



Tennessee Department of Health

Syringe Services Program (SSP) Application

Zoning Requirements Mapping Guide

This guide is intended for organizations that are applying to become an approved SSP in Tennessee. This guide is a step-by-step example of how to create documentation demonstrating that the proposed SSP site(s) meets the State of Tennessee’s SSP legislation zoning requirements, TN Code § 68-1-136g ([2023](#)).

Please direct any questions to SSP.Health@tn.gov.

Application Mapping Requirements:

1. Ensure the proposed location meet the TN legislation’s zoning requirements.
 - a. At least 1,000 ft from a school or public park
 - b. Exception: At least 2,000 ft from a school or public park in municipalities that have a population between 55,440–55,450 according to the federal census
2. Using Google Maps, Google Earth, GIS, or other geospatial software, measure the distance from the proposed location to the nearest school **and** the nearest park property line separately. This may require **creating two separate maps** depending on the program you use (e.g., Google Maps).

CONTENTS

General Step-by-Step Guidance	2
Google Maps Picture Guidance	2
Using an Address	2
Using Coordinates	5
Green Spaces	5
Saving the Map (PDF or JPG/PNG)	6
Putting Two Maps in One File	8

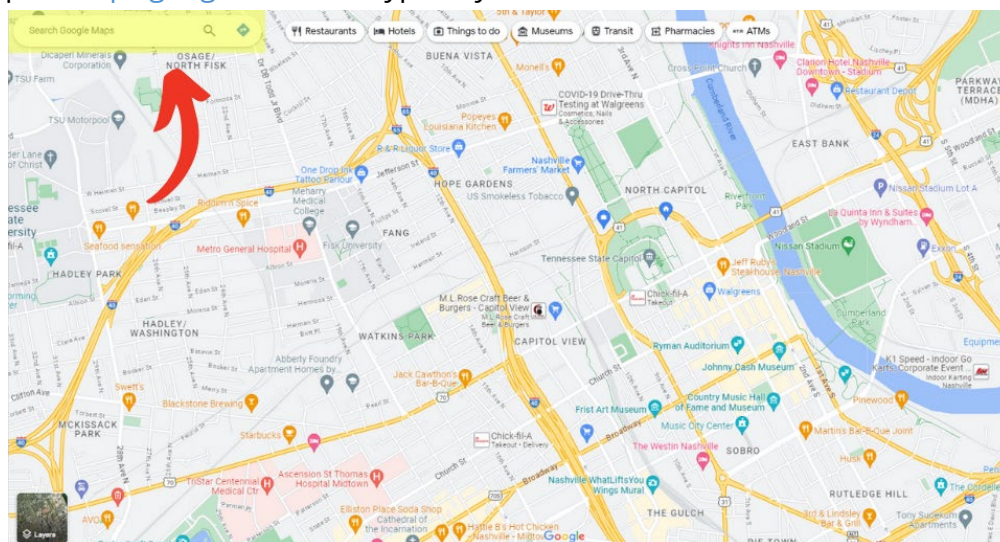
GENERAL STEP-BY-STEP GUIDANCE

1. The measured distance must be the **most direct route** from the SSP location to the school and park, measuring to the closest edge of the school or park's property line from the proposed location. **Do NOT use driving or walking route measurements.**
2. Confirm that the distance is measured in feet.
3. Zoom the map out so that the application reviewers can determine that there are no other schools or parks within 1,000/2,000 feet from the proposed location depending on the municipality (see page 1 for details). The measurement must be clearly visible in the submitted image.
4. If there is a green space on the map that is not a park (i.e., cemeteries), please label it as such. If a school or park is not labeled on the map, please label it.
5. If your location does not have a physical address, you may use coordinates, but you must adhere to the same zoning and application requirements.
6. Repeat steps 1-5 to create a second map. **At least two maps are needed for each SSP location, one map demonstrating distance from a school, and one map demonstrating the distance from a public park.**
7. Maps may be submitted as PDFs, JPGs, or PNGs, but they must be in one file.

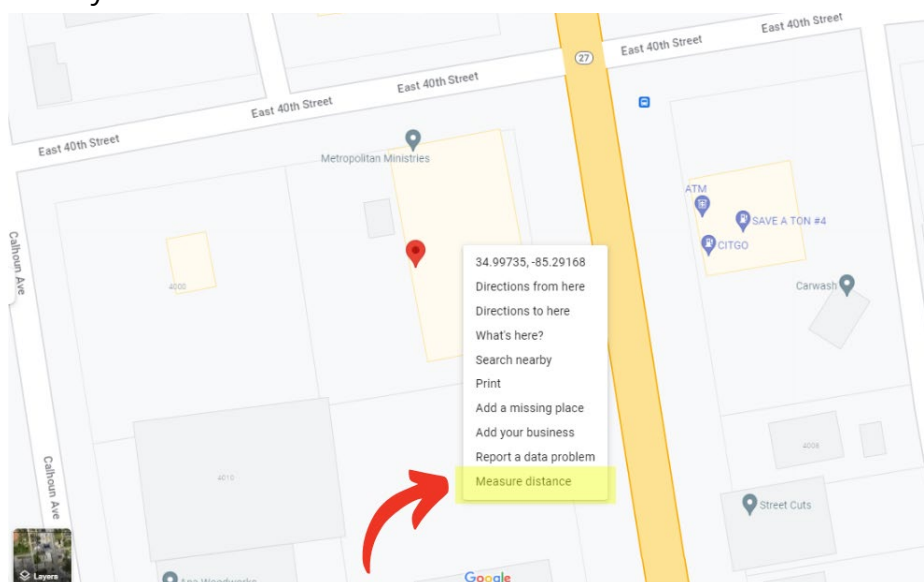
GOOGLE MAPS PICTURE GUIDANCE

Using an Address

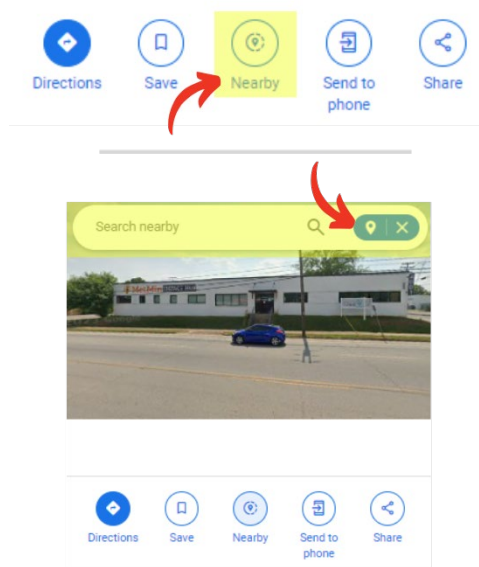
1. Open maps.google.com and type in your SSP site address.



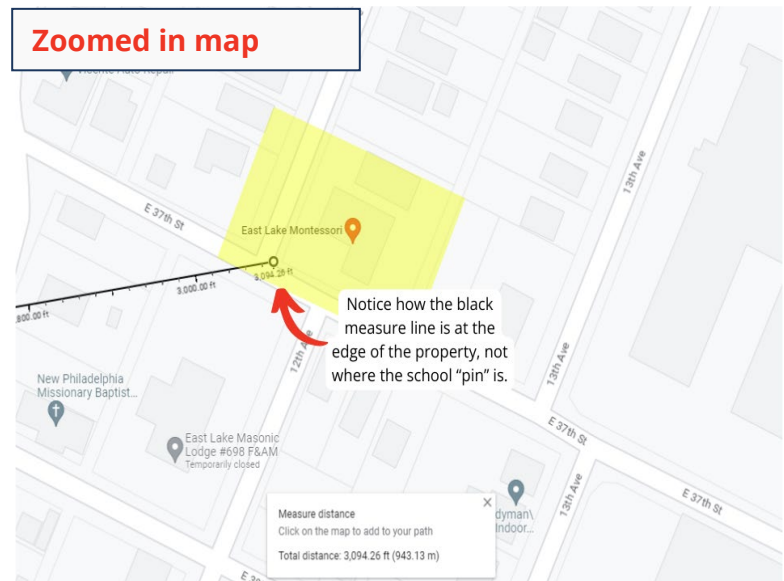
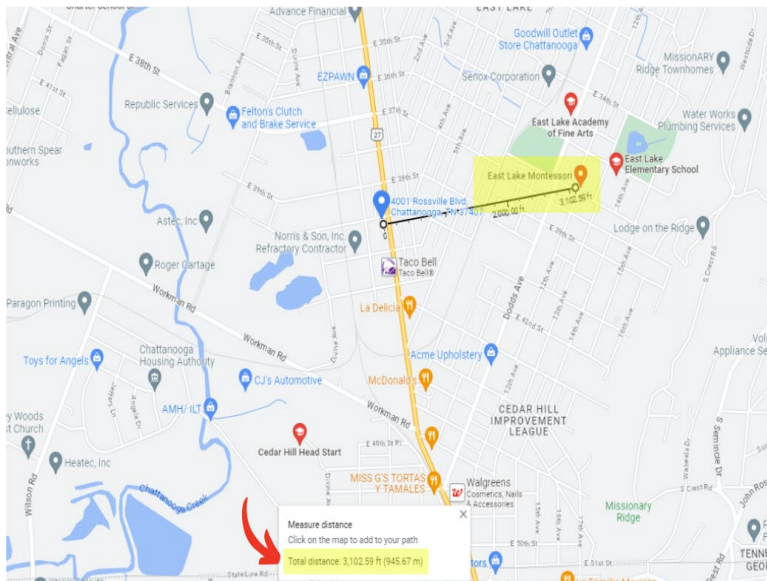
2. Right-click your address's marker and select "Measure Distance."



3. Click "Nearby" on the left panel. This allows you to search for schools or parks that are near your address easily. Once you click "Nearby," a blue pin will appear in the search bar. From there, type "school" or "park" to see what's around.
 - a. **Note:** You may also need to search for "preschool" as well. Occasionally, they do not show up when you search for schools.



4. Click around the closest school/park so that the black measure line extends towards it. The measure line should stop at the property boundary of the school which may not be where the pin is. The total distance is indicated on the bottom of the screen.
 - a. Remember, the location must be 1,000 or 2,000 ft away from the nearest school/park, depending on the municipality (see page 1 for details).
 - b. **Note:** You may have to repeat this step for different schools/parks to see which is the closest.
 - c. **Note:** If it's more than 5,200 ft away, the measure automatically converts to miles.



5. When you are satisfied with your map and distance, orient the map so that the school/park and your location are clearly visible. Zoom out the map so that the application reviewers can verify the proposed location.
 - a. Zoom in/out using the plus and minus buttons on the bottom right of the screen. Or, use your mouse/trackpad's scroll feature.
 - b. Move the map by clicking the map and dragging your cursor around.



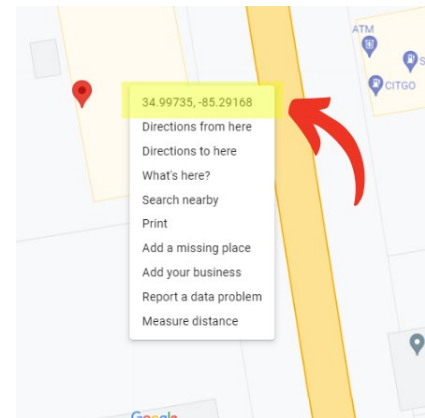
6. Save the map as either a PDF or picture (PNG/JPG). See "Saving the Map" for detailed instructions.

7. If the school/park doesn't show up on the map (i.e., its name doesn't appear), manually label the location using a PDF reader, photo editor, Canva, etc.
 - a. If there is a green space on the map that is not part of a public park (i.e., cemetery), please label it as such.
 - b. You can also use the Google Maps print feature to add any notes. See "Saving the Map" for detailed instructions.
8. **Repeat steps 2-7 for the other map. At least two maps are needed for each SSP location, one map demonstrating distance from a school, and one map demonstrating the distance from a public park.**
9. Upload the school and park map files to the [SSP Application](#).
 - a. The SSP Application only allows one file to be uploaded in the form. To put the two maps into one file, see the instructions later in this document.
 - b. Remember to complete the [Location Table](#) with the distance and location information.

Using Coordinates

There is also an option to use coordinates instead of a physical address. To obtain your coordinates:

1. Right-click on your location. A menu should pop up.
2. Click the button with the coordinates and they will be copied to your clipboard. You can now paste them as needed.
3. Once you've obtained your coordinates, follow steps 2-9 of "Regular Address" to complete your location map.



Green Spaces

In Google Maps, the green areas typically signify parks or recreational areas. Occasionally, they also represent cemeteries which do not fall under the zoning requirements. If there are cemeteries on the map that are closer to your location than the closest school/park, please label it as such or make sure the name of the cemetery is clearly visible.

In the following screenshot, Google Maps blocked a cemetery off in green, but the park is not in green. Since cemeteries do not fall within the zoning requirement, the measurement extends to the closest park boundary/property line.

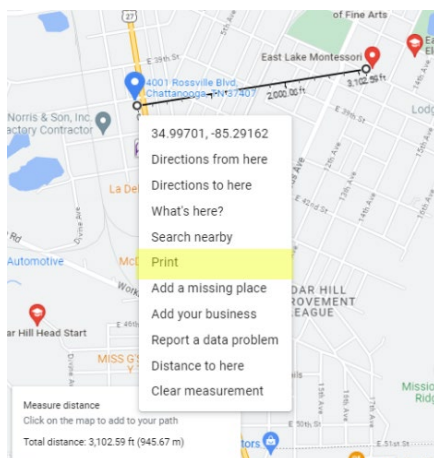


The cemetery and park labels are clearly in view to differentiate the park from the cemetery. If the labels do not appear, please label them manually using a PDF reader, photo editor, Canva, etc., or use the notes section when you save from Google Maps (see “Saving the Map” for more details).

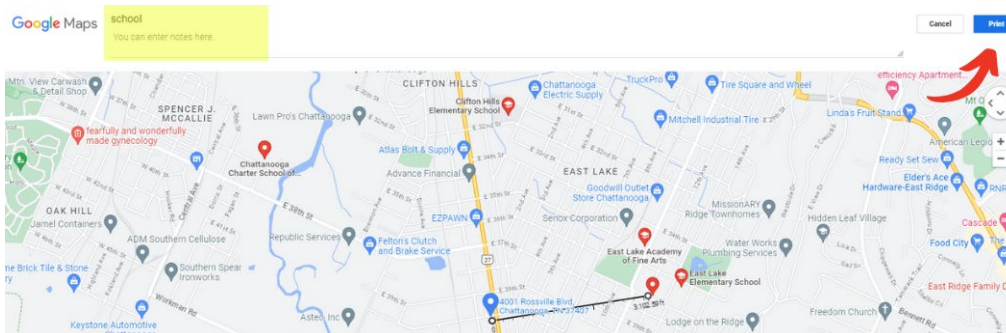
Saving the Map (PDF or JPG/PNG)

When uploading your map(s) to the SSP application, you can use any file format. There are two easy ways to save your maps when using Google Maps:

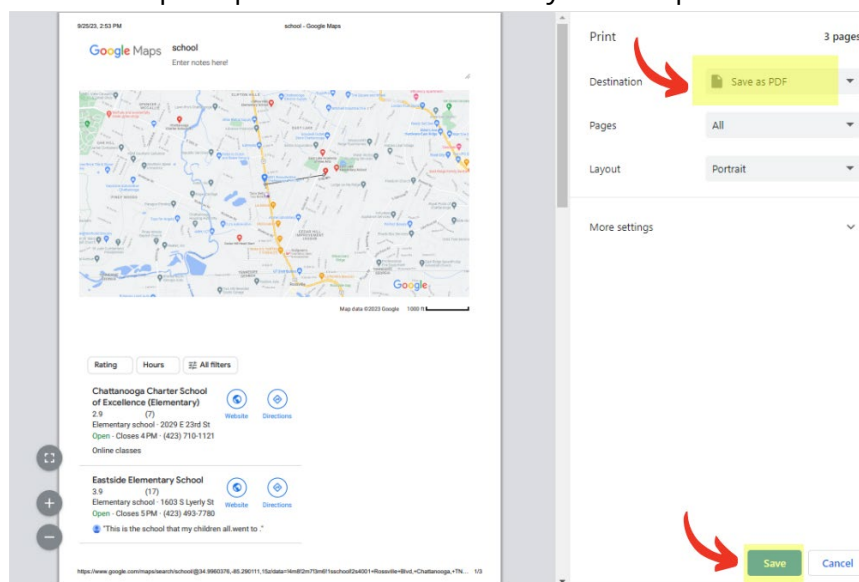
1. Right-click the map and select “Print” to save as PDF.



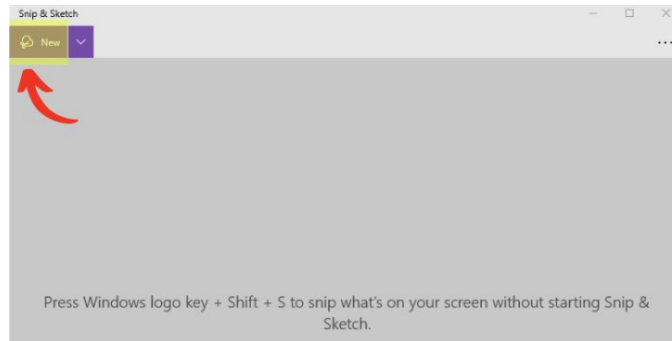
- a. When you select "Print," a page will appear where you can check your map alignment and also add any notes that will be saved when you save the document.
 - i. This can be a space to name any green spaces that are cemeteries and/or to list the school name if it doesn't pop up, etc.



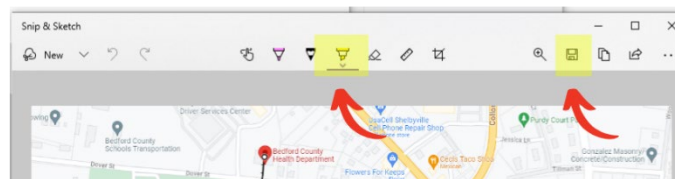
- b. Follow the prompts to "Save as PDF" to your computer.



2. Screenshot the map using your computer's software and save as a PNG/JPG.
 - a. For Windows, press the Windows key + PrtScn. The screenshot is usually saved to your Pictures folder.
 - i. You can also use the "Snip & Sketch" feature (or Windows key + Shift + S) to screenshot a portion of the screen.
 1. Once the application is open, click "New" and this will gray out your screen. Click and drag your cursor over the area you want to screenshot.



2. Once you let go, a window will pop up with your picture. In this application, you can draw or highlight areas if needed. When you are done, use the save button to save the picture to your computer.



- b. For Apple/Mac, press Cmd+Shift+3. The screenshot is usually saved to your desktop.
 - i. Pressing Cmd+Shift+4 will pull up a screenshot tool where you can control the area that is captured, rather than capturing the full screen. The picture will be saved to your desktop.

Putting Two Maps in One File

There are two main ways to put two maps into one file if they start out as separate files. It all depends on the file type your maps are saved as.

1. If you have two pictures (JPG/PNG), you can put both pictures into a Word document (or other similar application: Google Docs, Pages, etc.), save the document, and upload it to the application.
2. If you have two PDFs, you can merge them into one with your computer's software, Adobe Acrobat, or a PDF merge website. If you need help merging your PDFs, please reach out to SSP.Health@tn.gov.
 - a. There are many websites that provide free instant PDF merge services, including the following:
 - i. <https://smallpdf.com/merge-pdf>
 - ii. <https://www.freepdfconvert.com/merge-pdf>