



COMMUNITY GARDEN APPLICATION PROCESS

1. Form a Garden Committee - A commitment from a minimum of 8 volunteer gardeners and at least one Garden Coordinator is required before a community garden application may be submitted. Appointed Garden Coordinators may obtain signatures of other committee members through a petition.

2. Select a Location - The City encourages use of the city's GIS website for the garden location selection process, as it enables users to check the ownership information of particular properties and verify whether parcels of interest are, in fact, owned by the city. The City of Lowell has identified a series of properties that could potentially serve as garden sites, and would be glad to make this list available to interested parties upon request, if they do not have a site already selected. The City of Lowell and other relevant community stakeholders must agree upon selected sites before applications will be accepted.

3. Meet with City Representatives - The Garden Coordinator and other committee members must meet with city representatives from the Department of Planning and Development to discuss their plans for the garden and determine whether the proposed site is appropriate.

4. Identify Funding - While the City of Lowell will provide the land and water required for each garden, tools, seeds, soil, raised beds, and other materials must be provided by each individual garden committee. Permission to establish a garden on city-owned property will be contingent upon a group's ability to demonstrate that they are able to provide sufficient funding to establish and maintain their site.

5. Submit an Application - Both the *Community Garden Coordinator Application Form* and *Community Garden Coordinator Agreement Form* must be completed and submitted to the City of Lowell after all members have carefully reviewed the *Community Garden Bylaws*. All forms are available online and in hard copy format at the Department of Planning and Development, JFK Civic Center, 50 Arcard Drive, 2nd Floor, Lowell, MA 01852. Applications will be reviewed within 30 days of the date they are received, and applicants will be notified once determinations are made.

6. Review & Sign Guidelines/Permission & Release Form - Once the City has granted the Garden Coordinator approval, all gardeners participating on the committee must read and sign the *Community Garden Guidelines/Permission & Release Form*, releasing the city from liability in the case of accident, vandalism, or theft at the garden.

7. Draft a License Agreement - Each Garden Coordinator, in collaboration with the City of Lowell and other volunteer gardeners, will draft and sign a *License Agreement* which outlines the terms of use as related to their site.

8. Put Seeds in the Soil! - Once all aforementioned steps are completed, and all volunteer gardeners have paid the annual fee of \$15 for their plot, garden committees may get to work at their gardens!