



## COMMUNITY GARDEN APPLICATION

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Requested Location/address of garden site: \_\_\_\_\_  
\_\_\_\_\_

Organization:  Non-Profit  Neighborhood Association  Other \_\_\_\_\_

Organization Mission: \_\_\_\_\_  
\_\_\_\_\_

What will be planted in the garden?

Fruits  Vegetables  Flowers  Other \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_

What will be done with the crops from the garden? *(Reminder - crops can not be grown for financial benefit of organization)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have read and understand the rules for the establishment of a Community Garden.*

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please send this completed application to:**

**Sam Lee**

Wilmington Parks & Recreation, Burnett Blvd., Wilmington NC 28401

910.341.7852 phone (910)-341-4663 fax

[sam.lee@wilmingtonnc.gov](mailto:sam.lee@wilmingtonnc.gov)

# **COMMUNITY GARDEN RULES**

**Maintenance** Community gardens are public spaces and must maintain a neat appearance through the year,

including winter. Community garden plots must be and maintained year-round on a consistent basis. Gardeners who have weedy or untended plots will be notified in writing and asked to remedy the problems by a specified date in the user agreement. If not remedied, the City shall restore the property to acceptable conditions and charge the cost of the restoration to the qualifying entity. Day-to-day maintenance is the responsibility of the community gardeners. Maintenance should include ongoing efforts to control weeds, maintain healthy plants, remove dead or diseased growth, keep shared garden resources neat and orderly, preserve natural resources and reduce pests. In the fall, gardens must be cleaned, cover cropped, mulched, or planted with winter crops.

**Irrigation** The City will assist the qualifying entity in arranging for water service (meter and service lateral) from the Cape Fear Public Utility Authority for gardens on City-owned property where water utilities already exist, however, the City will not fund new infrastructure improvements for the sole purpose of establishing a community garden. Qualifying entities must pay to establish water service at garden sites where water utilities do not exist and the garden is the sole use of the site.

Automatic sprinkler systems are not typically compatible in a community garden. No automatic watering systems are allowed. In community gardens, irrigation is typically achieved through hand watering with a hose. The use of rainwater collection systems is allowable. Gardeners must be in the garden while watering.

In gardens where the qualifying entity establishes new water services, the on-going monthly cost for water shall be borne by the qualifying entity. The City will invoice once per month, and the qualifying entity will have thirty (30) days from the date of the invoice to submit their payment to the City.

**Tool Shed/Structures** Structures are permitted as long as they do not encroach into areas outside of the community garden area and meet ADA requirements and City and County permit requirements. Prior to the construction or installation of a structure, plans must be submitted to the City for review and approval. The City reserves the right to inspect the installation of any structures. The qualifying entity must remove the structure upon termination of the user agreement if the City chooses not to accept the improvement.

**Children/Pets** Children must be accompanied by an adult in the garden. Do not leave children unsupervised. Well-mannered, leashed dogs are allowed in the garden. Owners are required to clean up after their dogs.

**Pesticides/Herbicides** Pesticides/Herbicides may not be used without the consent of the Parks and Recreation Superintendent or her designee.

**Pathways** Pathways determine the circulation into and within the garden. The selection of path materials must meet ADA requirements and should allow for wheelchair access for equal access to programs available in the garden; i.e., not all paths need be designed for wheelchair access. Pathway construction should be low maintenance.

**Signage** Each community garden should be identifiable with standard and recognizable signage.

Other signage common to parks and community gardens should be standardized to minimize visual clutter. Proposed signage shall be submitted for review and approval to the City's Signage Committee and will be subject to all applicable ordinances.

**Fundraising** Fundraising activities in the community garden are prohibited unless written permission is obtained from the City Manager or his designee.

**Location** Community gardens are most appropriately located in an unused or underused public space such as a City-owned empty lot or City-owned neighborhood greenspace area. Qualifying entities will be directed to those types of locations if guidance in selecting a location for a community garden is requested. In some cases, the City will permit a community garden to be located in a public park. Community gardens will not be permitted in regional parks or on athletic facilities. Community Gardens may be considered in neighborhood parks that are located more than one mile from a grocery store or other similar source of fresh produce retail market.

**Public Access** Community gardens are un-staffed public facilities used largely by garden members but are intended to be accessible to all. If the garden is located in a park, the casual park visitor shall "in general" be permitted to share in the community garden environment. Individual community gardens may request restricted access based on unique conditions that shall be evaluated on a case-by-case basis, subject to the City Manager's approval.

**Crops** Each qualifying entity is responsible for dealing with the garden material generated from their gardens, keeping in compliance with the requirement that crops shall not be intended for the financial benefit of its gardeners. Gardeners should compost in a contained area within their own garden plot or take material home and dispose of it in a yard waste container. Gardeners shall not dump or pile garden materials in the community garden or adjacent areas of the public space. Bringing food scraps from participants' homes to compost in the plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited. Compost piles should be regularly turned and watered to promote active composting and avoid creating habitat for rats, mice, wasps, and hornets.