



Community Garden Permit Application - Coversheet

A *Community Garden Permit Application* is required to request permission to start a community garden on City of Austin-owned property, or to receive a water tap installation fee waiver on public or private property.

The *Permit Application* includes:

- Land use permission from City of Austin land manager or private landowner or Austin Independent School District
- List of garden leadership team members (minimum of 4, preferably 10) and contact information and list of committed gardeners (Note free Garden Leadership Training is available through nonprofit partners.)
- Written description of the garden, including number of plots, overall size, shed and fencing (if applicable), etc.
- Soil test result showing no harmful metals present at site if land is intended to be used for vegetable gardening. (Note City programs exist for free or low-cost testing.)
- Site plan for the garden, to include location and size of all trees in garden area and all utilities nearby (which can be identified by calling 811 for utility locates). Site plan should include water access/irrigation plan.
- Garden By-laws or Rules for garden operation and blank version of gardener contract to be signed by gardeners
- Project Timeline, Budget & Fundraising Plan for first year of garden operation
- Endorsing nonprofit organization for liability insurance and copy of letter of support or memorandum of understanding
- Letters of Support from community organization(s) (e.g., Neighborhood Association) and from adjacent landowners not already represented by Neighborhood Association
- Garden Application Fee of \$50 (listed in City of Austin General Fee Schedule), payable by check to City of Austin PARD
- License Agreement Application Fee of \$100 (listed in City of Austin General Fee Schedule), payable by check to City of Austin (WAIVED IF PRIVATE LAND). Note PARD can pay Travis County recordation fee for gardens on parkland.

This document certifies that the _____ **Community Garden**, located at _____ in Austin, Texas has met the criteria for permit as a "City Endorsed Community Garden" as outlined in City Code and relevant City Ordinances below:

- Chapter 14-7, 14-11, Title 25 and Title 30
- Ordinance No. 20110210-017 and Ordinance No. 20110210-018
- Charge of support in Council Resolution No. 20091119-065

This site is determined to meet the qualifications outlined in Section 25-5-2, Subsection (K) of the City Code (Site Plan Exemptions) which reads as follows:

(K) A site plan is not required for development of a site solely for a community garden use if the director determines that the overall plan does not exceed the exceptions described in subsections (B), (C) or (D).

The required documentation and credentials submitted in the application meet or exceed the minimum requirements. As outlined in referenced code, the City reserves the right to redact the designation should the Garden not meet its required obligations. With this signature the Garden is eligible for all associated benefits of City of Austin Endorsed Community Gardens, present and future. The Garden can pursue development permit (if needed) and License Agreement.

I certify that all application materials have been submitted and are complete. This community garden receives the endorsement of the City of Austin Community Gardens Program.

Meredith Gauthier

Date

Community Gardens Program Coordinator
City of Austin Parks and Recreation Department

Garden Permit Process

