



Community Garden - Application Checklist

These are items that will be **required prior to obtaining an approved user agreement.** Please be ready to submit the following information.

SUBMIT INITIAL APPLICATION:

- Community Garden Application for use
- Letter of intent

SUBMIT POLICY AND USER AGREEMENT ALONG WITH REQUESTED DOCUMENTS:

- Proof of neighborhood support
- Drawing of the proposed layout of the gardens
- List of proposed building materials
- Schedule of proposed fees
- Signed Policy and User Agreement

THESE ARE ITEMS THAT MAY BE REQUIRED (IF APPLICABLE):

- Signed Community Garden – **FEMA** Lot Guidelines/ Restrictions form
- Composting Plan
- Type of fencing

NOTE:

City staff will review the application for use and approve or disapprove based on compliance with the Community Garden Policy & User Agreement. If the application is denied, the City shall work with the requesting entity to provide guidance to meet compliance standards.

Upon approval, the agreement will be returned to the end-user.