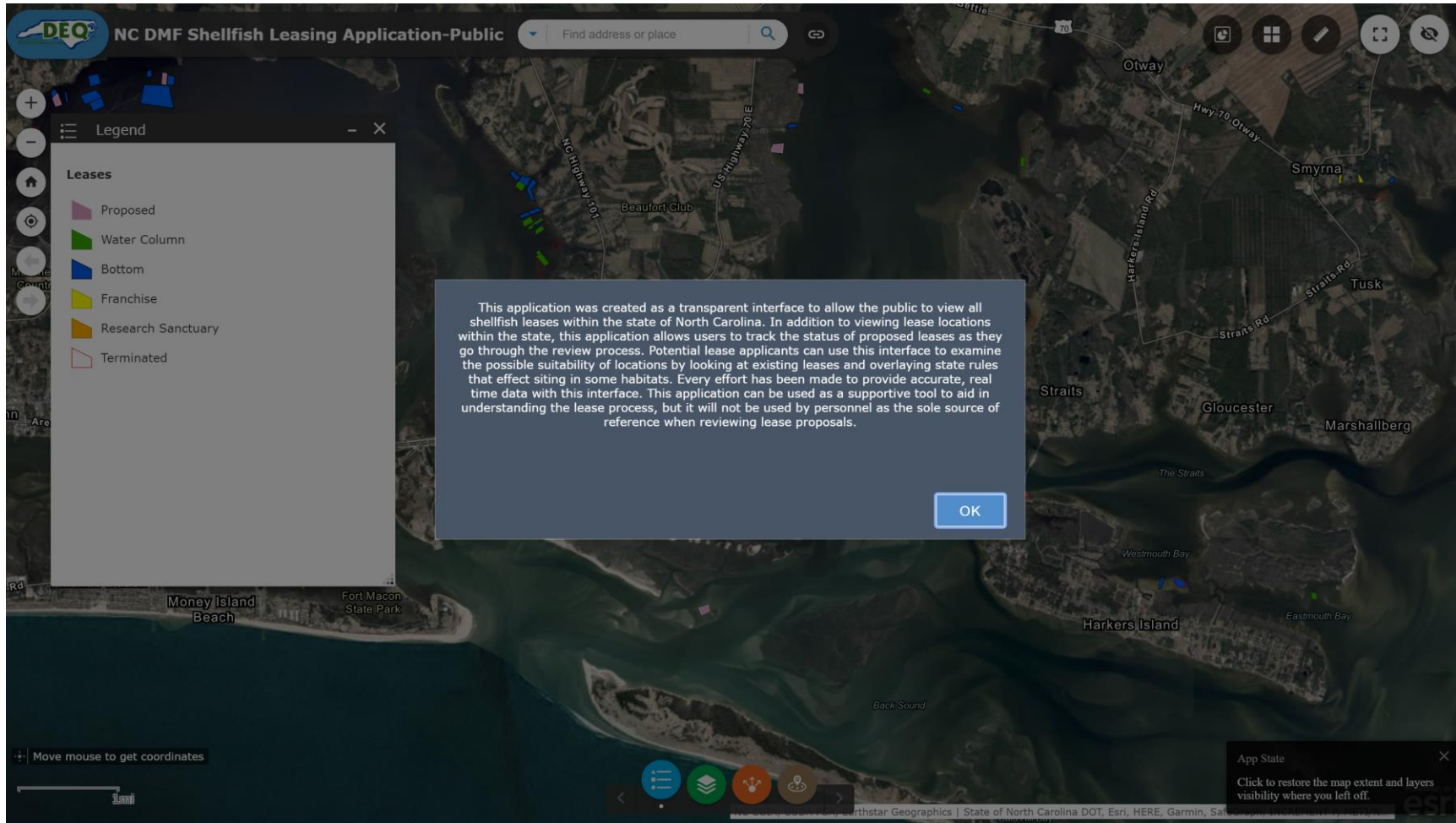


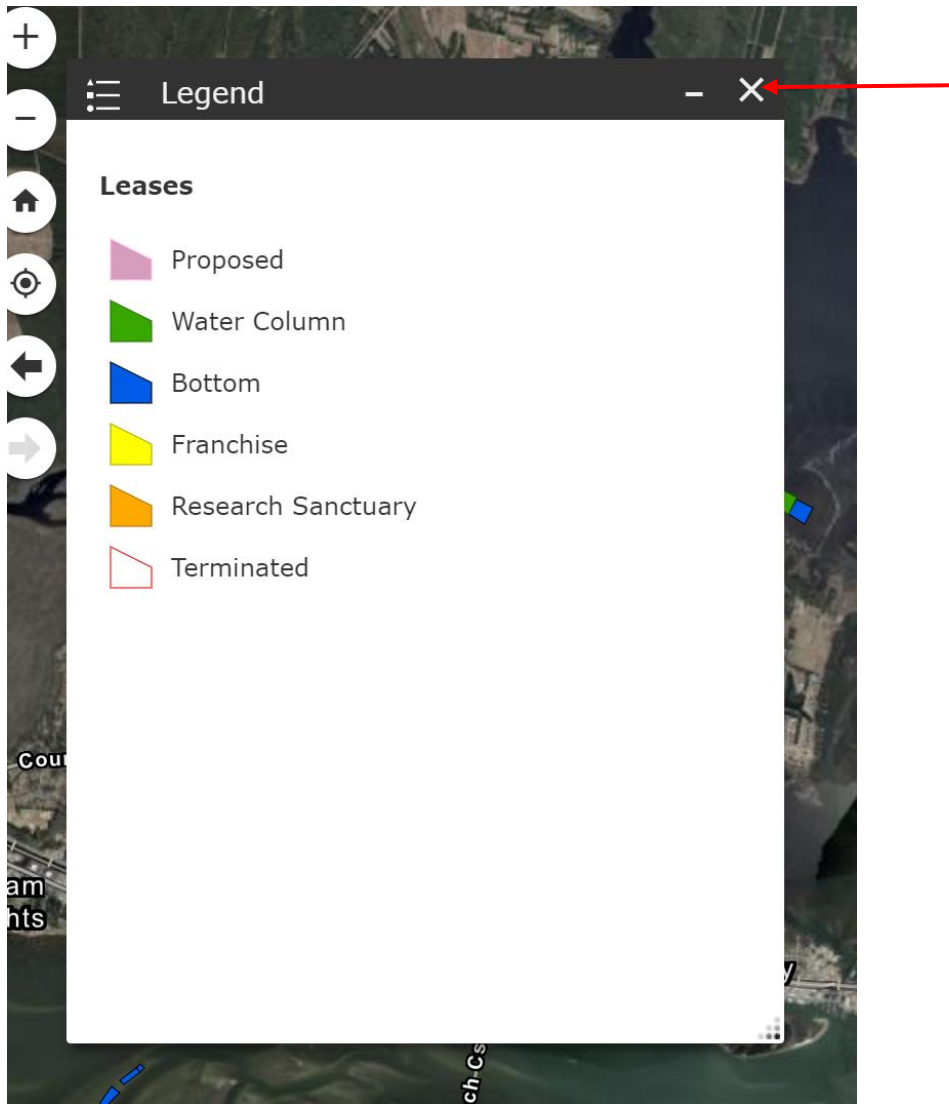
Web Application Quick User's Guide

North Carolina Shellfish Lease and Aquaculture Permitting Program

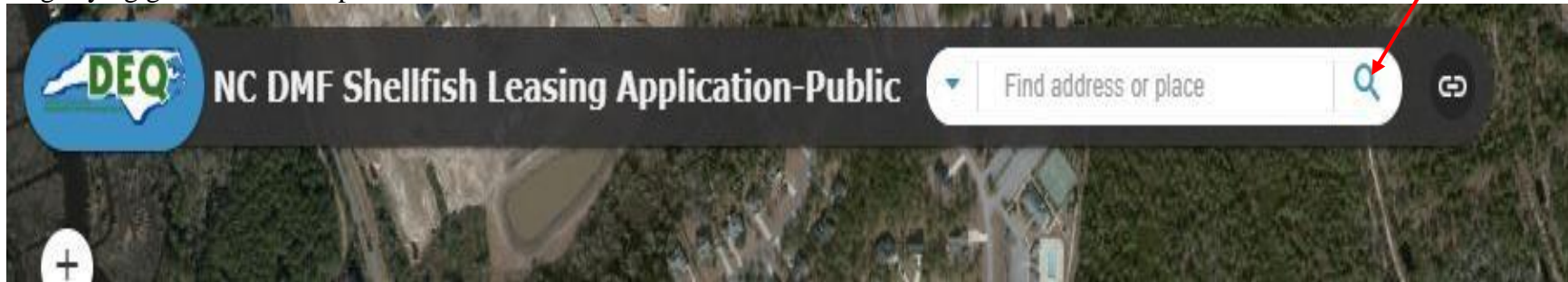
This document is designed to be used as a quick reference guide to expedite the user's experience. For a more detailed explanation, please refer to the Web Application User's Manual. Once you have read the banner stating the purpose of the public website **Click OK**



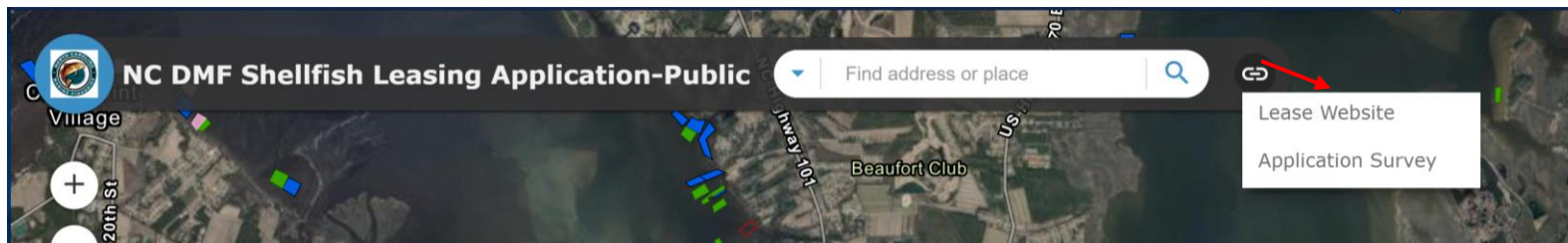
Close the legend to make the screen larger.



Starting with the **Search option in the top left**: If you know a specific lease number, enter it here and press enter or the **click** magnifying glass and the map will zoom to it.



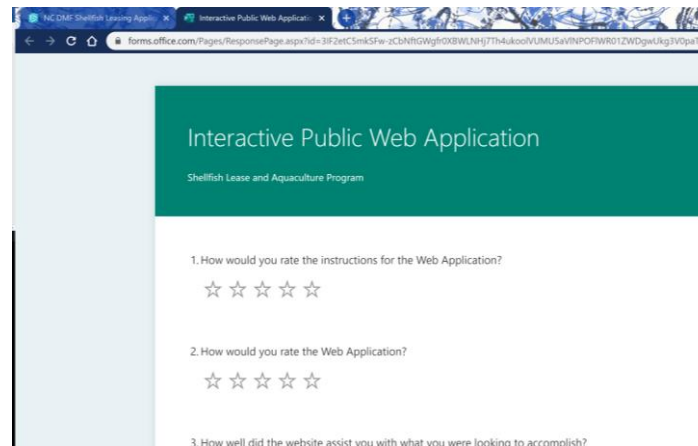
To the right of that is a **chain link**. **Clicking** this will give you the option to return to the Shellfish Lease Website or participate in the to provide feedback on the web application.



Clicking the Lease Website will take you to Division of Marine Fisheries Website N.C. **Shellfish Leasing and Aquaculture Permitting** for additional information.



Clicking on the Application Survey will take you to the survey form, which gives us the opportunity to make improvements to the website.



On the Left side are options to navigational option. Hovering over each one will also tell you the function of the circle.



The + and - circles are the zoom in or out feature.

The House circle is the default setting which takes you to Newport/ North River area.

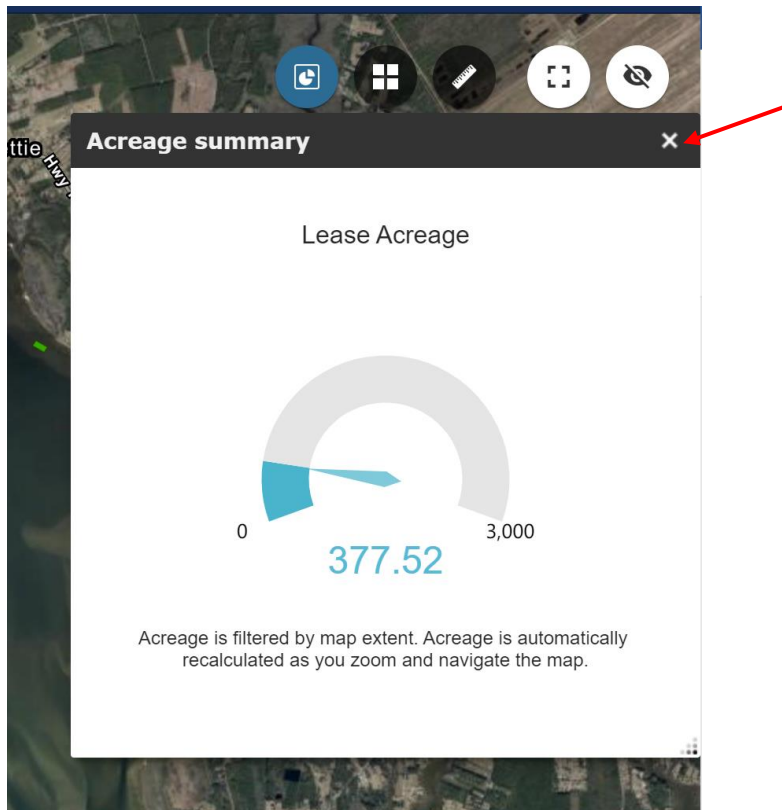
The Target will take you to your Current location.

The left and right arrows work like an undo/ redo and will take you back to the previous location or the next location.

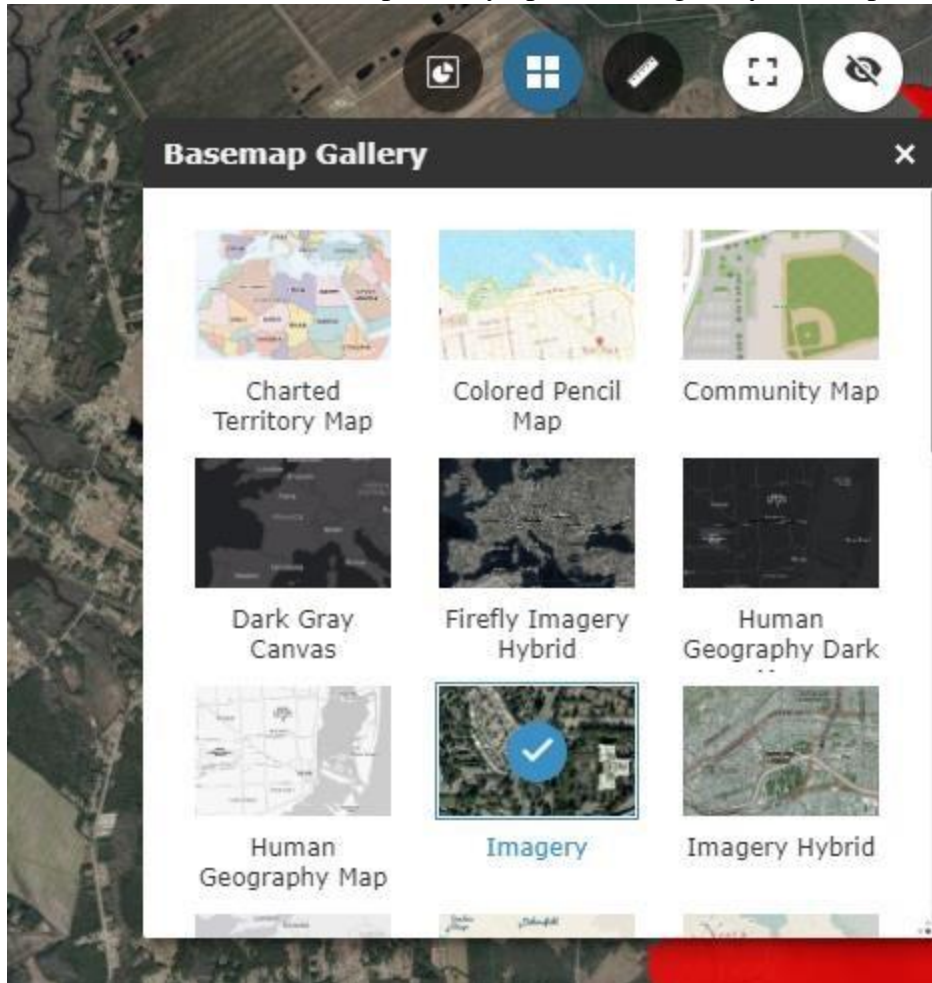
On the top right side of the screen, there are 5 circles.



Hovering the mouse cursor over each circle will tell you what each one does. The first is Acreage summary. **Clicking** this opens a pop up that shows lease acreage on the screen. - Note if you **zoom in** on a particular area the acreage number decreases and if you **zoom out** the acreage number increases. **Click** the X to close.

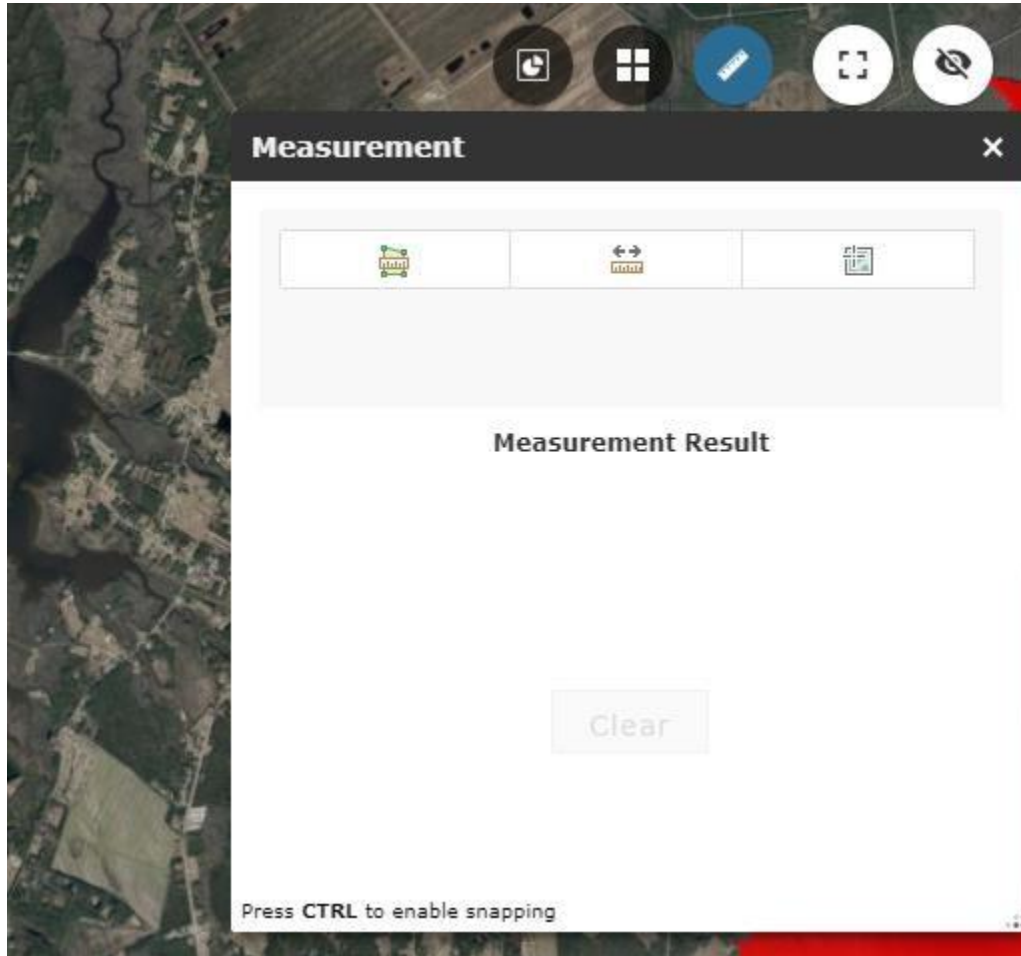


The next circle is the Basemap Gallery option. This gives you the option of changing the background. **Click** the circle to open.

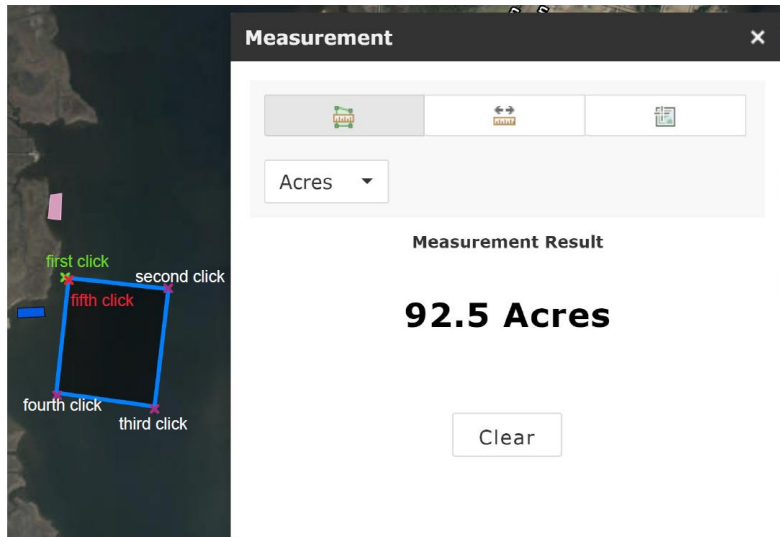


The middle circle with the ruler is a Measurement tool. **Clicking** on this gives you 3 options:

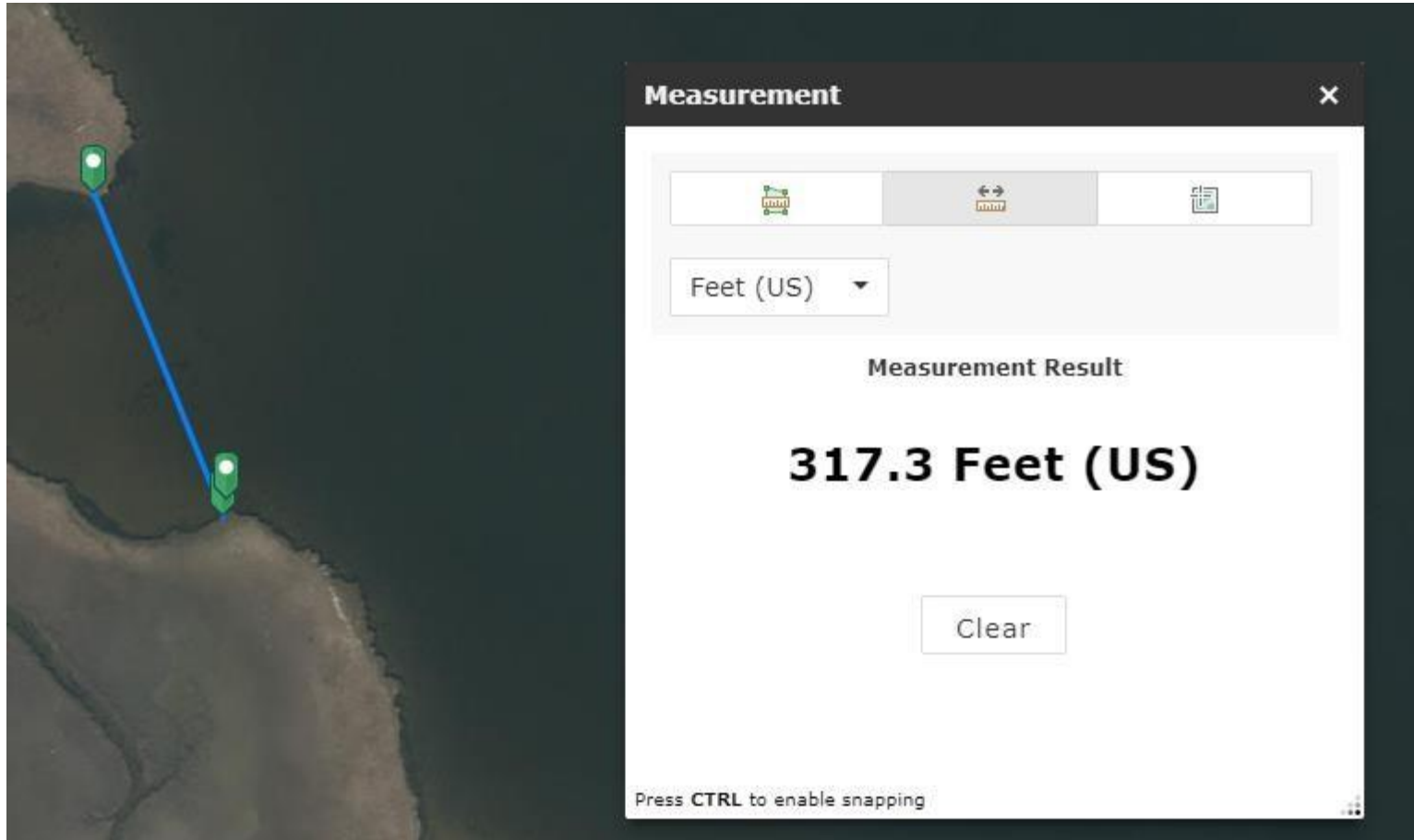
Area, Distance, and Location



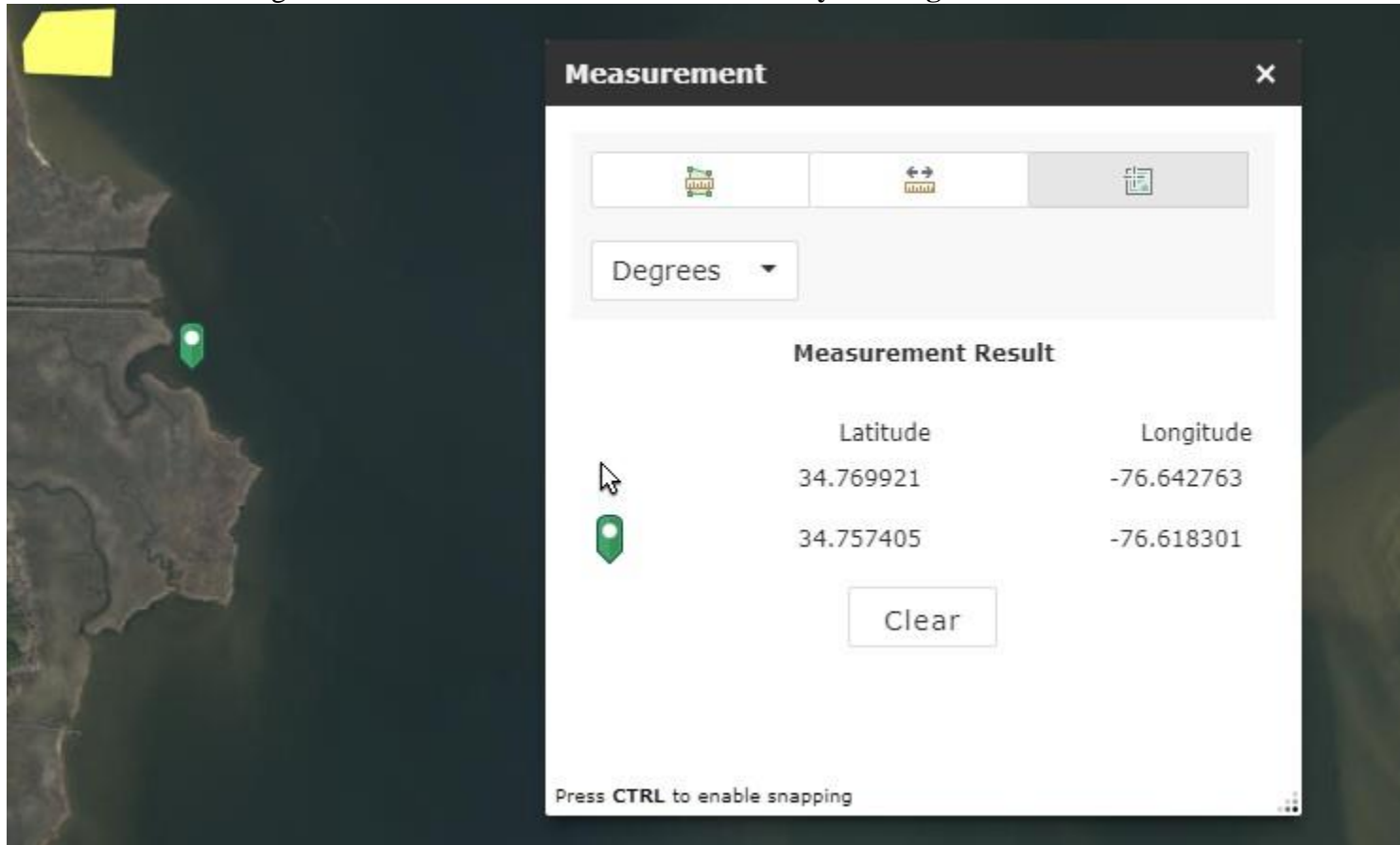
To draw an area or shape on the map, the first step is to pick a location. Once the location is chosen, **click** the mouse at a starting point and from there at every corner **click** the mouse (seen below). Once you get back to the starting point, **double-click** the mouse (fifth **click**). It is important to close the shape back to the starting point in order for the system to calculate the acreage. The example below has four points, but as long as the shape has at least three sides, the acreage will calculate.



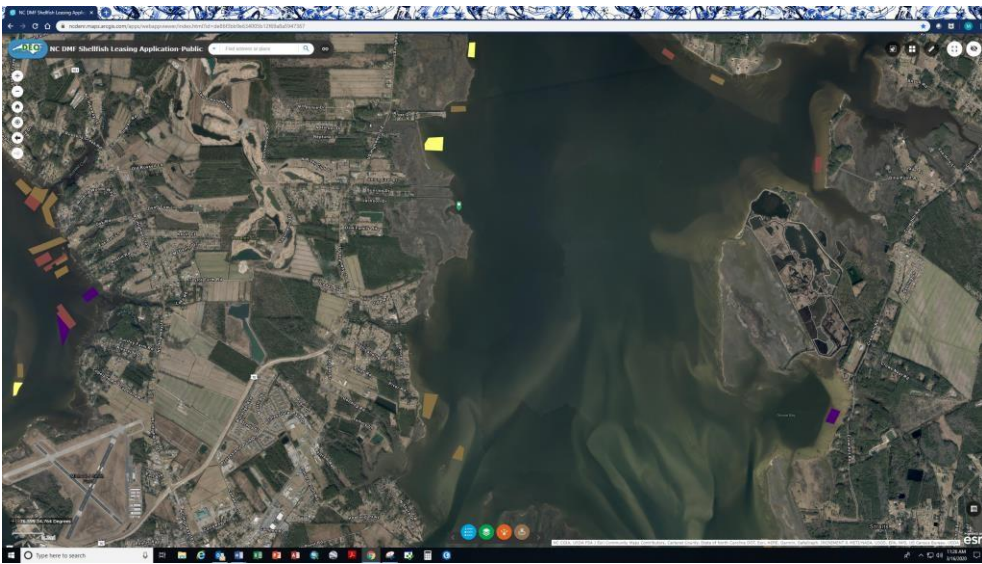
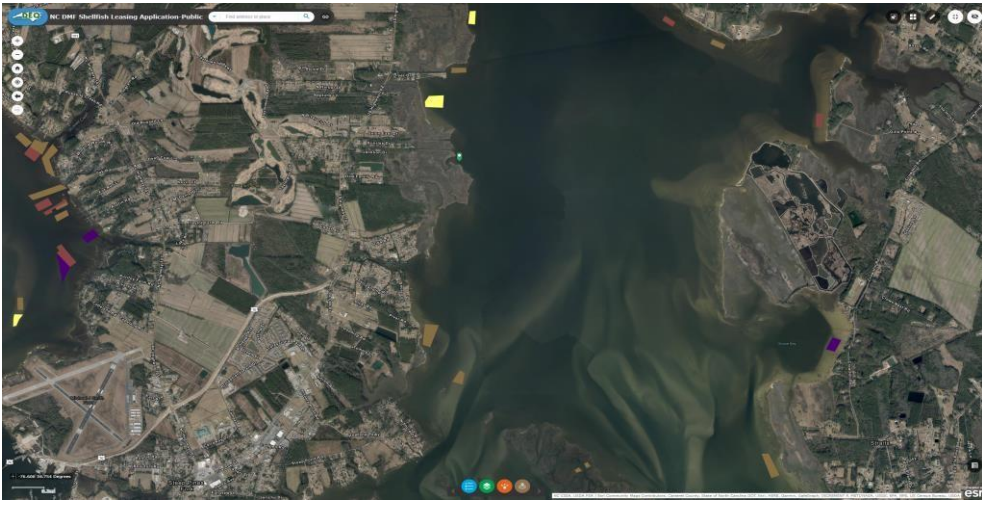
Distance allows you to measure from point to point. **Click** once to start a measurement and **double click** to stop measurement.



Location will mark a general location. **Close Measurement tool by clicking the X.**



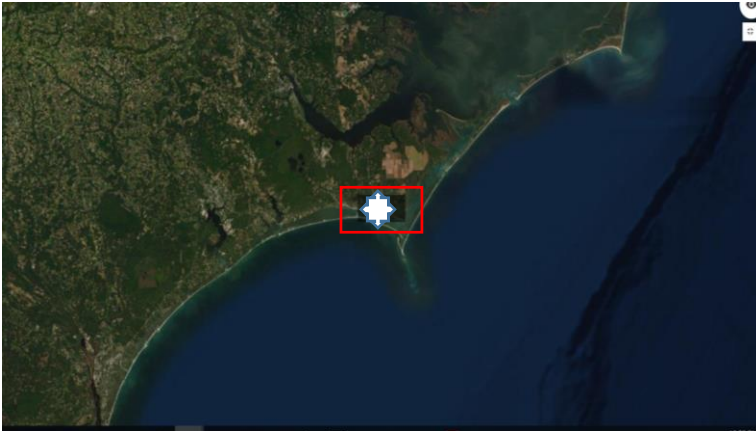
Clicking The 4th Circle gives the option to view the map in full screen; **Clicking again** returns your web browser.



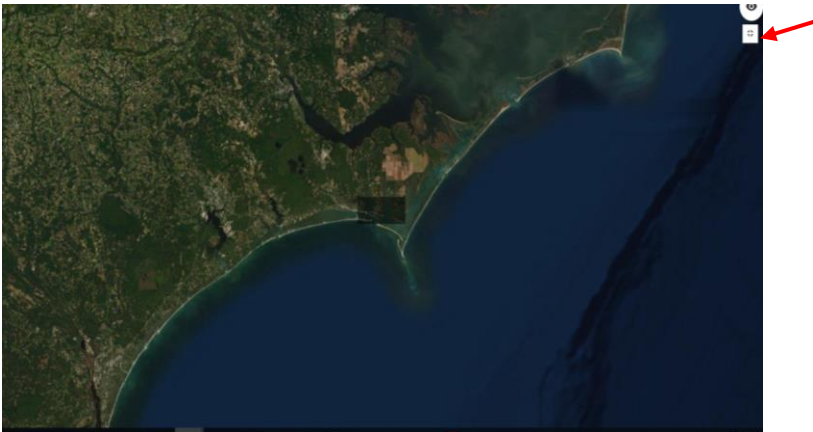
The last circle is the Map overview option. **Clicking** (1. red arrow) this option will open a small overview box- **Clicking the top right** (2. red circle) allows you to toggle on the maximize screen with the darkened rectangle (3. Red Rectangle) in the center.



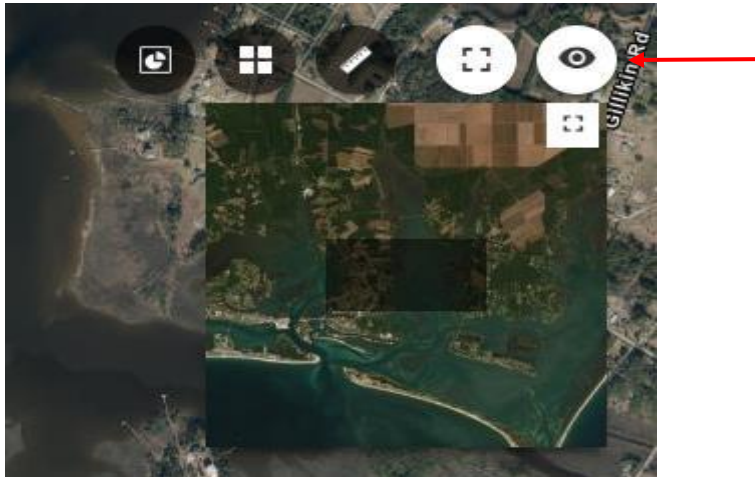
Hover over the darkened area with your cursor and the crosshairs appear. **Press and hold down the left mouse button** and you can drag it to a different location. Once you drag the darkened rectangle to a new location **release the mouse**. This features allows you to move to different waterbodies faster than just using the zoom in (+)/ zoom out (-) options as previously discussed.



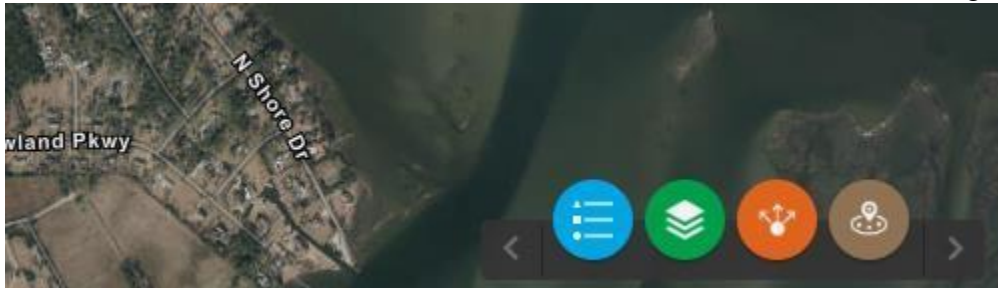
Click the white square (red arrow) to restore to the original screen.



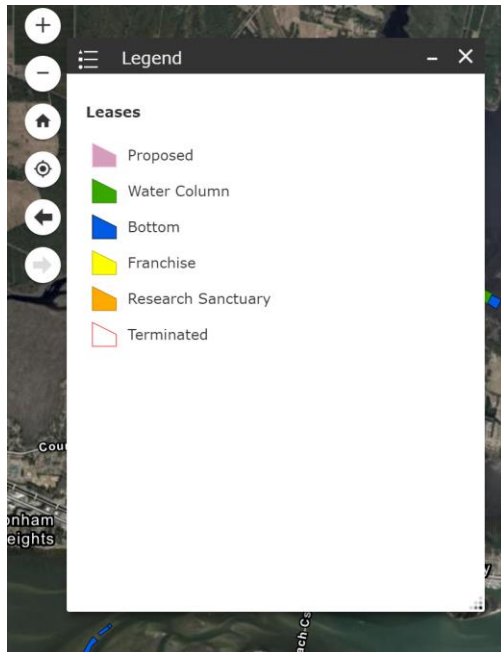
Click the circle (red arrow) to close this feature.



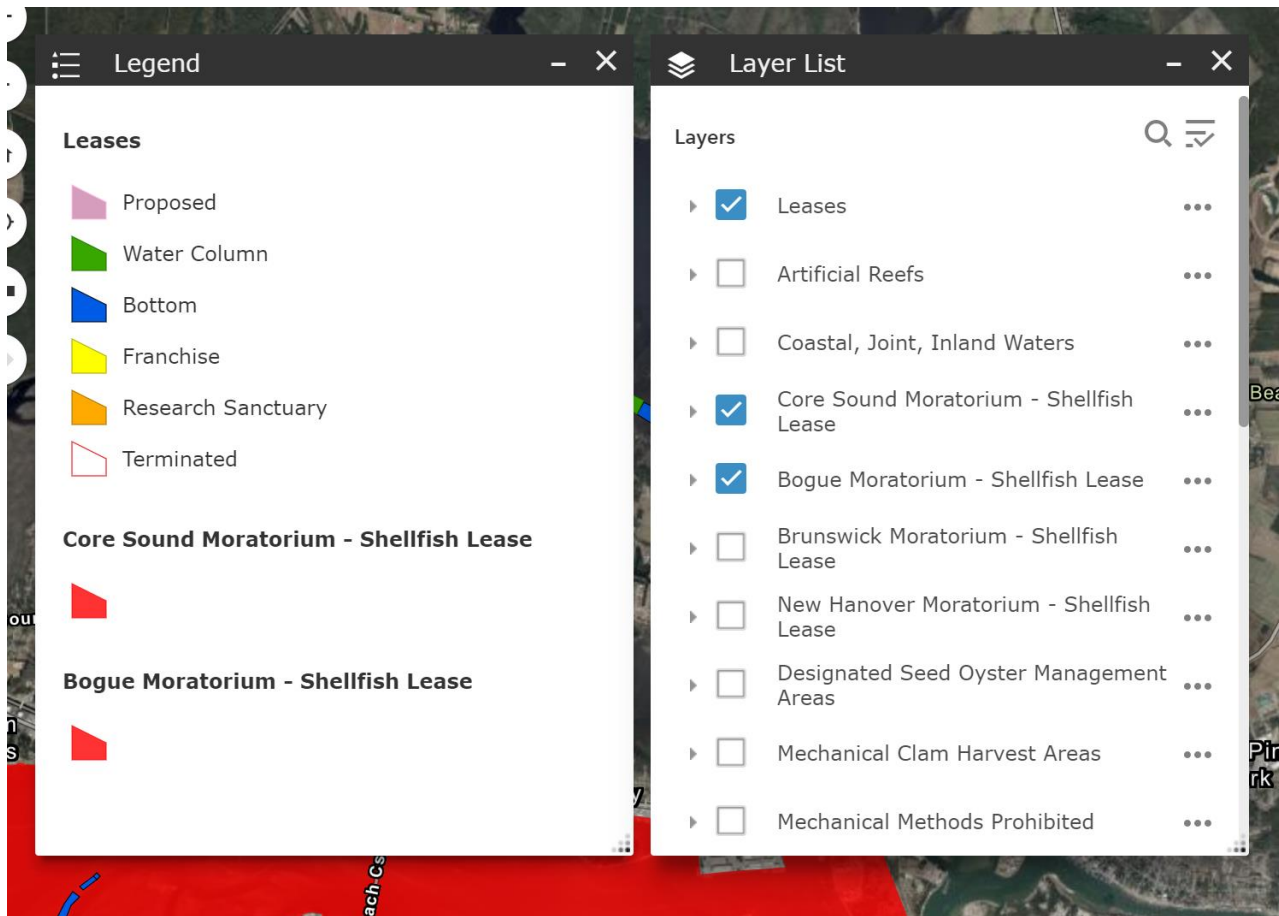
Located on the bottom center of the screen are 4 circles (Blue, Green, Orange, and Brown)



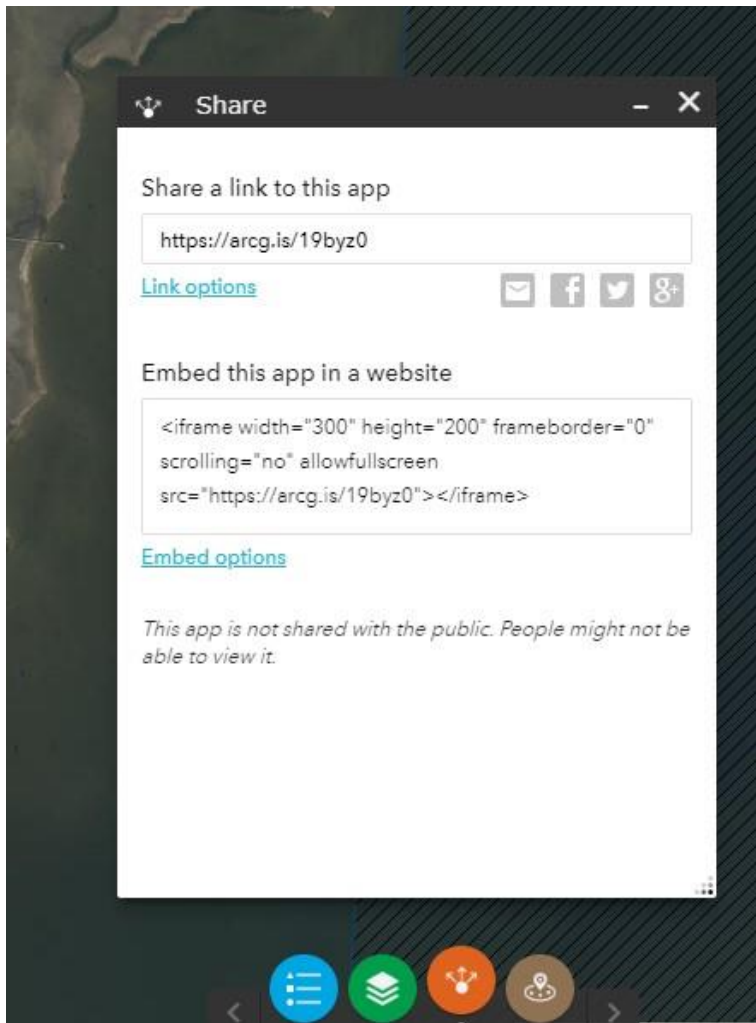
Clicking the Blue circle will open the legend. The leases are color-coordinated as to the type or status of the lease and is reflected on the map. By default, the Leases layer opens in the legend and on the map to show the locations of proposed applications, the four active lease types, and terminated leases.



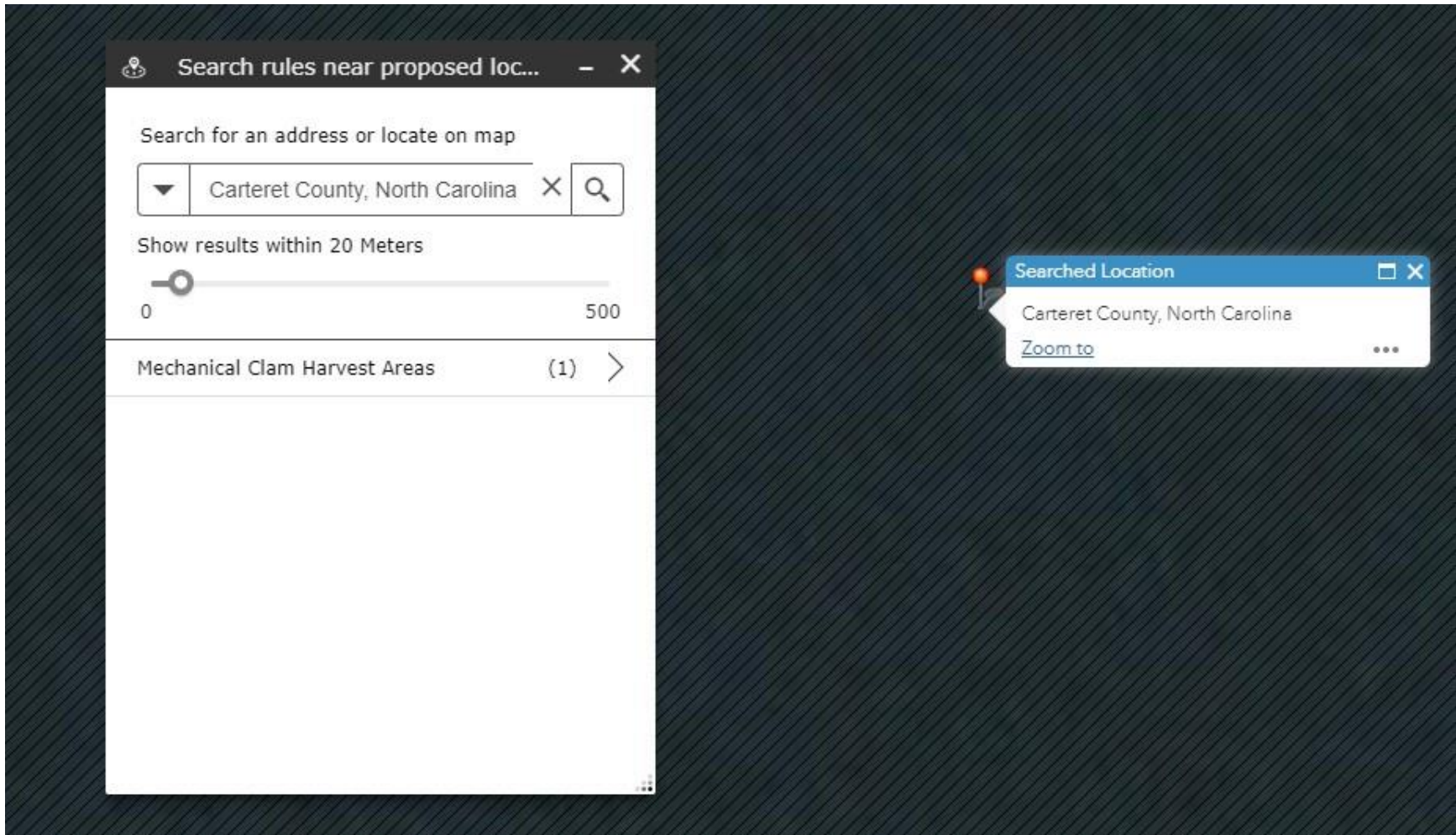
The Green circle adds different layers to the map. Notice that as you **check** the different layers, they appear on the map and in the legend. These are just a few of the layers that we look at when we receive an application to see if it meets general lease guidelines. **Click the X to close the Legend and the Layer List.**



The Orange circle is the share button which allows you to share the link to the site or add it to a website.



The Brown circle will identify rules or general standards that may affect a specific area. This is useful in siting proposed locations.

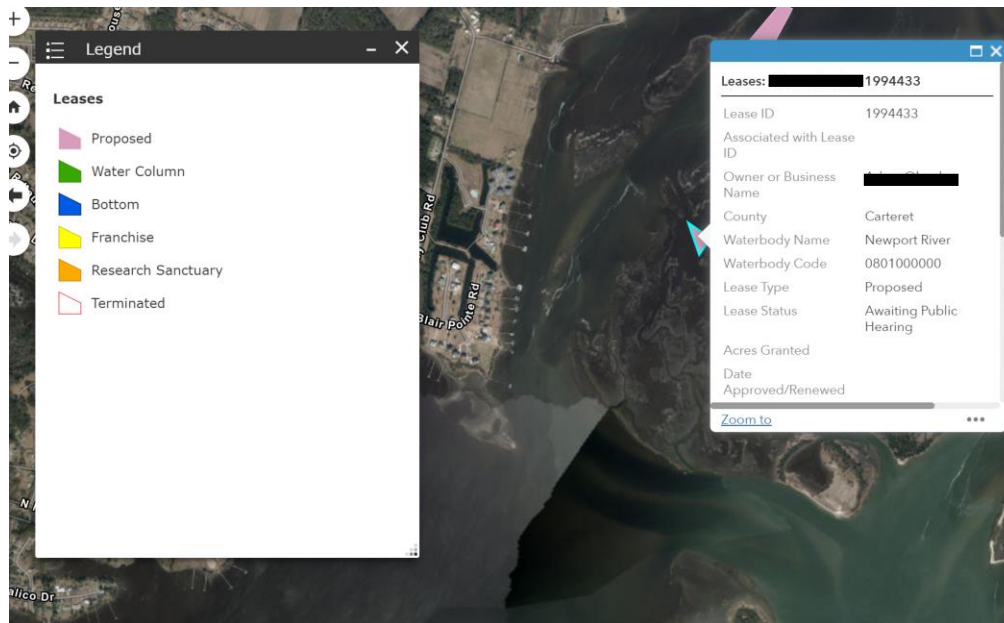


Looking at lease information:

Close the Layer List (Green Circle) and open the Legend (Blue Circle). This provides the ability to navigate to a desired location. To pan the map, **press and hold** the left mouse button and drag the mouse in the direction you want to go. Once you get to the general location, **release the mouse button. Zoom in** using the mouse wheel or the + **button**.

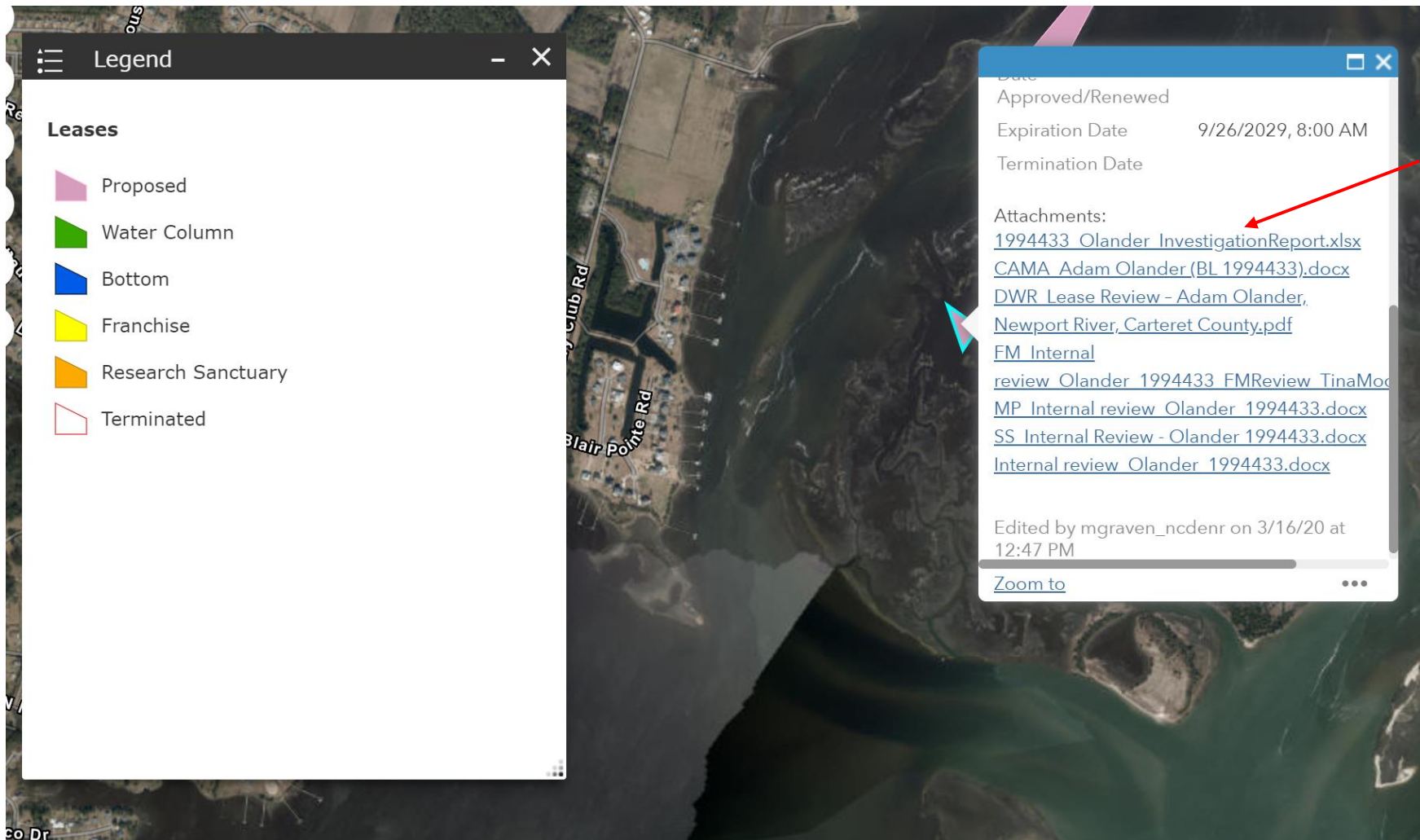
Use the legend to identify different leases and their type. **Click** on the lease you are looking for. The pop-up box will tell you the Lease ID (Number), Leaseholder, and other public information.

Proposed Application Information example (for instructional purposes type 1994433 on the search menu on the top left of the map)



Proposed Application Information example

If you scroll to the bottom of the pop up box, you will find all public documents associated with the proposed location. This applies to all lease applications starting in the 2020 lease season. Clicking on the attachment will open it and you can read agency comments. Attachments are available while the lease is going through the



Water Column Information Example (Note the Water Column also includes an “Associated with Lease ID”; this is the Bottom Lease number).

The screenshot displays a GIS interface with a legend on the left and a detailed popup window on the right. The legend, titled "Leases", includes the following categories:

- Proposed (pink polygon)
- Water Column (green polygon)
- Bottom (blue polygon)
- Franchise (yellow polygon)
- Research Sanctuary (orange polygon)
- Terminated (red outline polygon)

The popup window, titled "(1 of 2)", provides the following details for a selected lease:

Leases: [REDACTED], 1627843	
Lease ID	1627843
Associated with Lease ID	9207
Owner or Business Name	[REDACTED]
County	Carteret
Waterbody Name	Newport River
Waterbody Code	0801000000
Lease Type	Water Column
Lease Status	Active
Acres Granted	4.39
Date Approved/Renewed	7/1/2019, 12:00 AM
Expiration Date	6/30/2029, 11:59 AM

At the bottom of the popup, there is a "Zoom to" link and a three-dot menu icon.

Bottom Lease Information example

The screenshot displays a GIS interface with a map of water bodies. A legend on the left side categorizes different lease types: Proposed (pink), Water Column (green), Bottom (blue), Franchise (yellow), Research Sanctuary (orange), and Terminated (white). It also lists moratoriums for shellfish leases in Core Sound and Bogue. A popup window on the right provides detailed information for a specific lease.

Legend

- Proposed
- Water Column
- Bottom
- Franchise
- Research Sanctuary
- Terminated

Core Sound Moratorium - Shellfish Lease

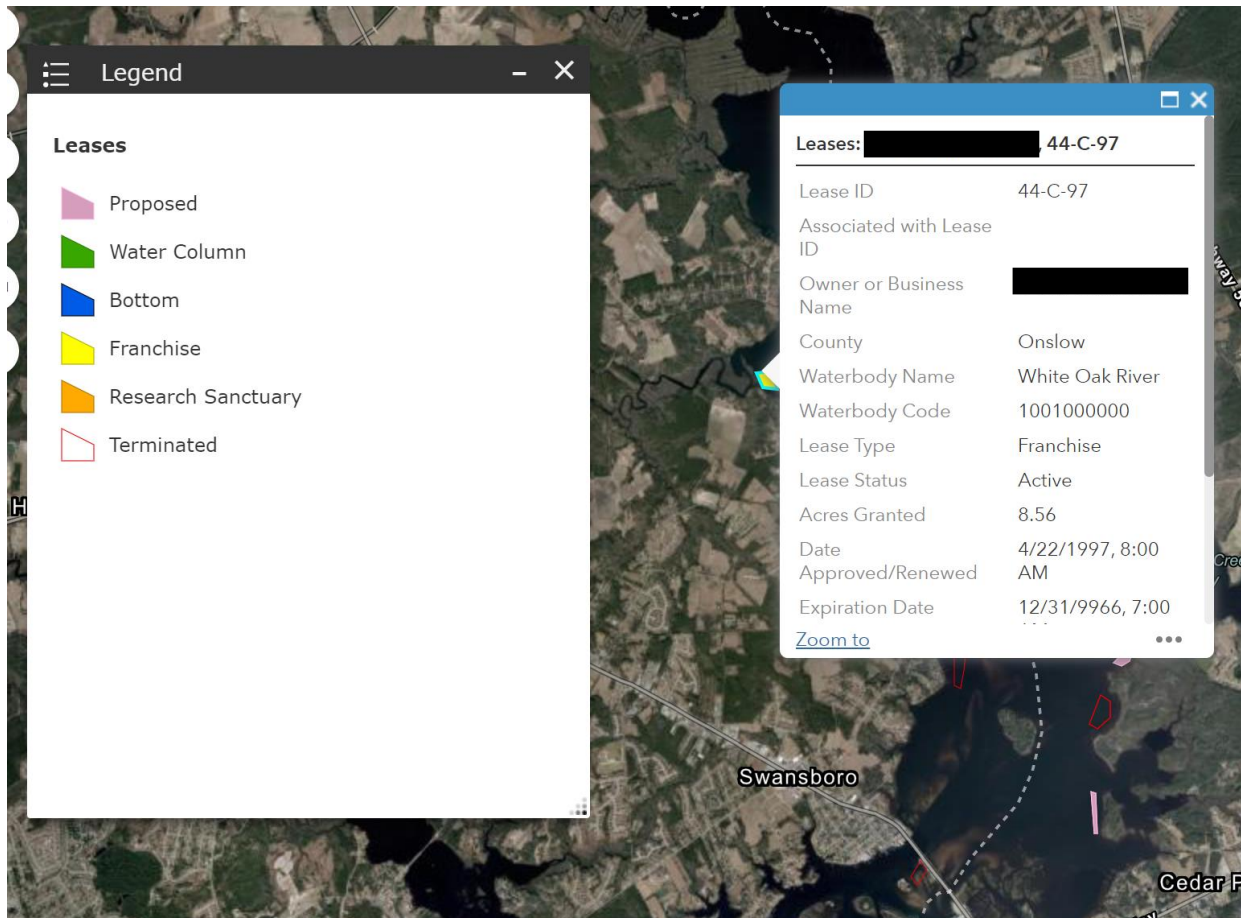
Bogue Moratorium - Shellfish Lease

Leases: [REDACTED] 1891340

Lease ID	1891340
Associated with Lease ID	
Owner or Business Name	[REDACTED]
County	Carteret
Waterbody Name	Newport River
Waterbody Code	0801000000
Lease Type	Bottom
Lease Status	Active
Acres Granted	1.9
Date Approved/Renewed	7/13/2018, 8:00 AM
Expiration Date	6/30/2028, 8:00 AM

[Zoom to](#) ...

Franchise Information example

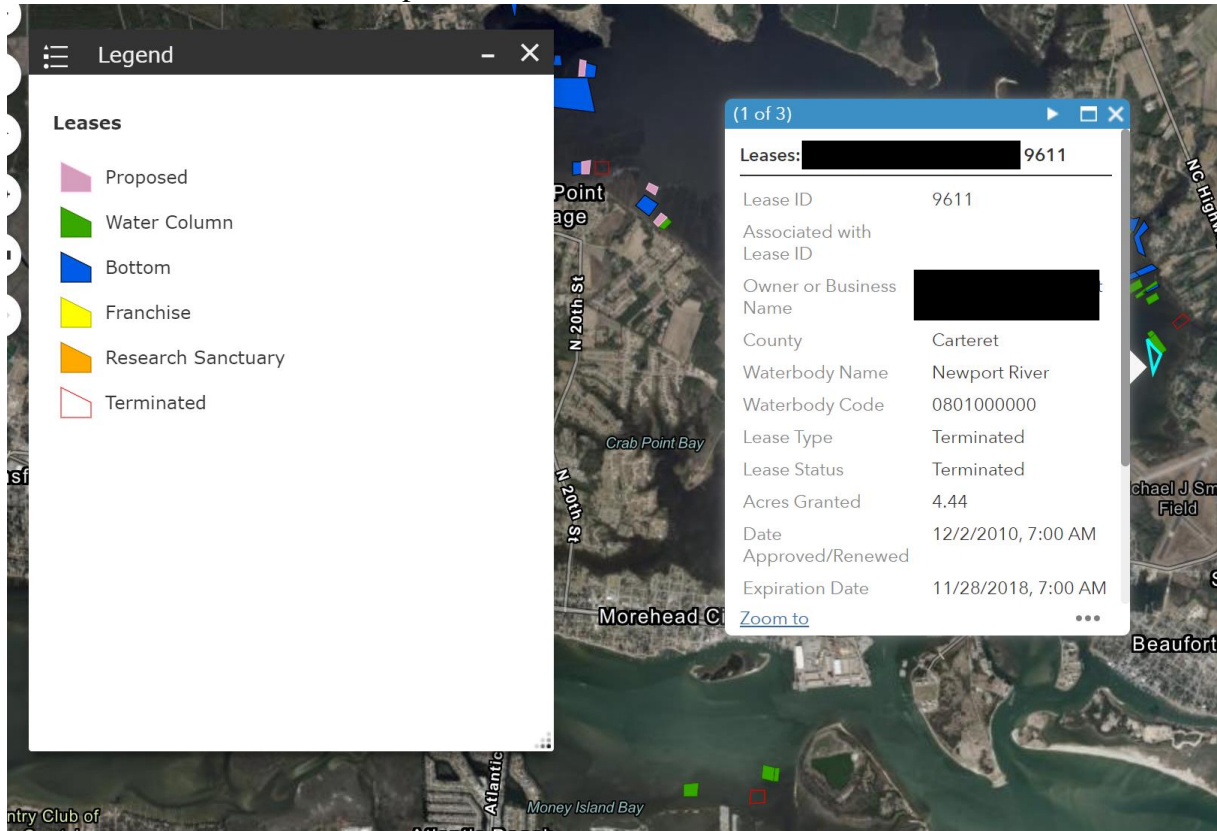


Research Sanctuary Information example

The image shows a GIS application interface. On the left, a legend window titled "Legend" lists lease types with corresponding colored polygons: Proposed (pink), Water Column (green), Bottom (blue), Franchise (yellow), Research Sanctuary (orange), and Terminated (red outline). The main map area shows an aerial view of a coastal area with labels for "Camp Glen", "Elm St", and "Maple L". A small orange and yellow polygon on the map is highlighted. On the right, a popup window displays detailed information for a specific lease.

Leases: [REDACTED] 1951300	
Lease ID	1951300
Associated with Lease ID	
Owner or Business Name	[REDACTED]
County	Carteret
Waterbody Name	Bogue Sound
Waterbody Code	0900000000
Lease Type	Research Sanctuary
Lease Status	Active
Acres Granted	2.57
Date Approved/Renewed	7/1/2018, 8:00 AM
Zoom to [REDACTED]	

Terminated Information example



Any personal information associated with the lease holder or management plan is not displayed to protect confidentiality rights of the per NC GS.