DRAFT PROCESS FOR COMMUNITY GARDENS ON CITY LAND   as of 11/14/2013

1. Community Garden Leadership Team/Community Members inquire about a City parcel or ask for help finding a suitable parcel for a community garden

2. SUACG Coordinator checks Real Estate list of suitable parcels
   → If on the list, Pre-Application Meeting can proceed
   → If NOT on the list, Real Estate can contact POC for land to determine if it's eligible for CG usage

3. **Pre-Application Meeting** : After identifying suitable parcel, SUACG Coordinator calls Pre-Application Meeting to discuss application process and potential conflicts.
   → Participants: Community Garden Leadership Team, SUACG staff, and land owners/site managers

4. CG Coordinator sends heads up email from SUACG program to City land owner requesting usage of parcel for community garden, listing all relevant details about parcel from TCAD, listing neighborhood info, attaching site plat and aerial photo

5. After receiving approval from City land owner (Public Works, Watershed, or PARD) to pursue garden via SUACG, SUACG Coordinator submits parcel to AULCC for Utilities Coordination review

6. If parcel has no utility conflicts, SUACG Coordinator notifies Community Garden Leadership Team they can submit CG application using application packet with checklist coversheet

7. **Site Plan Review Meeting:** SUACG Coordinator calls Site Plan Review Meeting with all relevant parties to discuss site plan submitted as part of application
   → Participants: Community Garden Leadership Team, SUACG staff, nonprofit sponsor, Forestry, ground manager/site manager, and land steward department

8. SUACG will review entire application and advise on needed permits on behalf of CG (Forestry, building permit, etc.)

9. SUACG Coordinator reviews application and if garden is allowed, signs coversheet (which includes checklist) as reviewer of CG application attesting that all needed application materials are there (formerly "SUACG Endorsement document")

SIMULTANEOUS STEPS:

10. License Agreement signed between nonprofit sponsor and City of Austin (land steward department)

11. SUACG assists CG to submit General Permit (if concrete, impervious cover, over 180 square feet of building, or handicapped parking space), Parkland Improvement Agreement (if PARD site), or Site Plan Exemption Permit with explanatory memo (goes to Development Assistance Center)

12. SUACG assists Community Garden Leadership Team with Water TAPS application

FINAL STEP:

13. Garden can break ground!