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Community Garden Information and Permit Application Packet

February 22, 2012



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I. INTRODUCTION

A City of Austin Community Garden is an approved site for growing produce for non-commercial use. It is operated and maintained by committed volunteers and is divided into individual or shared plots and common areas. Management practices of the community garden must promote sustainable urban agriculture and incorporate water conservation, composting, non-polluting growing practices, and integrated pest management methods. Harvested produce can be consumed by the volunteers or donated through the community garden organization.

The American Community Gardening Association (ACGA) recognizes that community gardening improves people's quality of life by providing a catalyst for neighborhood and community development, stimulating social interaction, encouraging self-reliance, beautifying neighborhoods, producing nutritious food, reducing family food budgets, conserving resources, and creating opportunities for recreation, exercise, therapy and education.

The City of Austin (COA) recognizes the importance of and need for community gardens on public land. Such gardens provide individuals and families with the opportunity to grow their own nutritious and affordable food, contribute to healthy lifestyles by encouraging physical activity, connect urban dwellers with nature and the source of their food, and create opportunities for community bonding through commitment to a common interest. The gardens also provide invaluable habitat for native wildlife, including songbirds, butterflies and other pollinators.

The City makes land available for community gardens, but it is up to the community to create, cultivate and manage each garden. This packet is intended as a guide for community leaders and groups wishing to create a community garden on City owned and managed property in Austin and/or to obtain City assistance with water tap waivers when starting a community garden on privately owned property. **Under City Code Chapter 14-7, it is required that each community garden project be endorsed by a nonprofit organization. The proposals are subject to approval by the COA department director responsible for that property.** Following the instructions in this packet will both help you plan a well organized, sustainable garden, and will improve the likelihood of securing approval for your proposal.

Please note that this application is for City supported community gardens, and is not required for the establishment of community gardens on property owned by churches, businesses and other private entities that do not need waivers for platting, site plans or water tap fees.

To find out more about this program, contact the COA Sustainable Urban Agriculture and Community Gardens (SUACG) Coordinator. If you have a specific community garden site in mind and would like to verify whether your prospective site is on the list of potential properties, contact the City of Austin's Real Estate Division at 974-7090, or visit their website: (<http://www.austintexas.gov/department/real-estate-services/services>).

II. STARTING A COMMUNITY GARDEN ON CITY OF AUSTIN LAND

Working together to create a community garden can be an inspiring and transformative experience for a group of neighbors. However, the steps involved in establishing a community garden require a significant investment of time, energy, and patience. It is important to take time in the early stages of your planning to research and draw from the experience of others. Below are some steps to guide you as you plant the seed for a future community garden.

1. Organize your steering committee

A Steering Committee should be organized to focus on planning for the establishment of the community garden. This group should be able to demonstrate the need for a new community garden, such as a lack of gardening opportunities in the vicinity, long waiting lists at existing gardens, or long commuting distances for existing gardens. Your core group of organizers should include at least four dedicated people to be on the steering committee, and have the support of the adjacent property owners, your neighborhood association, and neighborhood businesses. There is a lot of work involved in starting a community garden so getting a group of committed people to support the planning process will help build a sufficient number of stakeholders to sustain the effort.

2. Get educated

There are many gardening groups in Austin with information about organic food gardens. The Coalition of Austin Community Gardens (<http://communitygardensaustin.org/>) provides a great way to make contacts with community gardeners and get up to speed on available trainings and events. If possible, have one or more members of your Steering Committee attend the Sustainable Food Center's Community Garden Leadership trainings, which provide valuable information about starting and sustaining a community garden in Austin. For the date of the next scheduled trainings, visit www.sustainablefoodcenter.org/events.

3. Identify a site

Look for a location that receives 6-8 hours of full sunlight, is relatively free of paving, trash and debris, and is within walking distance or a short commute from your gardening group. An ideal site for community gardens will be adjacent to a road, over 100 feet from a waterway, and have limited slope with optimal available light. An important consideration when selecting a site is water availability, since running a waterline to the property will add considerably to the start up costs of your community garden. When possible, irrigation of gardens should come from rainwater collection or alternative water sources. Work with the City of Austin's Sustainable Urban Agriculture and Community Gardens (SUACG) Coordinator to contact Austin Water Utilities and catalog existing infrastructure at a site. Make sure you conduct soil testing for fertility values, pH, and heavy metal or other contamination.

If you have found a site, and need to identify the property owner, visit the Travis County Tax Assessor's website at http://www.traviscad.org/property_search.html. If you are interested in a property owned by the City of Austin, SUACG has a list of City-owned properties screened for these attributes and identified as potentially available for community garden development. In addition, SUACG staff can identify City-owned parcels of land not on the prescreened list that may also be identified as available, following a vetting process.

4. Outreach—Get your community involved

Throughout the early phases of pulling together a steering committee, getting yourselves educated and identifying a site for your community garden, you should be doing regular outreach. Gather people together across generations and cultures. People will be motivated to get involved at different times for different reasons so it is important to be doing outreach throughout the planning, implementation and operational phases of the development of your community garden. Be sure to engage beyond your circle of friends to the larger community. Make use of the following outreach methods:

- Word of mouth among steering committee members and those involved in identifying a site. Contact people on waiting lists for existing community gardens. Meet with groups already functioning in the neighborhood (community councils, neighborhood clubs, church groups, schools, senior service centers, business owners, etc)
- Advertise in neighborhood newspapers, community council newsletters, on bulletin boards, by putting a sign on the lot telling people about the future garden, and flyer the neighborhood.
- Create a Facebook page and send it out to your contacts. Ask neighborhood groups and community members to “like” your page, and include it in online community newsletters. Make sure you keep the page current, and develop engaging messages.
- Large groups of volunteers from the broader community can really help get you started. Think about getting help with large projects, new construction, or periodic weeding projects. When a community group volunteers, you should provide drinks, maybe lunch, gloves, plenty of tools, and a first-aid kit. You should always send a thank you note afterwards so make sure to get folks to sign in with their contact information (this will help you create a list of people for future events)! Some sources for volunteers are the United Way, school service learning programs, garden clubs, faith organizations, girl and boy scout groups, eagles club type groups, community court crews, etc.

5. Locate a nonprofit to endorse the community garden

The purpose of nonprofit endorsement is to provide community gardens with access to City Properties and Liability insurance through a license agreement between the non-profit and the City in support of the community group. In addition, non-profit organizations can offer organizational capacity, expertise, best practices, training and additional support to community members embarking on the development of a community garden. See page 9 of this document for more information and for a list of potential non-profit organizations.

6. Create & Submit your Community Garden Permit Application.

A *Community Garden Permit Application* is required to request permission to start a community garden on City of Austin owned property. The *Permit Application* includes:

- List of steering committee members and their contact information as well as a list of committed gardeners
- Design sketch for the garden

- Garden By-laws or Rules
- Gardener contracts or membership agreements and fee waiver
- Project Timeline
- Budget & Fundraising Plan for first year
- Endorsing nonprofit organization and copy of letter of support
- Letter of Support from community organization (e.g., Neighborhood Association) and from adjacent landowners

Submit your application to the SUACG Coordinator. Your application will be reviewed with the following factors in mind:

- Evidence of community support
- Permit requirements
- Maintenance requirements
- Implementation and ongoing cost
- Water availability
- Planned or existing uses on the site
- Impact on adjacent land uses

Following approval of the garden permit application, the SUACG Coordinator will guide garden groups through the process of obtaining license agreements and any other permits that may be required by City ordinances.

7. Obtain Community Garden License Agreement

Be sure to do this with assistance from the SUACG Coordinator.

8. Break Ground with a Work Party

Invite the neighboring community, and dig! Your Nonprofit Endorser, the Sustainable Food Center or Austin Parks Foundation can assist you in recruiting additional volunteers to make your work day a success. Plan your workday as an inclusive and festive event—remember, the most important part of a community garden is the community. Happy Gardening!

III. ROLES & RESPONSIBILITIES

Thriving community gardens on City lands are achieved through a partnership between your community garden group, City departments, and a nonprofit organization. Each of these entities has a particular role to play and holds certain responsibilities, as outlined below.

1. Community Garden Group

Roles

In order to succeed over time and be eligible for COA land, each community garden must establish an organizational structure. This includes the creation of a **Community Garden Leadership Committee** made up of gardeners who volunteer to take on extra duties to help the garden run smoothly. The Leadership Committee may be made up of Steering Committee members, but their roles differ. While the Steering Committee is focused on planning for the establishment of the community garden, Leadership Committee roles handle operations once the community garden is up and running. Roles should include:

Site Coordinator

- Organizes community work day projects
- Keeps plots rented – meets with new gardeners and orients them to rules
- Coordinates signing and renewal of plot rental agreements
- Coordinates general garden communication
- Coordinates waste removal from site, when necessary

Treasurer

- Collects plot rental fees
- Maintains fund balance and reports annually to the garden members and to the City

Tool Coordinator

- Ensures that equipment is properly maintained and updates inventory report annually
- Makes recommendations for tool purchases to be funded from the treasury
- Organizes activities on work days for tool maintenance and repair

Compost Coordinator

- Ensures that compost area is properly maintained
- Orients new gardeners to the compost procedures
- Organizes activities on work days for compost maintenance and processing

Responsibilities

Garden By-Laws

Each community garden must adopt guidelines for property management and operations. The required guidelines in this packet are intended to ensure that all Austin residents have equal opportunity to participate in gardens on COA property. These guidelines are meant to serve as a framework for structuring your garden, but you are permitted and encouraged to expand on them according to your garden's specific needs and circumstances.

Giving Back to the Community

Community gardens provide abundant opportunities for education and engagement, and thus an excellent opportunity to give back to your community. Community gardens on City-owned land are required to develop a plan that will outline how they are going to provide educational or social services to the surrounding community. Options include making a plot available for use by an adjacent recreation center, senior center, or nearby school; providing a community lecture series that is focused on youth, the elderly, or low income community members; or donating a certain portion of the produce harvested to a neighborhood homeless shelter or food bank.

Community garden leaders are encouraged to be creative, but should ensure that the commitment is feasible and attainable. Each Community Garden Leadership Committee must identify and/or produce two opportunities to give back to the community each year.

Annual Reports

A report shall be submitted each year to the City Sustainable Urban Agriculture Coordinator. The report shall include:

- A narrative explaining how the garden fulfilled the requirement to give back to the community
- An account of:
 - number of current garden participants
 - number of plots currently rented
 - number of work days carried out and work accomplished
- An up-to-date tool inventory
- A treasury report including:
 - quantity of plot rental fees and other income collected
 - garden expenditures
- A waiting list and timeline on list
- Any additional issues that need to be addressed

Reports shall be submitted to the Coordinator by (March 31) each year. Reports may be submitted digitally or by mail to the City of Austin SUACG Coordinator. If the garden was created in the time frame six months prior to March 31, an annual report is not required until the following year. That is to say, if the launch date for the community garden takes place any time from September 30 through March 31, an annual report is not required until the following year's deadline.

2. City of Austin (COA)

Roles

While there may be a number of COA departments involved in the establishment of a community garden (Austin Water Bureau, Watershed, etc.), the main point of contact is within the City's Sustainable Urban Agriculture and Community Gardens initiative. They will help community garden leaders navigate the permitting process and liaise between the Steering Committee and other COA departments.

Responsibilities

- Identification of available City property
- Direction and assistance in the process of securing use of available City property
- Access to City owned land
- Review of the Community Garden Application and approval to proceed once licensing and all required permitting is completed.

SUACG can also provide the following services to community gardens on City property:

- Installation of a standard sign with the community garden name, hours and contact information (proposed signage other than the standard must be approved and will be the responsibility of the garden group)
- Basic design templates and technical assistance
- GIS coordinates for accurate boundary delineation and inventory purposes

3. Nonprofit Organizations

Endorsement

Community groups wishing to create gardens on City land should select potential endorsing nonprofit organizations based on their capacity to provide assistance with some or all of the following:

- Technical support, including assistance creating and submitting your *Community Garden Permit Application and License Agreement Application*
- Liaison with City and other community organizations
- Solicitation of grant funds for garden design, infrastructure and construction costs
- Liability insurance
- Paying water utility invoices
- Holding and managing unrestricted and restricted funds generated through grants and donations, and plot rental fees
- Recruitment of volunteers to help with installation

Education and Social Services Opportunities

- Austin Area Garden Council at Zilker Botanical Garden www.zilker garden.org
- Austin Organic Gardeners at www.main.org/aog
- Austin Permaculture Guild at www.austinperm.com
- Capital Area Food Bank of Texas at <http://www.austinfoodbank.org/how-to-help/>
- Green Corn Project at www.greencornproject.org
- Keep Austin Wild at www.Keepaustinwild.com
- Lady Bird Johnson Wildflower Center at www.wildflower.org
- Meals on Wheels and More at <http://www.mealsonwheelsandmore.org>
- Sustainable Food Center at www.sustainablefoodcenter.org
- The Great Outdoors Garden Adventure at www.gonursery.com
- The Natural Gardener at www.naturalgardeneraustin.com
- Travis County Master Gardener Association – www.tcmastergardeners.org

Potential Nonprofit Endorsers

The following is a list of potential nonprofit organization endorsers for community groups applying for a community garden permit. Any nonprofit organization designated 501(c) 3 is eligible to endorse your community garden, but it is to your advantage to select a nonprofit with experience in establishing and/or managing urban agriculture programs and community gardens.

Please Note: *The following nonprofit organizations are not vetted, but are being provided as potential endorsers.*

1. **Sustainable Food Center**
www.sustainablefoodcenter.org
1106 Clayton Lane
Austin, Texas 78723-2491
(512) 236-0074
2. **Sunshine Garden**
www.sunshinecommunitygardens.org
4814 Sunshine Drive
Austin, Texas 78756-3113
(512) 458-2009
3. **Austin Parks Foundation**
www.austinparks.org
816 Congress Avenue
Austin, Texas 78701
(512) 477-1566
4. **Green Corn Project**
www.greencornproject.org
1210 Rosewood Avenue
Austin, Texas 78702
(512) 249-3171
5. **Windsor Park Baptist Church (Eastside Baptist Church)**
www.tx.citysquares.com/austin/windsor-park
2400 Northeast Dr
Austin, Texas 78723-2104
(512) 929-3722
6. **Austin Green Art**
www.austingreenart.org
2906 Collins Creek, Suite B
Austin, Texas 78741
(512) 743-4245

IV. DESIGN GUIDELINES

Community garden design must include the following elements:

- Plot organization - Allow for a minimum of 10 plots, between 10'x10' and 20'x 20' in-ground plot size, and for raised bed plots, 4'x 8' in size. Pathways between beds and plots should be at least 3 feet wide and be maintained (mulched, for example) to control weeds.
- Watering Plan - Design a simple watering system with approximately one hose bib or faucet for every four plots. Automatic watering systems will not be allowed.
- Signage - The location of a community garden sign with the garden's name, endorsers, and a contact person's phone number for more information.
- Composting - A shared composting area for the community gardeners, with space for compost piles at different stages, and a location for mulch and soil to be staged. All compost and stored materials areas must be contained to prevent runoff and sedimentation.
- Wildlife Habitat – Common areas of the garden area shall have landscaping focusing on native drought tolerant flowers and shrubs which will attract butterflies and hummingbirds.
- Education and Social Services – Depending upon the plan developed to give back to the community, one plot may be dedicated, free of charge, to an educational or social service.
- Fencing – Provide a fence no taller than 6-feet around the perimeter to prevent vandalism or theft by two- and four-legged visitors. For safety reasons, fencing **may not** impede visibility into the garden. A fence higher than 6 feet will require additional permitting.

When designing a community garden, consider including these important additional elements and ideas:

- Tool shed - A tool shed or other structure provides a place for storing tools, supplies, and materials. Tool sheds must be no larger than 120 sq. ft. (10' x 12'), rodent-proof, and situated on the site to satisfy City setback ordinance requirements. Any larger structure will require a building permit.
- Gathering space - A social gathering space with bench or picnic table provides a place where gardeners can sit and relax, and host educational presentations, and can serve as space for a shared plant nursery and potting table.
- Kiosk or Bulletin Board - A community bulletin board for information sharing where rules, meeting notices, and other important information can be posted.

Keep in mind:

- If pathways, pads or parking spaces are to be paved, additional permits are required.
- If obtaining a new water tap, engineer-sealed drawings and a water tap permit is required.

V. CITY OF AUSTIN PROPERTY MANAGEMENT REQUIREMENTS

Community gardens on City owned property are constrained by the following rules. These rules will be incorporated into the License Agreement for use of City property.

- Watering systems that operate independently from the above ground faucets (e.g., systems on timers) are not permitted. Water restrictions and water conservation measures are to be followed. All hose end systems, such as drip lines and soaker hoses, must follow City water ordinances. Gardeners must remain on the property while watering, and keep water from running off their plot.
- To build and maintain healthy soil structure, gardeners will use compost, organic fertilizers, mulch and a rotation of plant varieties. Three inches of compost shall be maintained to prevent soil loss and compaction.
- All piles of mulch, soil and compost will be contained to prevent runoff and sedimentation.
- Gardeners will maintain an effective composting system so garden waste can become usable compost to help maintain soil structure and fertility.
- No chemical treatments of herbicides, pesticides, or fungicides, and no synthetic fertilizers are allowed.
- No fuel storage is allowed on site.
- The use of CCA pressure treated wood is prohibited.
- Garden curfew is between 10 pm and 5 am.
- No alcohol, illegal substances, or glass containers are allowed on community garden property. Storage of fuel is also not allowed on community garden property.
- No illegal substances may be grown.
- No driving on the site except to unload gardening items, or for brush pick-up and mulch deliveries or by City vehicles.
- Gardeners should not dig trenches around the perimeter of their plots, and should not extend their garden dimensions.
- Pets must be on leashes within the community garden fencing, and the pet owners must clean up after pet.
- Any structures must be approved by the City.
- Animal enclosures must be approved by the City, including bee hives/frames and chicken coops/tractors.
- All lawn areas within the community garden boundaries that are outside of the garden plots are to be kept mowed.
- A Community garden is considered abandoned if left unattended for more than four (4) weeks. Notices shall be sent to the Garden Site Coordinator and Community Garden Leadership Committee by City landowner department or SUACG Coordinator. *(First notice sent out on week four (4), second notice sent week six(6))* If abandoned, then the site is subject to having the license agreement terminated, and being decommissioned as a Community Garden.

VI. GARDEN OPERATION GUIDELINES (TEMPLATE FOR BY-LAWS)

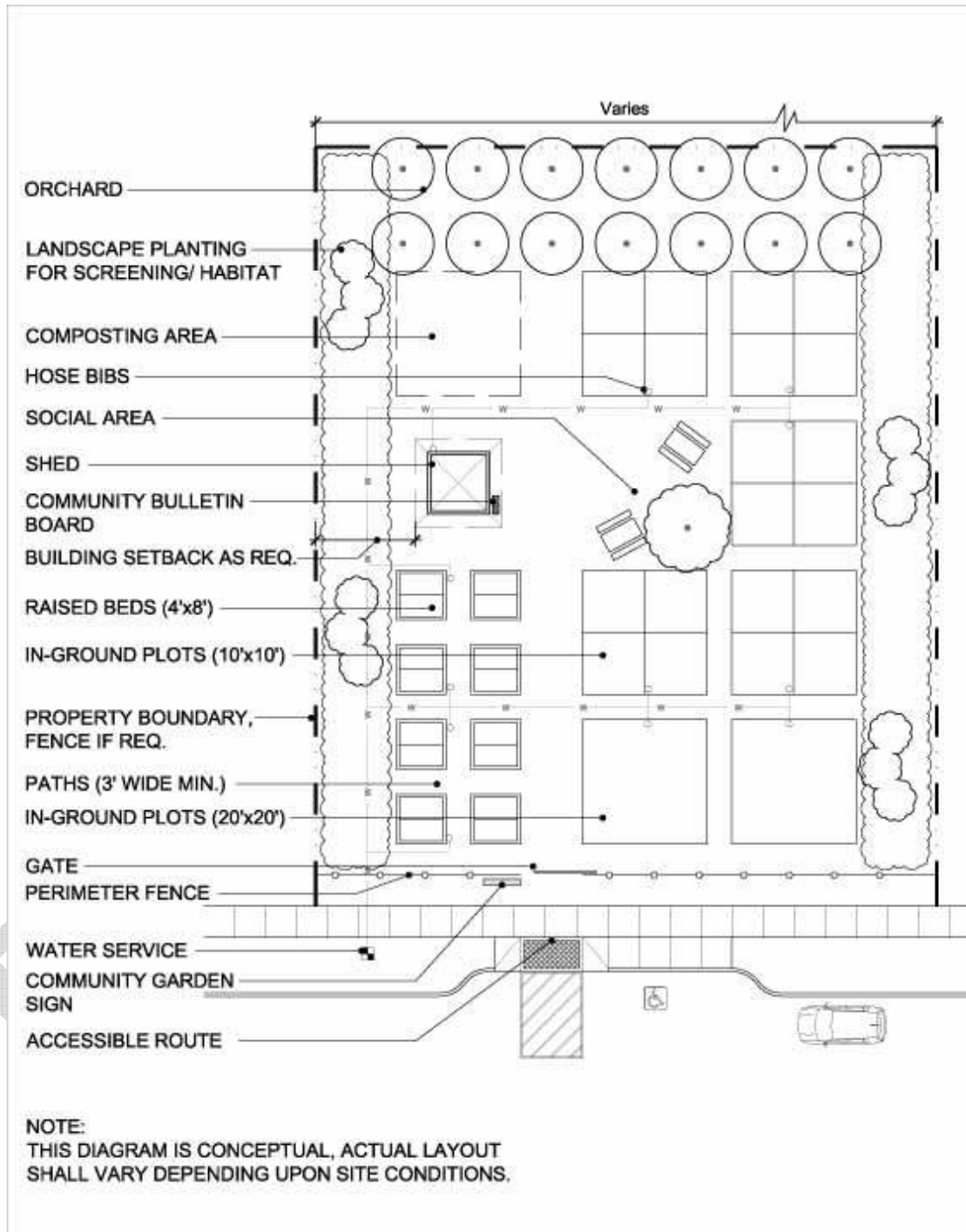
These guidelines are required for directing gardeners on City property. All sites will have By-Laws that incorporate these guidelines.

- Each Community Garden will have a Community Garden Leadership Committee with a Site Coordinator, Treasurer, Compost Coordinator, and Tool Coordinator, at a minimum. These volunteer positions are voted on yearly. See "Roles & Responsibilities" for descriptions of required duties.
- The Community Garden Site Coordinator and SUACG Program Coordinator shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, materials status, age, sect, sexual orientation, or disability, in its community garden membership and the administration of its programs.
- There shall be no harassment, threats, verbal abuse or acts of violence by any person against another person. Such acts must be reported to the Community Garden Leadership Committee and the perpetrator is subject to plot forfeiture.
- A gardener may rent only one plot within the City owned properties of community gardens. If a gardener has a small plot and wishes to rent a larger plot, she or he may switch to the larger plot when one becomes available, however, the gardener must relinquish the smaller plot.
- Gardeners may not turn over their plot to another person; instead, the plot must be rented out to the next person on the waiting list.
- Gardeners are required to control pest grasses and weeds and harvest produce in a timely manner. A garden plot is considered abandoned after two weeks without maintenance. If a gardener cannot care for his or her plot for a length of time due to extenuating circumstances, the gardener should contact the Site Coordinator and make arrangements for care and maintenance.
- A garden plot left neglected/unattended (un-watered and/or overrun with weeds) for more than two (2) weeks without prior notice or arrangements with the Community Garden Leadership Committee shall be considered abandoned. Notices shall be sent out by the Garden Site Coordinator and followed by subsequent communication from the Community Garden Leadership Committee. (*First notice sent out on week two, second notice sent week four*) The Community Garden Leadership Committee will vote to determine if the plot in question will be forfeited and made available to the next person on the waiting list.
- Gardeners must remove all of their garbage from the site, and recycle and reuse as much as possible. Recycling services will not be provided to the site by the City.
- Gardeners, at the end of their gardening contract, will remove all vegetation, tools, structures and debris from their plot.
- Common areas or articles, such as communal plots, sheds, trash receptacles, compost bins, are the shared responsibility of all gardeners. The community garden needs to be maintained in a neat state. Gardeners may not store their personal items in common areas of the garden.
- Attendance and participation in community garden work days as defined by the Site By-Laws, is mandatory for gardeners and gardening partners as listed on the contract agreement.

- Plant and food sales require approval by the Director of the Department managing the City owned property and shall be for the benefit of the Community Garden only.
- Participation fees should be used for payment of garden utilities. Remaining fees can be used at the discretion of the Community Garden Leadership Committee for minor tool purchases or repairs, general garden maintenance needs, work day refreshments, etc. Purchases of more than \$200 must be approved by all gardeners.**

** This rule is a suggestion. Community Gardens can determine specific uses and rules around fees.

DESIGN LAYOUT TEMPLATE



TYPICAL COMMUNITY GARDEN LAYOUT

Scale: 1" = 20'
0 10' 20'



Responsibilities and Guidelines for Community Gardens on City-Owned Property

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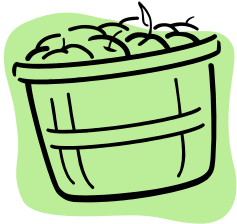
Attachments

- Community Garden Application
- Community Garden Scope of Work
- Release and Waiver of Liability: Working on Community Gardens on City-Owned Property
- Acknowledgement of Community Gardens Responsibilities and Guidelines
- Decatur Environmental Sustainability Board Guidance Document on the Decatur Urban Agriculture Initiative



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

1 Introduction



Promoting community gardening is a priority for the City of Decatur and the Environmental Sustainability Board. These guidelines have been developed in order to ensure that community garden proposals on city-owned property have proper community support, address the current and future needs of the garden, and meet operational needs of the City.

Gardens can be a stimulus for recreation, community building, and environmental improvement in our city. However, attaining these ends requires careful planning and implementation, and this document is intended to guide the city's community gardens toward these positive outcomes.

From an environmental perspective, it is important that gardens are designed and managed to protect our limited water and soil resources and to reduce the movement of pollutants into our waterways. While local gardens can at least in part replace food sourced from distant locations, the greenhouse gas, air pollution, and energy consumption benefits of locally produced food can only be realized if vehicular transportation in the production of local food is minimized. Given that many community gardens in Decatur will likely be located near our waterways, due to the availability of open spaces near our floodplains, protection of water resources needs to be a primary concern in our community gardens. These guidelines are designed to assist in protecting and improving the environment.

Applications for community gardens on city-owned property will be evaluated using the criteria outlined in the Urban Agriculture Guidance Document which is included in the attachments. This document was adopted in 2009 to reflect the City's goals and vision for agricultural activities within the city limits.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

2 Application Process Outline

- STEP 1: Applicant makes efforts to notify adjacent property owners as well as members of the greater neighborhood area of proposal for a community garden.
- STEP 2: Applicant fills out Application Form and submits to city staff.
- STEP 3: Application is reviewed by the Environmental Sustainability Board at the upcoming meeting, provided that application was received at least 7 days in advance of the meeting. The board members may ask for clarification, provide feedback, and suggest changes to the application prior to granting approval.
- STEP 4: Once approval is received from the Environmental Sustainability Board, the City of Decatur Engineering staff will complete a preliminary review to identify potential areas of concern. Applicant may edit the application as necessary based on the results from the preliminary review, and may have to develop additional materials as required to meet regulations.
- STEP 5: If preliminary approval is given by the Engineering staff, City of Decatur staff will facilitate the process of obtaining all necessary permits including but not limited to a Minor Development Permit, Floodplain Development Permit, Stream Buffer Variance, and/or Building Permit. The primary contact for the Garden Groups is responsible for providing all necessary materials and information to fulfill the requirements of the permit procedures. All members of the Garden Group must sign and submit the Release and Indemnification Agreement form at this time.
- STEP 6: Once necessary permits have been issued, work on the garden can begin.

3 Appeals Process

If the applicant is denied approval from the Environmental Sustainability Board or the City of Decatur Engineering staff, appeals may be sent to the City Manager's Office, 509 North McDonough St, Decatur, GA 30030.

The response and the reasons for denial will be reviewed, and a response will be sent by the City Manager, or an authorized designee, within 14 business days of receipt of the appeal.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

4 Rating Criteria for Application Review

The Environmental Sustainability Board has developed the following goals for urban agriculture initiatives in the City of Decatur. Proposals for community gardens will be evaluated based on their alignment with these goals.

1. **Education:** Proposals should help to develop the knowledge of city residents of all ages regarding:
 - a) How to grow food
 - b) How to protect the environment while growing food
 - c) How to improve nutrition and food quality
2. **Community Building:** Proposals should increase opportunities for city residents to interact with one another and celebrate our food heritage.
3. **Integration with Existing City Environmental Plans:** Proposals should be integrated with and assist and enhance the city's efforts to implement the following environmental plans that have been developed by Decatur:
 - a) Greenspace Plan
 - b) Stormwater Plan
 - c) Waste Management Plan
4. **Financial Sustainability:** Proposals should address both short and long term funding sources to ensure that the garden does not become a drain on City resources or a nuisance for residents.

5 Community Garden Responsibilities and Guidelines

The responsibilities and guidelines presented in this document fall into 4 categories:

PLANNING

It is critical that the group organizing the proposal consider the strategic needs of the garden.

The City of Decatur needs assurance that the group is capable of managing the requirements of the garden, and is able to address the long-term needs.

OPERATIONAL

The focus of these guidelines is to ensure that the operational needs of the City of Decatur are met. Many of these requirements focus on stream buffer and floodplain issues, as much of Decatur's remaining green space is subject to legal requirements in these categories.

COMMUNITY AWARENESS

Approval of an application is contingent upon sufficient notice being provided to the neighboring community regarding the garden proposal.

FOLLOW-UP

An annual review and inspection will be conducted of the garden by city staff to ensure that proper policies and procedures are being followed.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

5.1 Planning

It is critical that the Garden Group consider both the short and long term operations of the proposed garden. The Environmental Sustainability Board will be examining applications to ensure that the garden will not become a burden on city resources or a nuisance for residents.

Three planning questions have been included in the Community Garden Application form. Please feel free to attach extra sheets if necessary.

1. Who will manage the garden?
2. What are your short and long-term funding sources?
3. Why did you choose this location?

5.2 Operational

MEMBERS

The Garden Group must consist of at least 5 members.

Each group must develop a set of bylaws that include the following minimum requirements and include a copy of the bylaws with the application:

- Each member must sign a **Release and Indemnification Agreement** to be kept on file with the City of Decatur. (Located in Appendix)
- The primary and alternate contact must sign an **Acknowledgement of Community Gardens Responsibilities and Guidelines** form to be kept on file with the City of Decatur. (Located in Appendix)
- Only Decatur residents and City of Decatur staff may participate in the community garden.
- The bylaws must outline the circumstances under which membership in the garden may be limited. This may include proximity to the garden, willingness to contribute the necessary number of volunteer hours, or other factors. Participation may not be limited based on race, color, religion, sex, sexual orientation, age, or national origin. These restrictions will be reviewed by the Decatur Environmental Sustainability Board for appropriateness.

Membership fees may be charged in an amount necessary to recover the cost of initiating and maintaining the community garden. City staff will investigate any claims of unnecessarily high membership fees being charged by Garden Groups based on a range of membership fees of other gardens in the area.

All members of the Garden Group must sign a **Release and Indemnification Agreement** to be kept on file with the City of Decatur. The Garden Group and all of its members must abide by all federal, state, and local laws.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

The Garden Group must notify City of Decatur in writing at any time there is a change in the Primary or Alternate contact.

FEES

At the time an application is made, the Garden Group must submit a one-time, non-refundable application fee of \$50. Each year of operation, the Garden Group will also need to pay a \$200 non-refundable, Community Garden Permit fee. This fee provides the Garden Group with exclusive use of the proposed property for the creation of a community garden. If the application is approved, the \$50 application fee will be credited towards the first year’s Community Garden Permit fee. If the Garden Group’s Community Garden Permit is revoked for any reason, any fees paid to the City will not be refunded.

Fees may be waived by asking the city for hardship status. Hardship status is defined as 75% of the garden members having an income less than 150% of the federal poverty level. Annual fee payment is due January 5th with a 30 day grace period. The Community Garden Permit fee will be pro-rated with an anniversary date of January 5th.

Additional City of Decatur permits may be required, based on the location and scope of work for the proposal. If preliminary approval is given by the Engineering staff, City of Decatur staff will facilitate the process of obtaining necessary permits including but not limited to a Minor Development Permit, Floodplain Development Permit, Stream Buffer Variance, and/or Building Permit. The primary contact for the Garden Groups is responsible for providing all necessary materials and information to fulfill the requirements of the permit procedures. Changes to original proposal may be necessary at this stage to fulfill environmental protection policies and procedures. City of Decatur permit fees will be waived.

Mandatory Fees

Name	Amount	Details
Community Garden Application Fee	\$50	One-time, non-refundable
Community Garden Permit Fee	\$200	Annual, non-refundable

Potential Fees (Will vary depending on location and scope of work)

Name	Amount	Details
Minor Development Review	\$0	
Floodplain Development Permit	\$100 (waived)	See “Protection of Waterways” for more information
Stream Buffer Variance	\$50 (waived)	See “Protection of Waterways” for more information

** Note: This is not an inclusive list. Necessary permits will be identified by the City of Decatur based on the scope of work.*



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

PROTECTION OF WATERWAYS

The Georgia Environmental Protection Division (EPD) and the City of Decatur have regulations about activities that can be undertaken in environmentally sensitive areas such as floodplains, stormwater detention areas, and stream buffer setback areas. As part of the application process, it is the Garden's Group responsibility to familiarize themselves with their proposed garden location and comply with the applicable State and Local regulations. The City's Code of Ordinances can be found online on www.decaturga.com under the Residents tab. Specifically, Chapter 42 of the Codes contains the local regulations for floodplain management and stream buffer protection. These regulations will be discussed in detail during the Preliminary Review with the City of Decatur Engineering Staff.

The first step a Garden Group should take when proposing a new community garden is to determine if it is located in the 100-year floodplain. Any disturbance within the 100-year floodplain will require a City Floodplain Development Permit. The fee for this permit is \$100. The City does not permit the removal of trees or the building of enclosed structures within the Floodplain, and restrictions apply to the use of fill dirt in certain areas of the 100-year Floodplain. All proposed open structures will require plan details on how they are to be anchored. If additional fill dirt is allowed, a cut and fill balance would be required as part of the City Floodplain Permit. The map below shows the locations of the 100-year floodplain in the City; http://www.decaturga.com/client_resources/cgs/citysvcs/eng/floodplain_lomr1.pdf

Community garden applications will not be approved within a 25 foot buffer along the bank of any waterway, as measured horizontally from the point where vegetation has been wrested by normal stream flow or wave action. This buffer was established by the Georgia Erosion and Sedimentation Act of 1975 to protect the natural functions of waterways such as preventing soil erosion, improving water quality, and providing animal habitat.

The City of Decatur has additional regulations for activities occurring in a 75 foot stream buffer. If a Garden Group wishes to operate within this area, a City Variance through the Zoning Board of Appeals is required. There is a \$50 review fee for Variance Requests. Variance requested must include mitigation measures to offset the effects of any proposed land development on the property or an explanation as to why no mitigation is being done.

To be considered, each application must include:

- a. Name and address of Applicant
- b. Address of property needing variance
- c. \$50 review fee
- d. Description of work to be done within the 75' City Stream Buffer
- e. Explanation for the need to encroach due to the extraordinary and exceptional conditions pertaining to the specific piece of property (narrowness, shallowness, shape, or topography) and/or explanation of the unusual circumstances where adhering to the buffer requirements would cause extreme hardship



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

- f. Survey of property – showing all streams, wetlands, floodplain boundaries, and other natural features
- g. Existing and proposed improvements drawn to scale with 50’ buffer shown from top of bank and the additional 25’ buffer shown beyond the 50’ buffer
- h. Description of the topography, slope, soils, vegetation and other physical characteristics of the property

For questions regarding these requirements, please contact the City of Decatur’s Stormwater Engineer Julie Gyuricza at 404-377-6198 or julie.gyuricza@decaturga.com.

GARDEN/PLOT MAINTENANCE

The City of Decatur will determine the area that may be used by the Garden Group. ***All operations conducted by the Garden Group must remain within this area.*** The permit may be revoked if Garden Group operations expand beyond the boundaries set by the City.

The Garden Group is entirely responsible for the development, construction, upkeep, watering, and overall maintenance of the community garden, subject to the guidelines and standards herein. Members of the Garden Group may grow food, flowers, and herbs. The sale of produce or other garden products produced on city property is prohibited without express consent of the City.

The Garden Group is responsible for the removal of all waste and trash from the garden area including garden waste that will not be composted. Active maintenance is required year-round. The City will not do any maintenance within the community garden.

PARKING/TRANSPORTATION

The Garden Group must explore methods to encourage people to walk or use alternative transportation to get to the garden. No designated parking areas for community gardens will be permitted.

LIABILITY

All members of the Garden Group must sign a **Release and Indemnification Agreement**, which will be kept on file at the City. It is the responsibility of the Primary Contact to ensure that all new members of the Garden Group sign and submit this document to the City. The Garden Group and all of its members must abide by all federal, state, and local rules regarding non-discrimination.

In signing the Release and Indemnification form, the Garden Group members agree to release and forever discharge and hold harmless the City of Decatur and all of its officers, employees, agents, representatives, and insurers from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from, or is any way connected, directly or indirectly, to work in a community garden within one of City of Decatur’s parks or on city-owned property.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

WATER

Access to utilities such as water will be addressed on an individual basis. If access to water is necessary, City of Decatur will assist in working with DeKalb County to install the system to provide water to the community garden. The Garden Group will pay the water bill and water meter installation charge. The Garden Group will be required to start an account with the DeKalb County Watershed Management Department for water service. The Garden Group needs to show on their garden plot plan the desired location of water service.

The City highly encourages Garden Groups to consider alternative sources of water such as the use of rain barrels. The City of Decatur is happy to work with groups to determine if an alternative to traditional metered water service is feasible.

CITY ACCESS

At any time, representatives from the City may visit the community garden. The Garden Group may not block, fence-in, or enclose the garden so as to prevent access by the City (fences with gates are allowed subject to the Garden Standards (below)). The space allocated to the Garden Group is on public land and must always be accessible by the City.

SUBLEASING PLOTS

The Garden Group may not sublease plots.

PROHIBITED ACTIVITIES

- Littering, dumping, alcohol consumption, and any other unlawful activities
- Amplified sound
- Pets are not allowed in the garden

USE OF CHEMICALS

Only organic pesticides may be used. The most common pesticides include fungicides, insecticides, and herbicides. Home remedies are not encouraged as they lack use directions and other labeling found on registered organic products. No synthetic chemical measures may be used without express written approval from the City of Decatur. Only organic sources of nutrients may be used as they supply soil building organic material as well as nutrients. Commercial pesticides and fertilizers must be OMRI (Organic Materials Review Institute) approved.

Organic pesticides are naturally derived, rather than synthetically, but that doesn't mean they are harmless. Likewise, organic fertilizer may be overused, and damage plants or pose pollution problems. Any pesticide or fertilizer should be used with caution and only when necessary. It is important to identify and understand the problems that are being addressed, use preventative measures when possible and ensure that all proper labeling instructions are followed for the product being used.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

Garden groups are highly encouraged to identify measures that reduce the need for pesticides and to apply appropriate amounts of nutrients. Before planting begins, it is recommended that the group obtain a soil test from the University of Georgia's Cooperative Extension Service. Instructions and supplies for these tests are available at the DeKalb County Extension Main Office. Tests cost less than \$15, and provide a wealth of information about the soil amendments that will be necessary to ensure a healthy and productive garden. They can also help you identify and solve pest problems during the season.

DeKalb County Extension Office Main Office

4380 Memorial Drive
Decatur, Georgia 30032-1239
Phone: (404) 298-4080
Fax: (404) 298-4081
Office Hours: 8:30 AM to 5:00 PM

Additional measures that may reduce the need for chemical applications include, but are not limited to:

- Planting vegetables in the appropriate season.
- Following proper mulching practices.
- Choosing a proper location.
- Grouping plants with similar needs together.
- Staking or supporting plants off the ground when possible.
- Using disease and insect resistant plant varieties.
- Using row covers to protect plants from flying insects.
- Using drip or soaker hose forms of irrigation.
- Enriching the soil using organic matter.

University of Georgia's Cooperative Extension Service Publications

Vegetable Garden Calendar	http://pubs.caes.uga.edu/caespubs/pubs/PDF/C943.pdf
Mulching Vegetable Guide	http://pubs.caes.uga.edu/caespubs/pubs/PDF/C984.pdf
Growing Vegetable Organically	http://pubs.caes.uga.edu/caespubs/pubs/PDF/B1011.pdf

COMPOSTING

Composting of waste garden materials is encouraged. The Garden Group should avoid composting items that are malodorous or attract rodents or other animals. Compost must be within the designated garden area.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

GARDEN STANDARDS

Structures:

- Size: Not to exceed 3 ft. by 5 ft. by 6.5 ft. tall.
- Acceptable material: pressure treated lumber, red cedar, plastic or galvanized steel.
- Limit one structure per community garden. Other structures for compost material will be allowable.
- All structures must receive necessary permits from the City of Decatur.
- Enclosed structures are not allowed within the Floodplain or City Stream Buffer Areas. All proposed open structures will require plan details on how they are to be anchored.

Fences:

- Size not to exceed a height of 5 ft.
- Acceptable materials include aluminum, pressure treated wood, galvanized or coated steel, red cedar, and vinyl; other materials will be considered.
- All fences must receive necessary permits from the City of Decatur.
- Fences placed on property within the Floodplain or City Stream Buffer have specific restrictions. These restrictions will be discussed during the Preliminary Review with City Engineering staff if necessary.
- City of Decatur representatives must have access into community gardens at all times
- City of Decatur must retain access large enough for equipment to enter for maintenance purposes

5.3 Community Support

Following the submission of the Community Garden Application form, the Garden Group must post a sign at the location of the proposed garden to inform the public about the proposal. These signs will be provided by the City of Decatur, and must be posted for 30 days prior to start of work, regardless of approval status.

Additionally, prior to application submission, efforts must be taken to inform ALL adjacent property owners of the proposal. This may include personal conversations where signatures are gathered acknowledging the notification, or may simply be a hand-delivered letter to each resident. A copy of any material provided to the adjacent property owners must be submitted with the Application Form.

Efforts should also be made to notify the larger community about the proposal. As with the effort to notify adjacent property owners, this may include personal conversations where signatures are gathered acknowledging the notification, articles in newsletters, or discussions at neighborhood meetings. A copy of any material provided to members of the larger community must be submitted with the Application Form.



Responsibilities and Guidelines for Approval of Community Gardens on City-Owned Property

Any materials provided to adjacent property owners or to the larger community regarding the proposal, must include the following contact information for people who wish to address questions or concerns to city staff.

Lena Stevens

Resource Conservation Coordinator

City of Decatur

509 North McDonough St

Decatur, GA 30030

Phone: (404) 370-4102

Email: lena.stevens@decaturga.com

The Environmental Sustainability Board and city staff will evaluate the level of community support, and also take into account any specific objections by adjacent property owners or residents in close proximity before giving final approval.

5.4 Follow-Up

REVIEW PROCESS

Each year, representatives from the City will conduct an annual review and inspection of the garden to ensure that proper policies and procedures are being followed.

One year after issuance of the Community Garden Permit, the Environmental Sustainability Board may request an update report from the Garden Group, and potentially request that a presentation be made at a board meeting.

TERMINATION

By signing the **Release and Indemnification Agreement**, the garden group members acknowledge that use of the community garden property is granted on a temporary, limited basis, and that permission to use such property can be revoked pursuant to the responsibilities and guidelines identified herein.

If the Garden Group fails to maintain its garden in any respect, as determined by the City, the Garden Group's Primary and Alternate Contacts will each be given written warning notices. If neither the Primary nor Alternate Contact respond to the City, or the problem is not addressed within 15 business days, the permit may be deemed revoked and any reinstatement will require a new permit application fee and a new registration fee.

If the Garden Group decides to no longer maintain its space, it must immediately notify the City of Decatur in writing. Once a community garden permit is terminated, the City retains the right to remove all materials from the garden area.

Attachments



Community Garden Application

Please complete and return by email or US Postal Mail to:

Lena Stevens

lena.stevens@decaturga.com

509 North McDonough

Decatur, GA 30030

Date:	
Name of Organization (Garden Group):	
Location of Proposed Garden: (Please include any description you feel necessary to adequately identify the area.)	

Contact Information

Primary Contact

Name:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Alternative Contact

Name:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Application Checklist

Have you submitted the following materials with your application?

- | | |
|--|---|
| <input type="checkbox"/> \$50 Community Garden Application Fee | <input type="checkbox"/> Scope of work |
| <input type="checkbox"/> Copies of materials provided to adjacent property owners and larger community to inform them of the project | <input type="checkbox"/> Copy of Acknowledgement of Community Gardens Responsibilities and Guidelines form, signed by primary contact |
| <input type="checkbox"/> Copy of Floodplain map with proposed location clearly marked | <input type="checkbox"/> Copy of bylaws developed by Garden Group |

Basic Garden Information

How many gardeners do you expect to participate in your Garden Group?	
What is the approximate size of the proposed garden?	
Will the garden require access to utilities that are not currently available? (water, electricity, etc.) If yes, please list.	
Will your garden have plots? If yes, approximately how many?	

Planning Questions

Who will manage the garden?

--

What are your Garden Groups short and long term funding sources? How will you ensure that the garden does not become a drain on City resources or a nuisance to the public?

Why did your Garden Group choose this location?

Operational Questions

Fees

Does your Garden Group agree to pay the annual, non-refundable \$200 Community Garden Permit Fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your Garden Group agree to obtain all necessary permits from the City of Decatur for the garden project, including but not limited to a Floodplain Development Permit, Stream Buffer Variance, and/or a Building Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Protection of Waterways

Is the proposed garden located within the floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your Garden Group agree to not undertake activities within the 25 foot State Environmental Protection Division Stream Buffer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the proposed garden located within the 75 foot City Stream Buffer? If yes, a City Variance through the Zoning Board of Appeals is required. If granted, onsite mitigation is typically required to protect the stream buffer and water quality.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the garden plans include the use of fill dirt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the garden plans call for the removal of trees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do the garden plans include the building of any structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please describe any proposed structures:</i>	
What methods is the Garden Group proposing to prevent runoff from the garden entering into a waterway?	
Does the Garden Group intend to use any large machinery to manage the garden?	

Parking/Transportation

Where is the access point to the garden?:
How can you encourage people to walk or use alternative transportation to get to the garden?:
Where is parking available for occasional use of vehicles? (delivery, pick-up, special events, etc):

Use of Chemicals

What steps does the Garden Group intend to take reduce the need for chemical pesticides and fertilizers?

Community Support

Please describe any measures that were taken to inform ALL property owners adjacent to the proposed garden. (Include copies of any materials provided)

To your knowledge, are any adjacent property owners opposed to the project? If yes, please describe the nature of the complaint.

Please describe any measures that were taken to inform residents in the surrounding community about the proposed garden. (Include copies of any materials provided)



Community Garden Scope of Work

Please complete and return by email or US Postal Mail to:

Lena Stevens

lena.stevens@decaturga.com

509 North McDonough

Decatur, GA 30030

The scope of work document is used to describe the nature of the work to be completed and specific details of the proposed project. There is no prescribed template for the scope of work. Please use this opportunity to provide any materials that you believe accurately describe the project. This may include, but is not limited to drawings, photographs, schedules, and special requirements. Be sure to include details regarding any specific projects to be completed such as fences, tool sheds, etc.

Date:	
Name of Organization (Garden Group):	
Location of Proposed Garden: (Please include any description you feel necessary to adequately identify the area.)	



Release and Waiver of Liability: Working on Community Gardens on City-Owned Property

**All member of the Garden Group must complete this form and return by email or US
Postal Mail to:**

Lena Stevens

lena.stevens@decaturga.com

509 North McDonough

Decatur, GA 30030

This Release and Waiver of Liability (this "Release") is in favor of the City of Decatur, and each of its officers, employees, agents, representatives, and insurers (collectively, the "Released Parties").

The undersigned desires to engage in activities related to voluntarily working in community gardens on City-owned property as a member of a community garden group on a yearly basis, pursuant to a community garden permit (the "Volunteer Work"). In exchange for such permit and other good and valuable consideration, I hereby freely and voluntarily, without duress, execute this Release under the following terms:

- Waiver and Release.** I release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the Volunteer Work, specifically excepting any liability arising out of intentional acts or omissions of the Released Entities. I understand and acknowledge that this Release discharges the Released Parties from any claim that I may have against the Released Parties with respect to bodily injury, personal injury, illness, death, or property damage that may arise out of, or result from, my participation in the Volunteer Work, as well as any claim that any minor for whom I have responsibility may have against the Released Parties with respect to bodily injury, personal injury, illness, death, or property damage that may arise out of, or result from, their participation in the Volunteer Work.
- Insurance.** I acknowledge that the Released Parties do not assume any responsibility for, or obligation to provide, financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, or property damage to me or to any minor for whom I have responsibility. I expressly waive any such claim for compensation or liability on the part of the Released Parties in the event of such injury, illness, death, or property damage.
- Medical Treatment.** I hereby release and forever discharge the Released Parties from any claim whatsoever that arises or may hereafter arise on account of any first-aid treatment or other medical services rendered by any of such Parties or their representatives as the result of an injury or illness to me or to any minor for whom I have responsibility arising out of, or resulting from, my or such minor's participation in the Volunteer Work.
- Assumption of Risk.** I understand that participation in the Volunteer Work may include activities that may pose a risk of injury to me or any minor for whom I may have responsibility, including, but not limited to, using hand tools such as shovels, hoes, rakes, and pick axes, and operating small gas powered walk-behind garden tools such as mowers and tillers. I understand that the Volunteer Work may take place in community gardens located within flood control areas that are subject to flooding. I understand and acknowledge that the Released Parties do not assume any responsibility for any loss which results from acts of nature or the storm water function of the area to be used as a community garden. I hereby expressly assume the risk of

Release and Waiver of Liability

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injury or harm in these activities and release the Released Parties from all liability for injury, illness, death, or property damage arising out of, or resulting from, activities that are part of the Volunteer Work.

5. **Photographic Release.** I grant and convey unto the Released Parties all right, title, and interest in any and all photographic images and video or audio recordings made by the Released Parties or others during my participation in the Volunteer Work, and, if applicable, the participation of any minor for whom I have responsibility.

6. **Revocable Permit.** I understand that I am being allowed to use the community garden property on a temporary, limited basis, and that my permission to use such property can be revoked pursuant to the Responsibilities and Guidelines for a Community Garden on City-Owned Property permit application.

7. **Other.** I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia and the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Georgia. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

To express my understanding of and agreement to this Release, I sign here.

Name of Participant _____ Date: _____
Signature of Participant _____
Address of Participant _____
Daytime Phone Number: _____ Evening Phone Number: _____
Emergency Contact Name _____ Phone _____

If participant is under the age of 18 (a minor), this Release must also be signed by a parent or guardian.

Name of Parent/Guardian _____ Date: _____
Signature of Parent/Guardian _____



Acknowledgement of Community Gardens Responsibilities and Guidelines

Please complete and return by email or US Postal Mail to:

Lena Stevens

lena.stevens@decaturga.com

509 North McDonough

Decatur, GA 30030

**This form must be completed by both the primary and alternative contact for the Garden Group*

I, _____, (*print name*) have read the Community Garden Responsibilities and Guidelines and agree to abide by them.

Signature: _____ Date: _____



Decatur Environmental Sustainability Board Guidance Document on the Decatur Urban Agriculture Initiative

Purpose of this document

The Decatur Environmental Sustainability Board (ESB) developed this document to provide guidance to assist the city in the design and implementation of the Decatur Urban Agriculture Initiative. The ESB considered information on environmental impacts of urban agriculture and developed this document to help the city ensure that urban agriculture supports and enhances city programs directed at environmental sustainability.

Urban agriculture has generated a high level of interest in the City of Decatur, and it can offer our city many positive outcomes for the residents and for the environment: education, community building, water quality protection, carbon footprint reduction, nutrition and food quality enhancement, and greenspace utilization. However, these benefits may not arise automatically through urban agricultural programs unless those programs are designed and implemented in a manner that will be directed toward those ends.

For example, urban agriculture can help to reduce the energy required for food production and the carbon footprint of our food, but local food production will not consistently result in these benefits. In some cases, it is possible for local food production to be less energy efficient than standard agricultural production. With respect to water quality, garden design and production methods must be selected with watershed protection in mind, or adverse potential impacts are possible. Therefore, the ESB sought to provide guidance to ensure that the Decatur Urban Agriculture Initiative maximizes positive outcomes for our residents and our environment.

Goals for the Urban Agriculture Initiative

The ESB recommends that the following be the over-arching goals for the Decatur Urban Agriculture Initiative:

1. **Education:** The Decatur Urban Agriculture Initiative should develop the knowledge of city residents of all ages regarding:
 - a. How to grow food
 - b. How to protect the environment while growing food
 - c. How to improve nutrition and food quality
2. **Community Building:** The Decatur Urban Agriculture Initiative should increase opportunities for city residents to interact with one another and celebrate our food heritage.
3. **Integration with Existing City Environmental Plans:** The Decatur Urban Agriculture Initiative should be integrated with and assist and enhance the city's efforts to implement the following environmental plans that have been developed by Decatur:
 - a. Greenspace Plan
 - b. Stormwater Plan
 - c. Waste Management Plan
4. **Financial sustainability:** The Decatur Urban Agriculture Initiative should attain financial self-sufficiency and be designed to enhance city economic development programs.

Benefits of Urban Agriculture Initiative

Many benefits can result from the development of urban agriculture. Some of these may be goals of the initiative, while others will arise as side benefits.

- Provide healthy eating through local knowledge about raising food and improving nutrition and food quality
- Increase opportunities for interaction among city residents
- Increase recreational opportunities for city residents
- Enhance implementation of city greenspace plan
- Improve stormwater management
- Reduce solid waste
- Reduce energy use and carbon footprint
- Improve soil quality
- Minimize pesticide exposure
- Improve local economic development
- Provide local food production and supply
- Increase food security

Environmental Guidance for Urban Agriculture Initiative

It is important to note that some of these benefits will not arise automatically. In the case of environmental benefits, program design and implementation will be central to ensuring beneficial outcomes. To ensure that beneficial environmental outcomes are attained by the Decatur Urban Agriculture Initiative, the ESB offers the following guidance:

Water Quality Protection:

- Site community gardens with stream protection as a goal. Vegetated buffers should be used to filter run-off.
- Focus education programs on the development of gardens to enhance water quality through siting, design, and production methods.
- Discourage the use of chemical inputs (e.g., commercial fertilizer, pesticides).
- Focus education programs on sustainable manure management for urban animal husbandry (e.g., chickens, goats).
- Establish guidelines for urban farms/garden plots within or adjacent to floodplain.
- Incorporate monitoring, verification and accounting for water quality impacts, along with other best management practices, into the management of urban agriculture projects.

Energy Savings/Carbon Footprint Reduction:

The relative energy and carbon impacts of local foods as compared to food from standard commercial distribution channels are uncertain. While it would seem that local foods would reduce energy impacts,

they may not do so consistently. More research on this topic is needed, but the following suggestions should result in reduced energy use related to this effort:

- Encourage biking/walking to community gardens, to distribute food from gardens, to acquire inputs, and to manage waste (i.e., composting)
- Encourage the use of "closed cycle" farming systems that use local resources and recycle nutrients.
- Disperse community gardens sites evenly throughout the city to minimize the distance each resident has to travel to reach a site.

Greenspace Protection/Enhancement:

Vacant urban areas can be used for agriculture production. Some of the land now under the ownership of the City that is dedicated to creating the Decatur Greenways can be utilized for community urban farms or garden plots. The Decatur Urban Agriculture Initiative can move forward and enhance the implementation of the Decatur's greenspace plans increasing the benefits offered by these greenspaces. Furthermore the City could develop more comprehensive stewardship of the greenspace, encouraging use and maintenance of greenspace by residents. Implementation of the Decatur Urban Agriculture Initiative should be integrated with the city's existing greenspace plan and should seek opportunities to provide joint beneficial outcomes.

Possible steps to proceed include:

- Prepare an inventory of the land dedicated for the Decatur Greenways that could be appropriately utilized for community urban farms.
- Establish guidelines for urban farms/garden plots within the greenspace.
- Promote volunteer partnerships with neighborhood, civic, and other interested volunteers to take part in the care and ownership of sections of the Decatur Greenways, and establish the Greenway to become in a sense, true 'public land'.
- Develop stewardship standards (to further the Decatur Greenspace Stewardship Plan as proposed by the past Decatur Greenspace Commission), including removal of invasive species and other issues that impact neighborhoods and homeowners.
- Conduct one or more pilot projects in the greenspaces with the consent, participation, and support of the neighborhood.

Waste Management:

Urban agriculture generates waste, but most of that waste can be used as a beneficial by-product. The Decatur Urban Agricultural Initiative should be designed to assist in meeting the city's goals to reduce solid waste by encouraging the development of composting. Education programs should be directed to assisting residents in composting at their homes, and community composting can be developed at community gardens. Composting initiatives should be designed in a manner that will minimize energy consumption in transporting and distributing by-products.

Objectives for the Urban Agriculture Initiative

The following objectives are illustrative of actions and measurements to achieve the goals of the Urban Agriculture Initiative. Additional measurable objectives will be developed through various processes including stakeholder discussions, among others:

1. Education:

- a. Evaluate existing education programs (e.g., county extension, Oakhurst Community Garden Project, Georgia Organics, The Atlanta Local Food Initiative), identify needs, and develop integrated urban agriculture education plan.
- b. Target to reach an audience of 10,000 residents with education programs by 2012.

2. Community Building:

- a. Establish community garden plots or urban farm within 0.25 miles of all Decatur residents.
- b. Develop a community farm market.

3. Integration with Existing City Environmental Plans:

- a. Review all initiatives for environmental impacts and consistency with city plans to ensure these activities complement and enhance those initiatives.
- b. Integrate the Decatur Urban Agriculture Initiative and Greenspace Plan.
- c. Develop a community composting program to reduce solid waste.

4. Financial sustainability:

- a. City funding for an urban farm or a community farm market should be matched with funds from other sources and be directed toward start-up costs (not operations)
- b. Develop user fee schedule for community garden plots with provisions for low-income residents to participate at no cost.
- c. Assist with the development of a viable, sustainable market through zoning, marketing, and other mechanisms as appropriate.

References: The Atlanta Local Food Initiative. *A Plan for Atlanta's Sustainable Food Future*. Summer 2008.

Checklist to Evaluate Decatur Urban Agriculture Initiative Proposals

Date: _____ Proposal Name/Identifier: _____

Rank 1 – 5 how well a proposed project supports the goals of the Decatur Urban Agricultural Initiative.

1 = Does Not Support, 3 = Has Potential, 5 = Strongly Supports

1 2 3 4 5 Educational Opportunities

Notes/Explain:

1 2 3 4 5 Community Building

Notes/Explain:

1 2 3 4 5 Existing City Environmental Plans

Notes/Explain:

1 2 3 4 5 Financial Sustainability

Notes/Explain:

+ + + + = **TOTAL SCORE:** _____

Score of <8: Weakly supports DUAJ Goals

Score of 8 to 14: Moderately supports DUAJ Goals

Score of >15: Strongly supports DUAJ Goals

COMMUNITY GARDENS IN THE PARKS MANUAL FOR COMMUNITY GARDEN DEVELOPMENT

Portions of this manual borrowed with permission from the Chicago Park District



INTRODUCTION

Congratulations! We are pleased that you would like to work together with us and your neighbors or organization to start a community garden in your local park. The City of Fayetteville is helping promote and expand greening efforts in our community by providing valuable outdoor space for citizens in Fayetteville to garden together.

Designing, planting, and caring for a garden can yield very rewarding results. Gardening gives us opportunities to be active, creative and social, as well as to establish a direct connection with nature. Gardening promotes good overall fitness and health. Maintaining a successful community garden is also a long-term responsibility which requires community support and dedicated, ongoing commitment by all participants.

In order to form a community garden in a Fayetteville park, the following process must be completed by your group. Use this detailed manual as your guide along with the Community Gardens in the Parks Checklist which outlines the steps.

DEFINITION

A Park Community Garden is defined as an assigned space within a park that is reserved solely for the use of an organized group of community members for the purpose of growing fruits, vegetables and flowers. The community gardening group is solely responsible for all necessary maintenance of this space.

RESPONSIBILITIES OF THE PARKS AND RECREATION DEPARTMENT

The Parks Volunteer and Community Programs Coordinator and the Maintenance Superintendent are your main contacts within the Parks and Recreation Department. Just as it will be your responsibility to maintain your garden in an appealing manner, the Parks and Recreation Volunteer and Community Programs Coordinator (479-444-3467) and Maintenance Superintendent (479-575-8368) will work with you by sharing information about any activities in the park which may impact your garden space.

Parks and Recreation maintenance crews will be made aware of your garden space to assure that the boundaries are respected and to see where their maintenance responsibilities adjoin yours.

THE FIVE STEPS TO CREATING A COMMUNITY GARDEN IN THE PARK

The process for community garden creation in Fayetteville Parks is outlined in the following steps:

STEP ONE: *FORMING A GARDEN GROUP*

Creating a Community Garden is a grass-roots operation; it is a long-term responsibility which will require community support and dedicated, on-going commitment by all members of the community gardening group.

We recommend that individuals, businesses and/or non-profit organizations in Fayetteville who would like to develop a Community Garden in their neighborhood park organize themselves as an official Garden Group. As a public agency, the City of Fayetteville policy requires inclusiveness; anyone interested in joining the Group is to be fairly considered.

The Group will appoint a liaison, or Group Leader, who will serve as the Group's representative to the Parks and Recreation Department and to the public. The liaison will be responsible for monitoring all garden activities and assisting with organization of all garden programs such as registration and events. Once established, it is important that your Group develop working relationships with the Parks Volunteer Coordinator and any Neighborhood Association leaders in the surrounding community. Support from all of these parties is crucial to the long-term success of a Community Garden.

STEP TWO: *SELECTING THE LOCATION*

Check the community garden sites on the attached Community Gardens in the Parks map or call the Volunteer and Community Programs Coordinator at (479) 444-3467 to get more information. Once selected, confirm the proposed site with the Volunteer Coordinator.

STEP THREE: *APPLICATION & PRE-APPROVAL*

Upon completion of Steps One and Two, submit an Application Form to:

Fayetteville Parks and Recreation Department
Community Garden Request
113 W. Mountain Street
Fayetteville, AR 72701

- All application forms received will be responded to within 30 days.
- The Group's liaison will then receive an Application Pre-approval Letter from the Parks and Recreation Department directing you to proceed to Step 4 **OR** requesting more information.

STEP FOUR: *WRITTEN PROPOSAL*

Once the application has been pre-approved, the applicant must also provide the following:

1) **PROPOSAL PACKAGE**

A written proposal consists of the following documentation:

- **Group Membership roster.** Name of Group, park, contact information of the primary Group Leader, secondary Group Leader, and a complete listing of current Group members.
- **Funding plan.** All costs for the proposed Community Garden are the sole responsibility of the Group.
- **Garden design.** Include a sketch which can be basic and hand-drawn. Show the garden layout including dimensions, location of the water source, and nearby buildings and trees. Describe which direction the site faces, how many hours of direct sunlight per day, and the soil type.
- **Installation, Labor and Supply.** Answer the following:
 How will your garden be installed?
 Who will your laborers be?
 What is the source for materials such as lumber, fencing and soil?

- **Maintenance plan.** Provide a detailed maintenance plan, indicating how the garden will be cared for on a weekly and seasonal basis, including watering, weeding, mulching, spring prepping and winterizing.
- **Soil analysis.** A soil analysis report must be obtained for the garden and results provided to Fayetteville Parks and Recreation. See Memorandum of Understanding document for more details.

2) MEMORANDUM OF UNDERSTANDING & KNOWLEDGE OF RESPONSIBILITIES

The most important aspect of successful community gardening in a park is ongoing communication between the community garden and the Parks and Recreation Department. The Group must sign a Memorandum of Understanding agreeing to the responsibilities and guidelines contained within before the garden is approved. See Memorandum of Understanding for guidelines.

Mail to the proposal and MOU to:

**Fayetteville Parks and Recreation Department
Community Garden Request
113 W. Mountain Street
Fayetteville, AR 72701**

Your proposal package will be reviewed and responded to within 30 days. You will be notified if your proposal has been approved, or if further information is needed.

NEIGHBORHOOD MEETING (IF APPLICABLE)

In many cases, neighborhood support will need to be gathered for implementation of the garden. Community consent and support is important in obtaining the Parks and Recreation Department's approval for a successful Community Garden. Once paperwork is submitted and reviewed, if it is determined that neighborhood support is needed, Park staff will contact residents within a quarter mile radius of the proposed community garden via mail, conduct a neighborhood meeting, and solicit community input before making a final decision for approval.

STEP FIVE: *SIGN LEASE AGREEMENT*

The Lease Agreement must be signed by the garden group. This is an annual agreement that will be renewed each spring.

FINISH: *INSTALLATION OF THE GARDEN*

Once the lease agreement has been signed, you are ready to begin construction!

CONGRATULATIONS!

You have raised all the community support and commitment needed for a successful Community Garden. This is a big responsibility and we are pleased to be in this venture together and wish your Group great success.

APPENDIX A: FUNDING IDEAS, RESOURCES and CLASSES

- American Community Garden Association: <http://www.communitygarden.org>
- National Gardening Association: <http://www.garden.org>
- Fayetteville Parks and Recreation – Community Gardens, Adopt-A-Park Program:
Phone: 479-444-3467; e-mail: parksvolunteer@fayetteville-ar.gov
- University of Arkansas Division of Agriculture, Washington County Extension:
Phone: 479-444-1755; e-mail: bkurz@uark.edu
- International Ag Labs: <http://www.aglabs.com>
- Dave's Garden : <http://davesgarden.com/>



COMMUNITY GARDENS IN THE PARKS CHECKLIST

Welcome Prospective Community Gardeners,

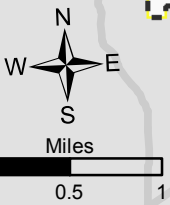
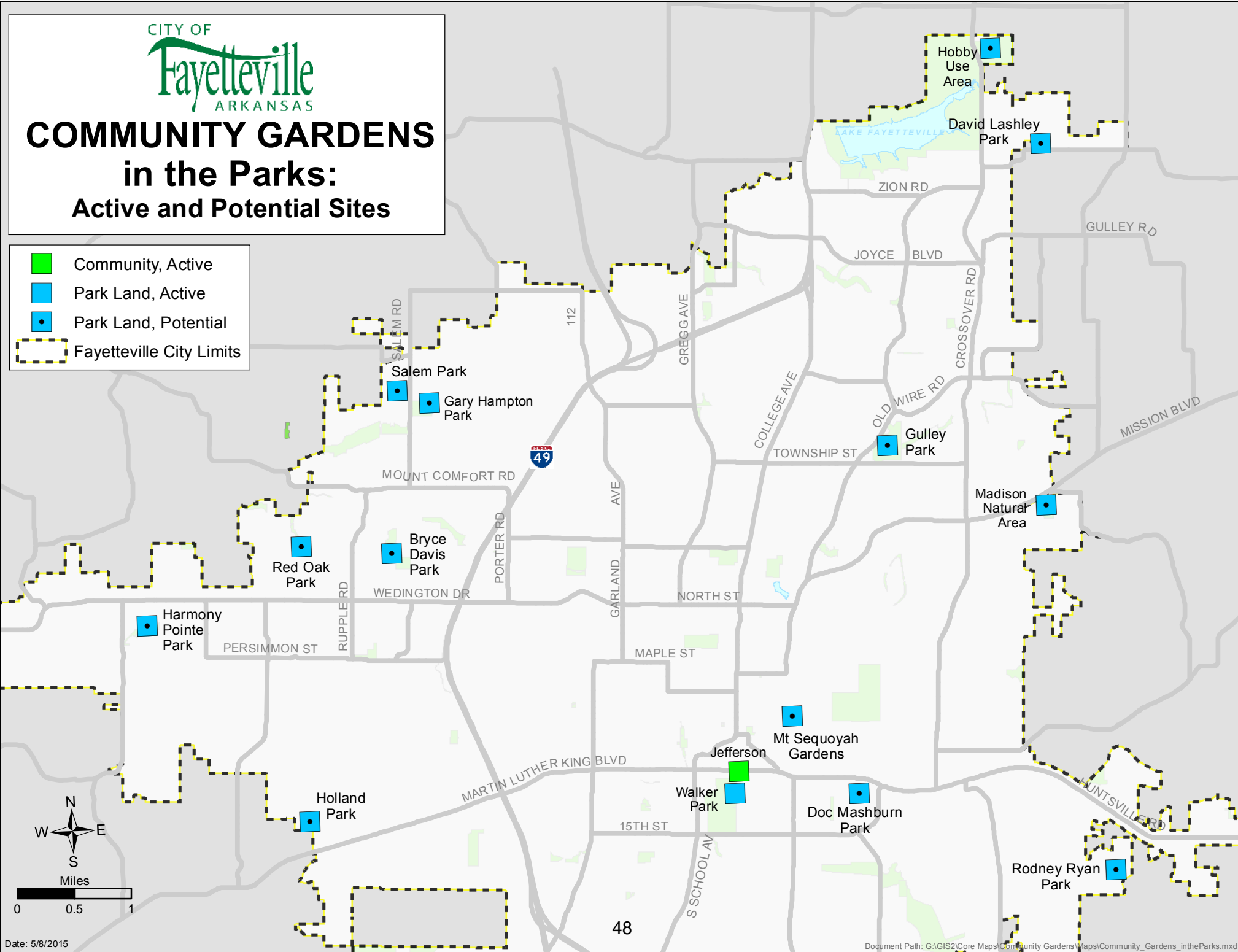
We are glad to hear that you're interested in starting a Community Garden in your local park. This is a long-term responsibility which will require community support and dedicated, ongoing commitment by all members of your Community Gardening Group.

Use this checklist to guide you through the Manual for Community Garden Development.

STEP 1	<input type="checkbox"/> READ THE MANUAL for Community Garden Development detailing the development process <input type="checkbox"/> FORM A GROUP of community gardeners and choose a group name
STEP 2	<input type="checkbox"/> SELECT A LOCATION: Contact Fayetteville Parks and Recreation at 479-444-3467 for more information
STEP 3	<input type="checkbox"/> COMPLETE THE APPLICATION and submit
STEP 4	<input type="checkbox"/> RECEIVE PRE-APPROVAL LETTER to move forward <input type="checkbox"/> COMPILE WRITTEN PROPOSAL: Group Membership Roster, Funding Plan, Garden Design/Layout, Maintenance Plan, Soil Analysis <input type="checkbox"/> SUBMIT PROPOSAL PAPERWORK <input type="checkbox"/> READ, SIGN AND SUBMIT MEMORANDUM OF UNDERSTANDING <input type="checkbox"/> HOLD A PUBLIC MEETING in the park neighborhood (if applicable)
STEP 5	<input type="checkbox"/> RECEIVE PROPOSAL ACCEPTANCE LETTER <input type="checkbox"/> READ, SIGN AND SUBMIT ANNUAL LEASE AGREEMENT
FINISH!	<input type="checkbox"/> INSTALL THE GARDEN

COMMUNITY GARDENS in the Parks: Active and Potential Sites

- Community, Active
- Park Land, Active
- Park Land, Potential
- Fayetteville City Limits





COMMUNITY GARDENS IN THE PARKS APPLICATION FORM

PART 1:

Garden Group Name: _____ **Date:** _____

How many members does your Group currently have? _____

Which park would you like to consider for a community garden? _____

Park Address: _____

Liaison/Primary Organizer's Name: _____

Phone Number: _____

Mailing Address: _____

E-mail: _____

Alternate Contact's Name: _____

Phone Number: _____

Mailing Address: _____

E-mail: _____

PART 2:

Describe in detail, the location where your Group would like to garden. Example: "Our location of interest is approximately 100 feet southeast of the walking trail and 50 feet north of the tennis courts":

AN EXISTING WATER SOURCE IS HIGHLY DESIRABLE. An area located within 100 feet of a functioning water source is preferred. The use of fire hydrants or drinking fountains is not an option.

Describe type of water source and location: _____

PART 3:

Attach two to four pictures showing the proposed location, one of them showing its location within the park. If possible submit pictures taken during growing season.

PART 4:

Please make sure that the required pictures are attached and information is completely & accurately filled out to avoid a delay in processing. If necessary, we may require your application to be resubmitted. Please mail this completed form with pictures to:

Fayetteville Parks and Recreation
Community Garden Request
113 W. Mountain Street
Fayetteville, AR 72701



COMMUNITY GARDENS IN THE PARKS MEMORANDUM OF UNDERSTANDING

Portions of this manual borrowed with permission from the Chicago Park District

Please read this document carefully, making sure that all members of your Group understand and agree to the terms listed below. Sign and include this M.O.U. with the other documents submitted as part of Step 4 of the approval process. Once your garden is approved, this document will serve as your formal agreement with the City of Fayetteville Parks and Recreation Department.

GARDEN/PLOT MAINTENANCE

The Group is entirely responsible for the maintenance of the Community Garden. Keep in mind that the space allocated is on public land and must always be actively maintained. The Group is to provide Parks and Recreation with a schedule detailing routine maintenance procedures including keeping the fence line trimmed, spring prepping, and fall winterizing.

Pathways and areas between Garden Beds must be mulched and maintained by the Group. The Parks and Recreation Department will not perform any maintenance within the Community Garden. If the space is deemed unsightly, weedy or unkempt by the Parks and Recreation Department's independent observation, the designated liaison will be given two separate warning notices both via two different communication means, (ie: phone call, e-mail or letter through the U.S. Postal Service each time.) If the problem continues thereafter, the agreement will be revoked and the Group will be responsible for proposing a plan to restore the garden to park land to the satisfaction of the Parks and Recreation Department.

SOIL TESTING and ORGANIC PRACTICES

As a part of the application process, you must obtain a garden soil test report and provide a copy of results to the Parks and Recreation Department. Soil testing is available through the University of Arkansas Division of Agriculture. They can be contacted at: (479) 444-1755. (<http://www.uaex.edu/environment-nature/soil/soil-test.aspx>) The first test must be received prior to the addition of any soil amendments or fertilizers. Additional soil tests will be required every three years.

According to Rules Governing the Arkansas Soil Nutrient and Poultry Litter Application and Management Program Title 22 (effective January 1, 2010) a landowner or resident making a nutrient application is required to maintain documentation of each nutrient application for a minimum of five years sufficient to demonstrate compliance. It is strongly recommended that all cultivating practices be organic; to the extent possible only organic fertilizers should be applied.

WATER METER & BILLING

When a site is approved for a Community Garden, the Parks and Recreation Department will install a back-flow preventer and water meter. It will be the responsibility of the Garden Group to have the water turned on and to pay the monthly water bills. **It will be necessary to winterize the water system by the first of November; this will be the responsibility of the Garden Group.** Failure to winterize could result in permanent damage to the equipment; it would then be the responsibility of the Garden Group to replace any damaged equipment.

Please conserve water!!! Although the gardeners are responsible for paying water usage, any water usage inconsistent with normal watering will be determined by meter reads. The water supply is **ONLY** to be used by gardeners caring for their assigned areas. Washing of cars or other personal non-garden related activities is prohibited.

PEST and DISEASE CONTROL with CHEMICALS

Only organic means of disease and pest control may be used. No chemical pest control measures may be used.

COMPOSTING

Composting is encouraged, but only that which is organic and will decompose (e.g. plant material, fruit peels/cores). **Do not use** rodent-attracting foods such as rice, bread, meat, or grease. Inorganic or non-plant materials such as plastic, metal, kitty litter, feces, or any large or thorny branches are not suitable for compost. The compost must be contained in a manner approved by the Parks and Recreation Department such as a tumbler or open cage. Periodically the Parks and Recreation Department can provide grass clippings that can be incorporated into a compost pile. Please notify the Volunteer Coordinator if your Group is interested.

STRUCTURES AND SIZABLE LANDSCAPE MATERIAL

A garden fence is typically necessary and must be constructed to meet the City of Fayetteville Community Garden Fence Specifications. Structures such as garden storage shed and trellises must be approved by the Parks and Recreation Department. Walls and sizable plant material such as trees and shrubs are not allowed, unless approved by the Parks and Recreation Department.

GARDEN BOUNDARIES

The garden boundaries must remain as submitted on the original design plans. Any proposed expansion must be reviewed and approved by the Parks and Recreation Department.

MONITORING THE COMMUNITY GARDEN

The community, especially Group members, shall continually monitor the Community Garden for quality control and good management practices.

MANAGEMENT

Frequent communication with the Parks and Recreation Department regarding management of the Community Garden is required. If problems occur with the operation or patrons of the Community Garden, the Parks and Recreation Department should be informed and involved in the resolution of any problems.

NEW MEMBERS

The Group shall inform new gardeners and Group members of the Community Garden Rules and the Memorandum of Understanding, stressing the importance of ongoing maintenance. The Group must follow a transparent membership process open to all. As a public agency, the Parks and Recreation Department requires inclusiveness; anyone interested in joining the Group is to be fairly considered.

LIABILITY and CODE OF CONDUCT

The Parks and Recreation Department is not responsible for the garden itself; or to anything in or pertaining to the garden. Each participating Garden Group must sign an Annual Lease Agreement. Each participating gardener must sign a Code of Conduct form provided by the Garden Group leader.

FUNDRAISING

The Group may organize fundraising events to finance needs of the Community Garden such as a compost bin, water hoses, plants, etc. Prior approval from the Parks and Recreation Department must be obtained if the meetings are to be held in the park.

CLEAN-UP ACTIVITIES

The Group will be expected to help clean up litter in the park, especially in the area of the garden, and are encouraged to participate in the Adopt-A-Park or Adopt-A-Trail program.

SIGNAGE

Each Community Garden will have a sign indicating the name of the Community Garden Group and other information as

required by the Parks and Recreation Department. Signage will be provided and installed by the Parks and Recreation Department.

VEHICLES

Parking or driving motorized vehicles by any park patron on walkways, restricted-access drives, lawn areas, under trees, or within landscaped areas is strictly forbidden. Park patrons are permitted to use motorized vehicles within a park only on designated roadways, driveways and parking facilities, according to City Codes

PETS

Are not allowed in the garden. Pets are allowed in the park only if on a leash and the owner picks up their pet’s waste according to City Code.

GARDEN TERMINATION

If the Group decides to no longer maintain their space, they must immediately notify the Parks and Recreation Department. The Group will be responsible for proposing a plan to restore the garden to parkland to the satisfaction of the Parks and Recreation Department.

YEAR-END REPORT

An annual report must be submitted to the Parks and Recreation Department summarizing the successes and challenges experienced by the Community Gardeners. If needed, the Department will take appropriate action based on these assessments. The report should also contain current membership details, and a budget plan for the next year upon renewal.

SIGNATURE

The Group Liaison must sign the form on the following page and mail to:

**Fayetteville Parks & Recreation Department
Community Garden Request
113 W. Mountain Street
Fayetteville, AR 72701**

MEMORANDUM OF UNDERSTANDING

I _____ (*please print name*) am the Official Liaison of the Garden Group named _____. Each current member of our Garden Group has read the Memorandum of Understanding terms and agrees to abide by them and upon approval, enters into a commitment to maintain our Community Garden in _____ Park. Additionally each new member of the Garden Group will read the Memorandum of Understanding terms and will agree to abide by them.

Liaison’s Signature: _____ Date: _____

NOTE: If the Official Liaison changes for any reason, please contact the Fayetteville Parks and Recreation Department at parksvolunteer@fayetteville-ar.gov or call (479) 444-3467.



How Can We Help You?

PARKS AND RECREATION

Community Garden Plot Request Application

Currently there are 40 plots leased by local residents. In addition, one plot is maintained by the gardeners for donations to the Metrocrest Services food bank and plot leaseholders are encouraged to donate part of their plantings as well. One plot also is maintained as a butterfly garden.

Location and Participation

The Addison community garden is located on Beltway Road on the west side of the Addison Athletic Club property.

The Community Garden has been well received by our residents. Plot leases are available only to Town of Addison residents on a calendar year basis for a fee (currently \$100) and can be renewed annually. Most new plot assignments are made in January but occasionally plots become available during the year.

All plots are currently leased. We encourage anyone interested in participating in the Community Garden to fill out an application form so you can be placed on the waitlist. New plot leases are assigned based on availability on a first-come, first-serve basis.



If you are interested in a plot, please fill out the application form below. Once your application is approved and you are assigned a plot, you will be sent a link to fill out and submit a Plot Lease Agreement and Release of All Claims form. These forms, along with your payment, must be received before your plot lease is effective.

First Name *

Last Name *

Address *

City *

State *

Zip *

Phone Number *

E-mail *

Garden Plot Preference

- Standard Garden Plot (4' x 20' x 16')
- Raised Plot (4' x 12' x 30')

Submit



Contact Information

Parks Department:

16801 Westgrove Drive
Addison, TX 75001
972-450-2851

Recreation Department:

Addison Athletic Club
3900 Beltway Drive

Addison, TX 75001

972-450-7048

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5300 Belt Line Road

Dallas, TX 75254

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