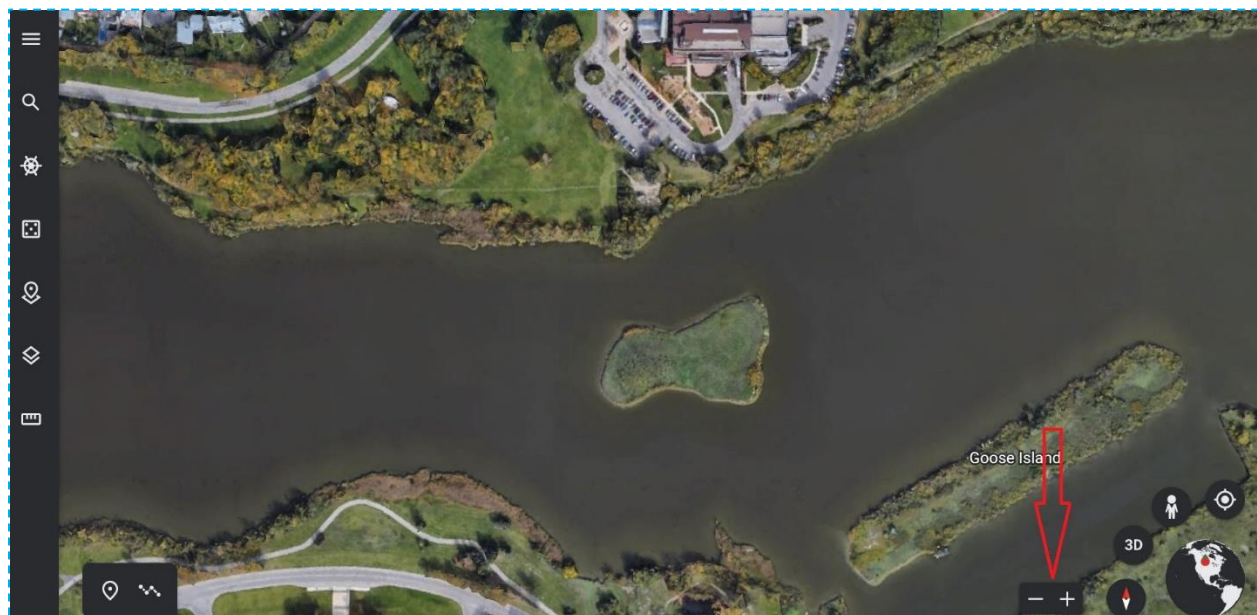
2. Click on the search button:



3. Use the search box and type in the nearest urban centre to narrow down the approximate location of your project:



4. Use the zoom in/out buttons (bottom right corner) or your mouse's scroll wheel to zoom in to your project location.



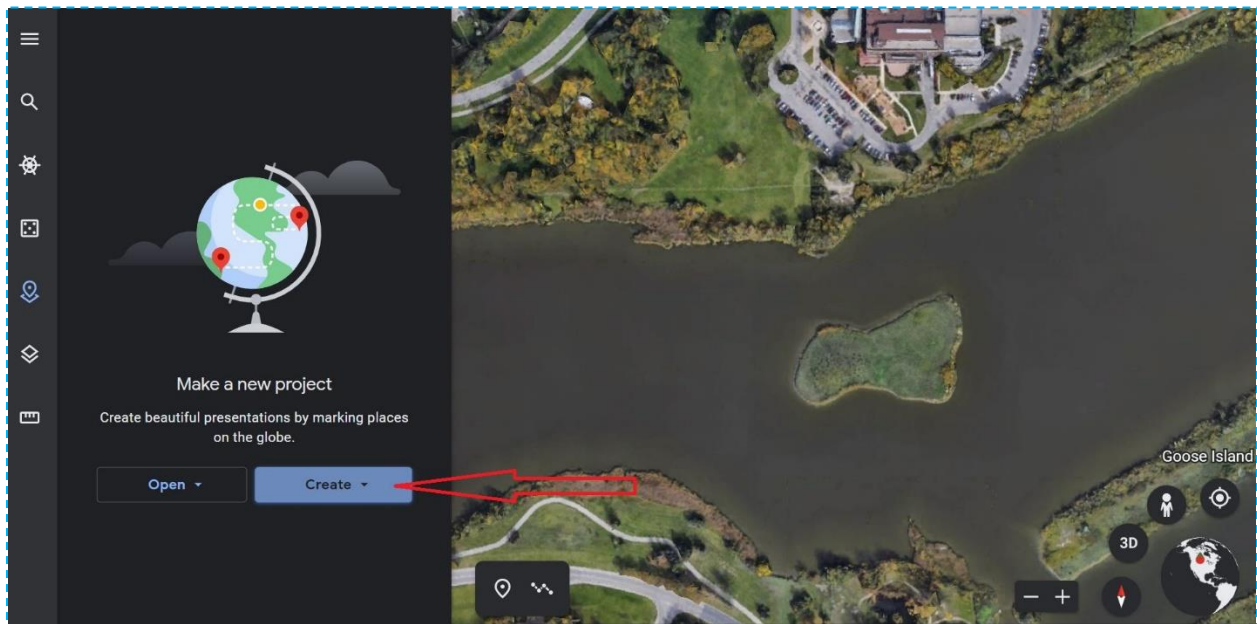
5. Now that you have zoomed in to your project location, click on the menu button:



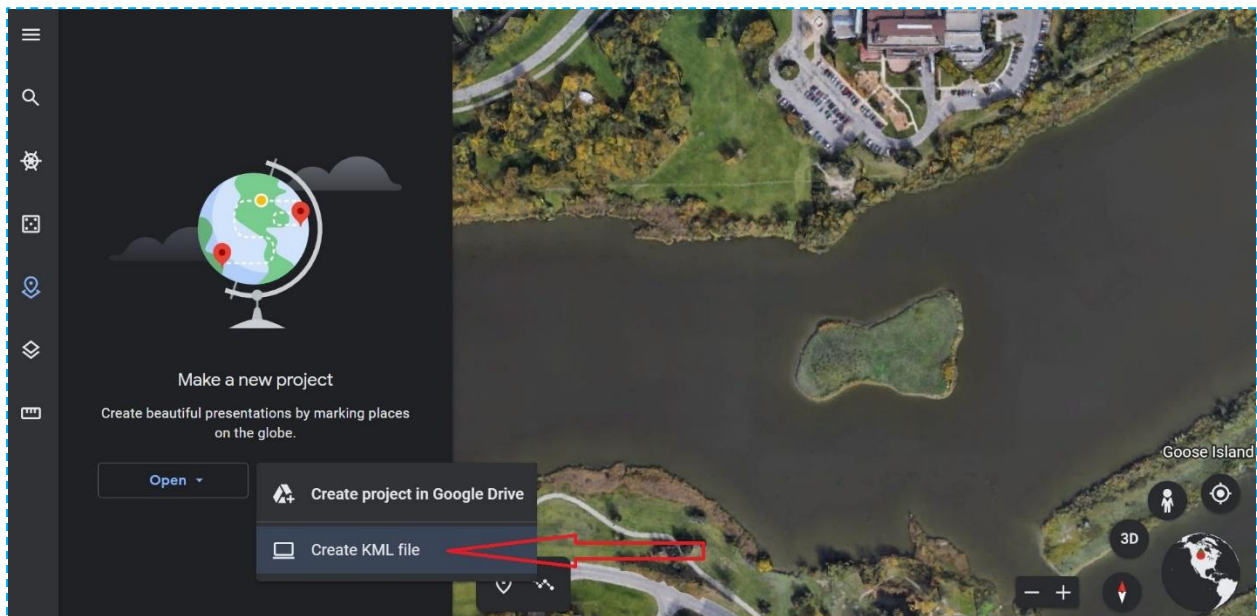
6. Select 'Projects' from the menu list:



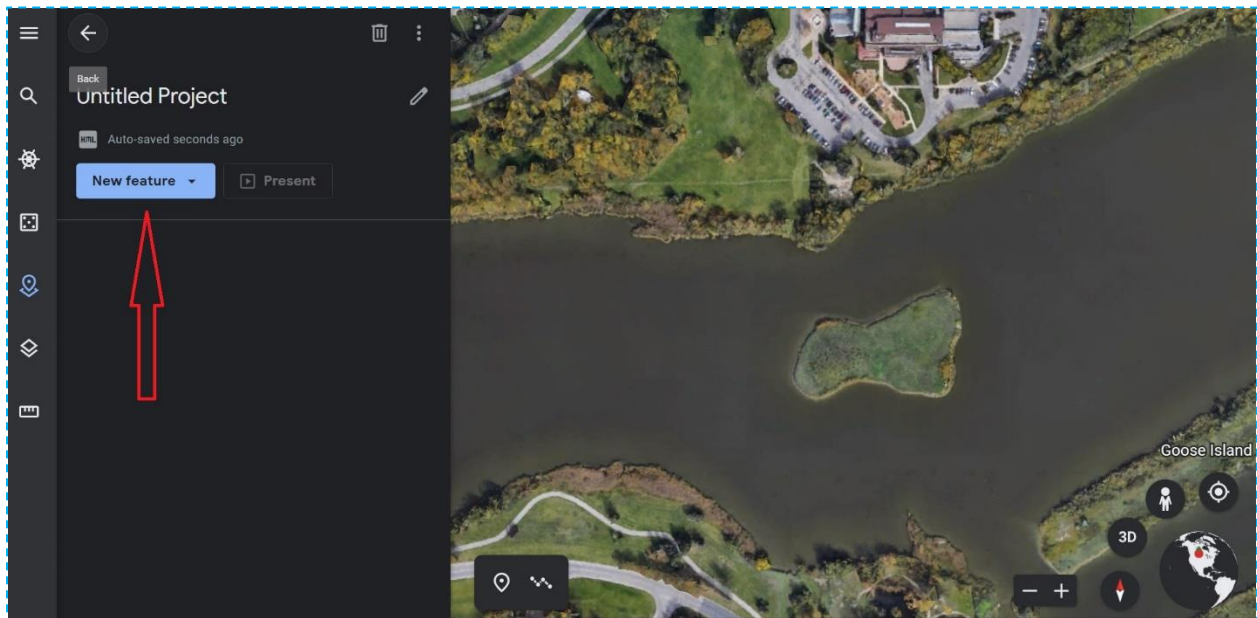
7. Select 'Create':



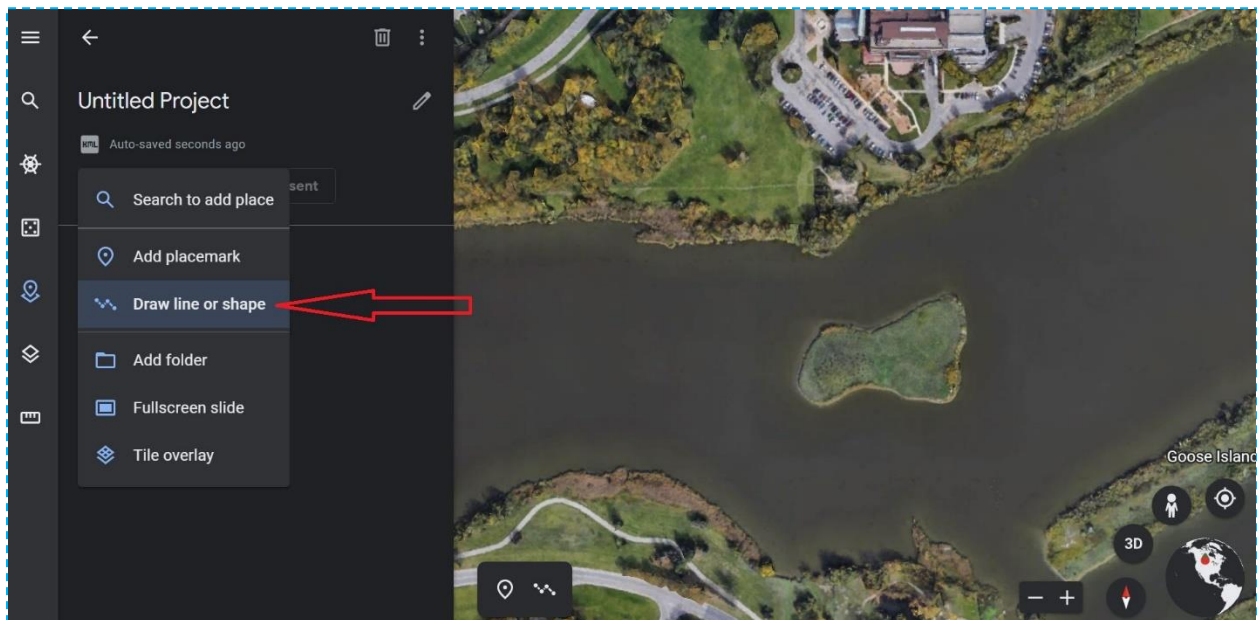
8. Select 'Create KML file':



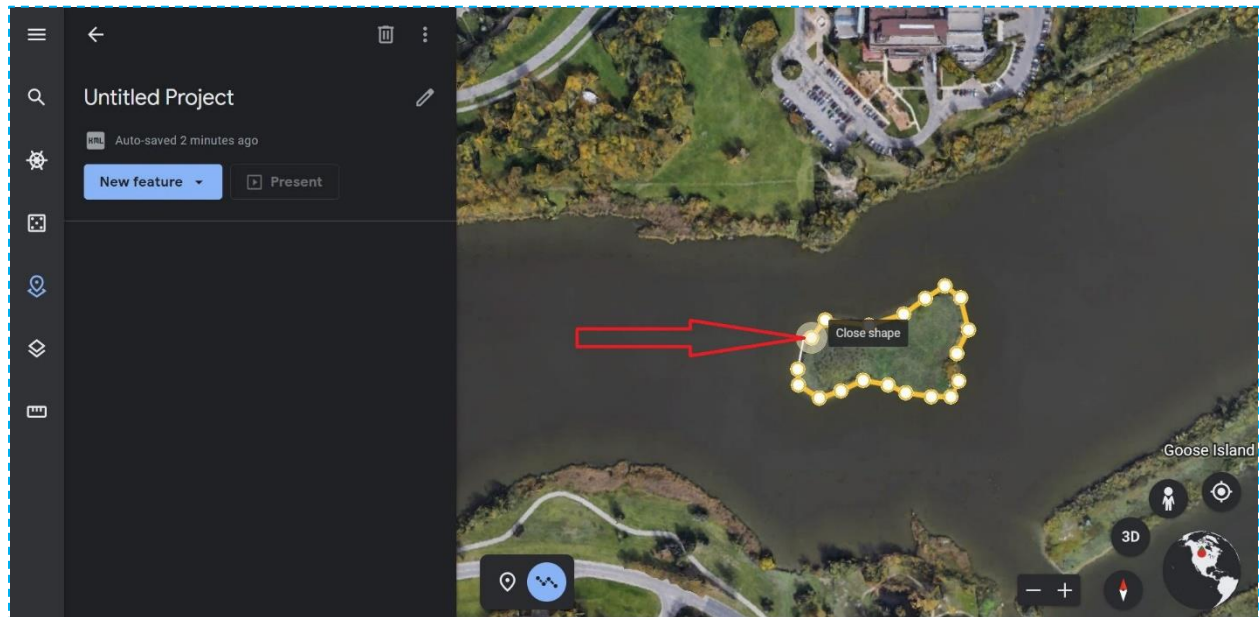
9. Now, select 'New Feature':



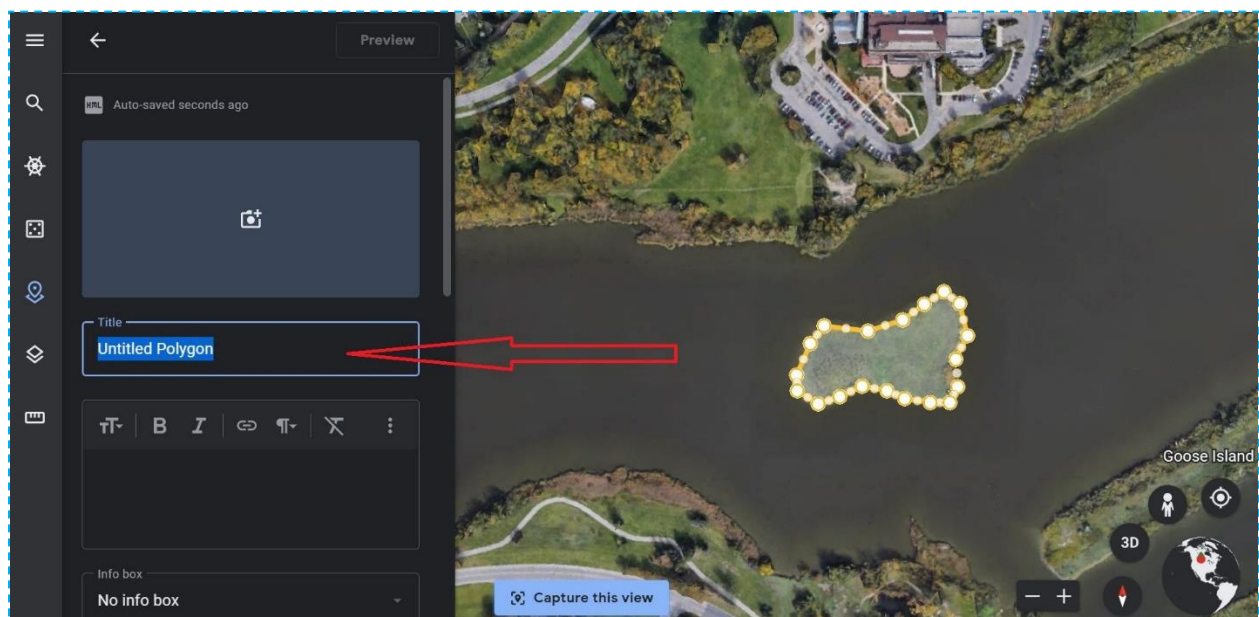
10. Select 'Draw line or shape':



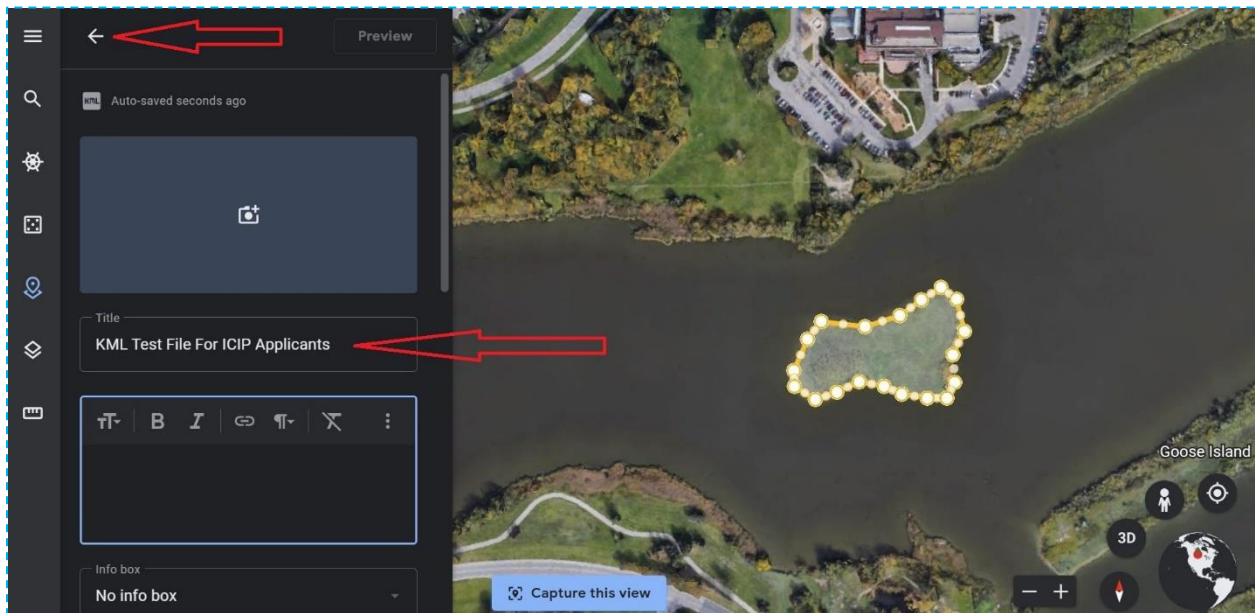
11. Mark the boundary of your project's location by placing the cursor on the map and clicking and dragging the line over the location. Click the starting point to close the shape.



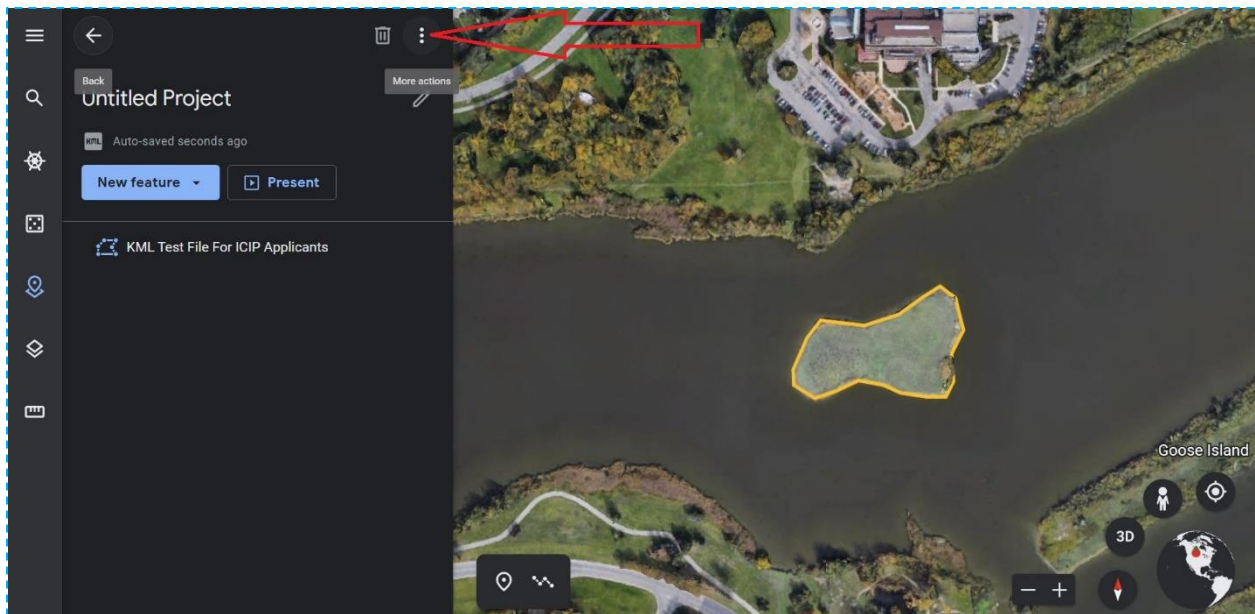
12. When the boundary is marked a window opens where you can type in a title for the project polygon you have created:



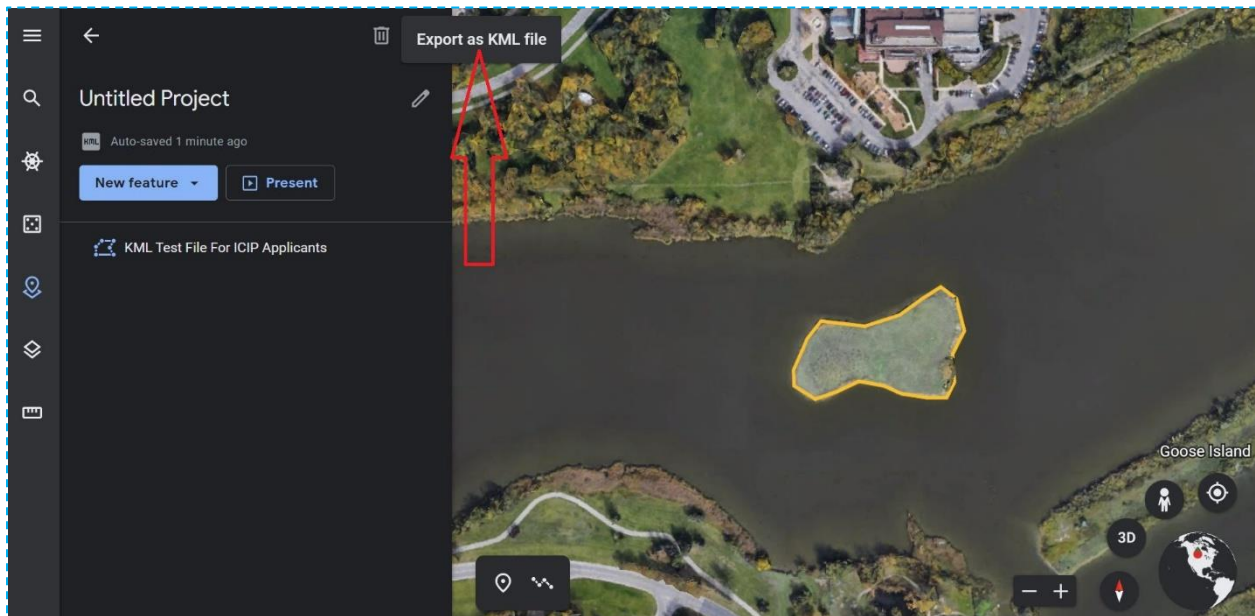
13. You can name your KML file. Click on the back button to go to next step:



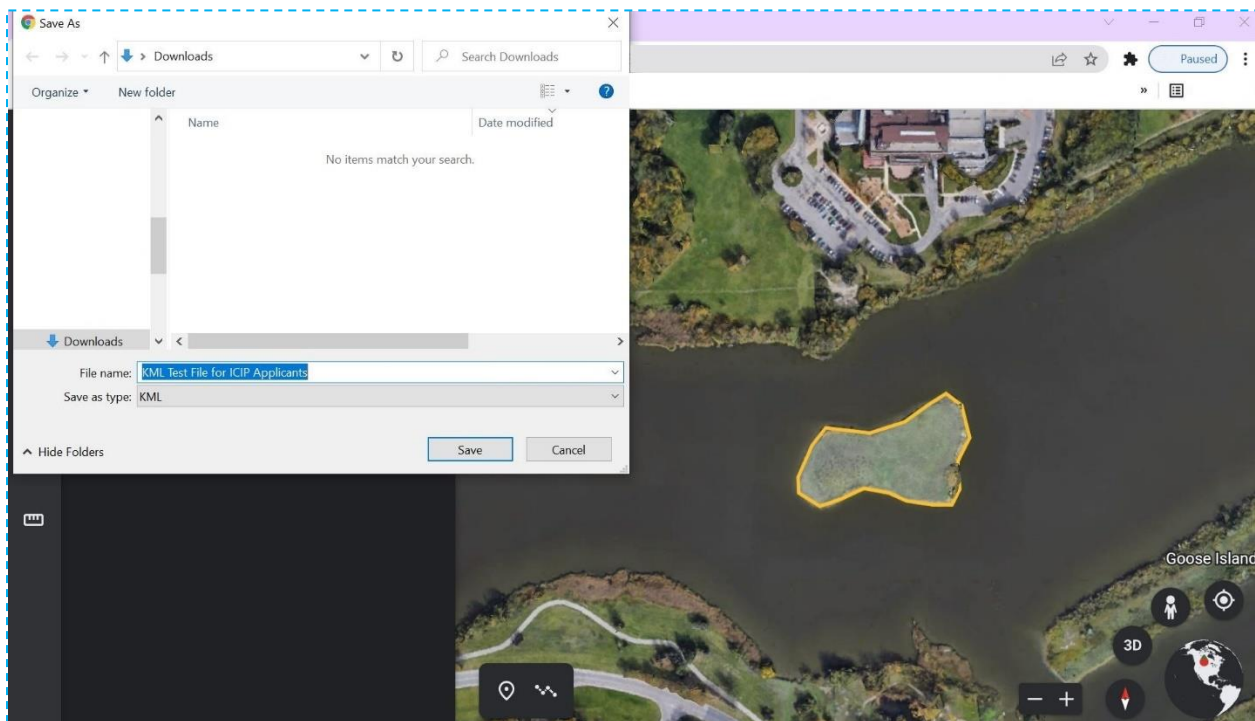
14. Now click on the 'More action' button:



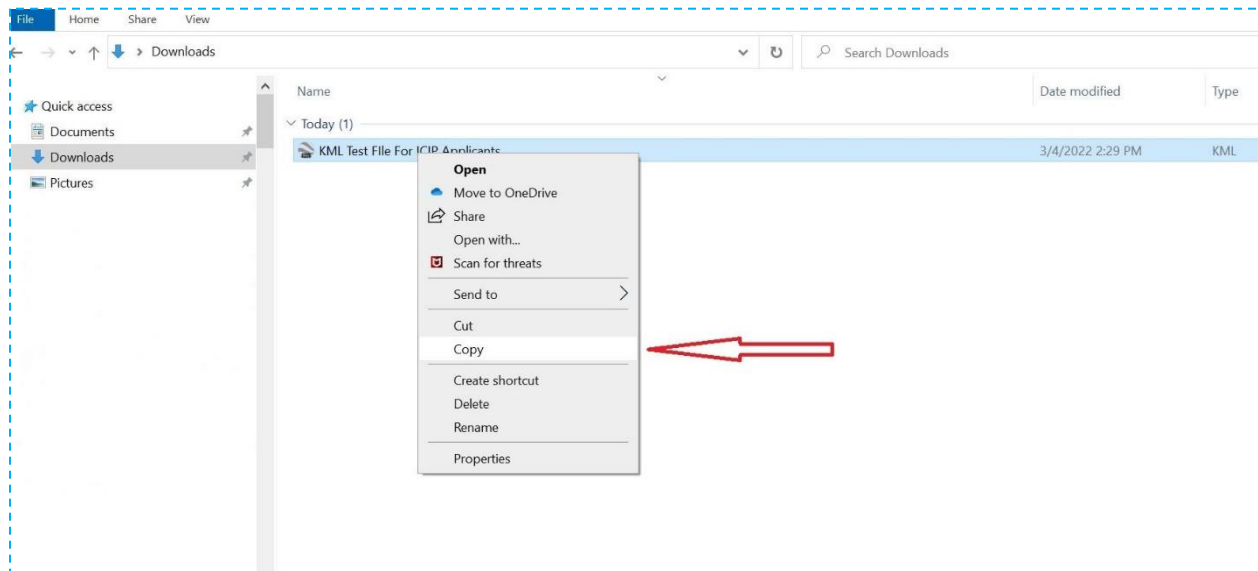
15. Select 'Export as KML file':



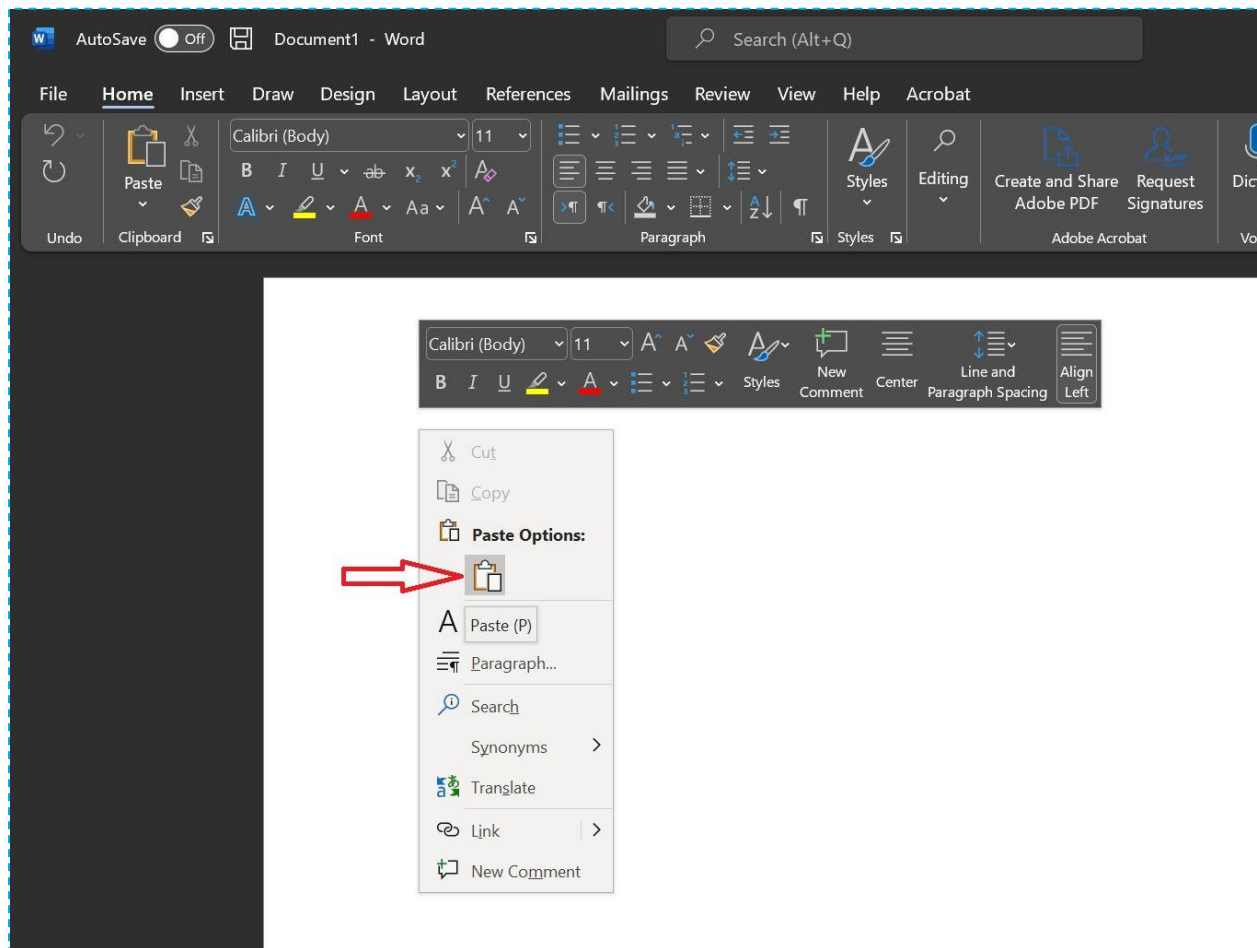
16. A 'Save as' window opens. Select your desired location where you want your KML file to be saved on your computer:



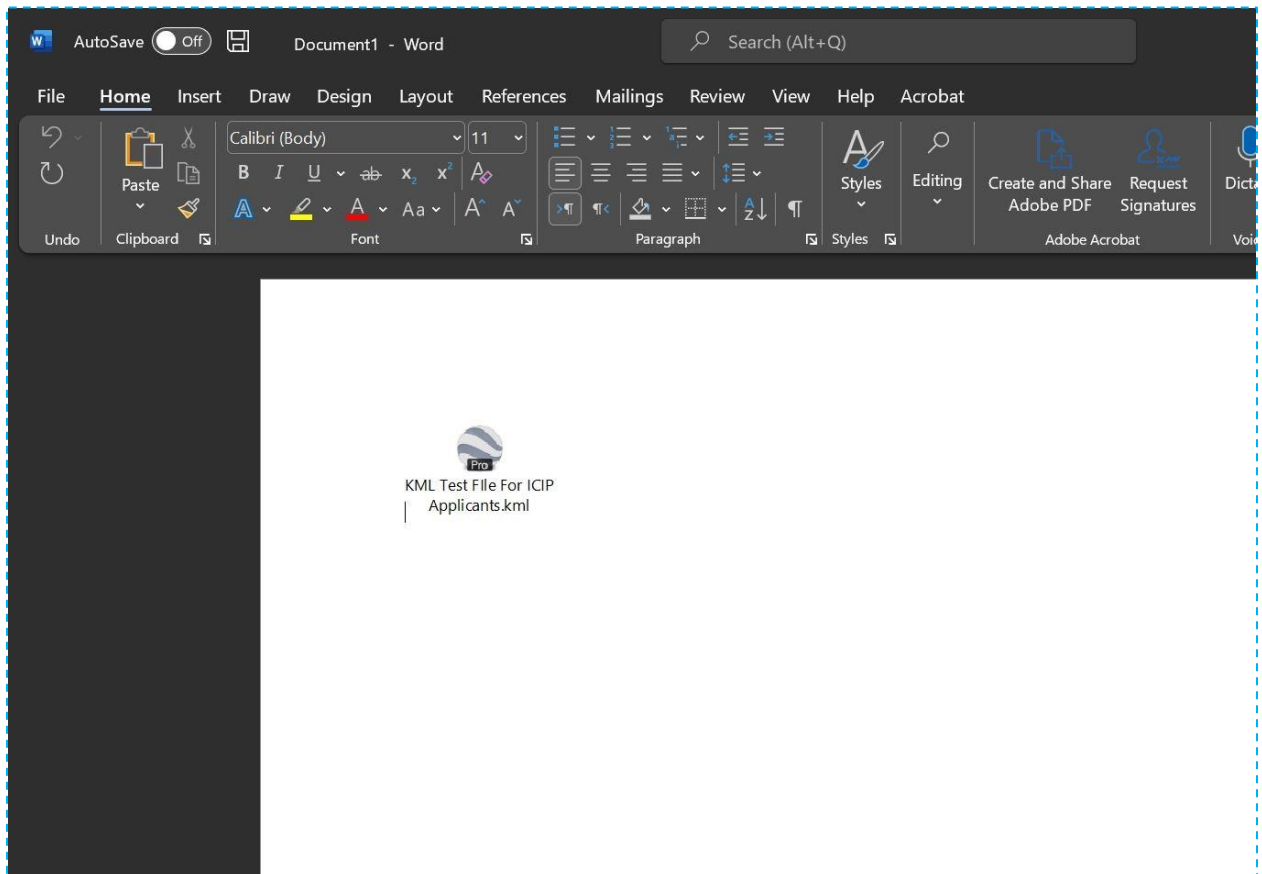
17. When you are in the folder where you saved your KML file, right-click on the KML file and select “Copy”:



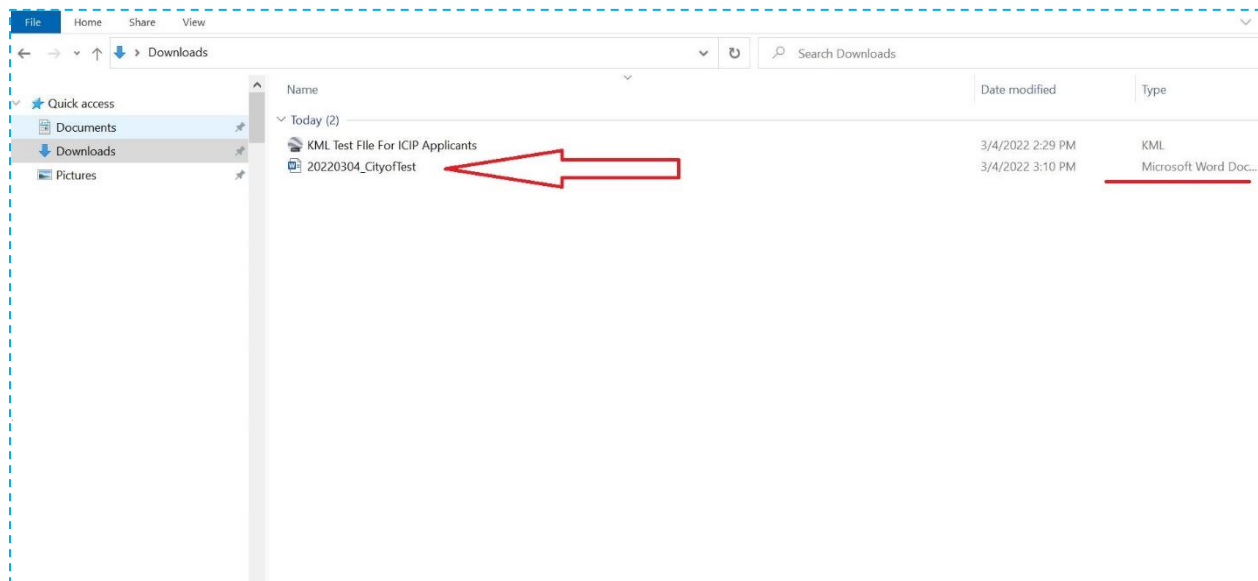
18. Now create a blank Microsoft Word document and right-click in the middle of the blank word document and select the following icon under the “Paste Options”:



After you choose “paste” your file should look like this:



19. Now, save the word document in your desired folder and name your file using the following naming convention: YYYMMDD_ApplicantName
For example: 20220304_CityofTest



20. Upload the Microsoft Word document to your application.