



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. The *Permit Application* includes:

- List of steering committee members and their contact information as well as a list of committed gardeners
- Design sketch for the garden including water access/irrigation plan
- Garden By-laws or Rules
- Gardener contracts or membership agreements (which gardeners will sign)
- Project Timeline
- Budget & Fundraising Plan for first year
- Endorsing nonprofit organization and copy of letter of support
- 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 Parks and Recreation 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 Transportation (WAIVED IF PRIVATE LAND)

This document certifies that the _____ Community Garden, located at _____ in Austin, 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, including site approvals from the Austin Utility and Location Coordination Committee (AULCC) and Urban Forestry.

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 the development permit 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 Sustainable Urban Agriculture and Community Garden Program.

Meredith Gray Date
Sustainable Urban Agriculture and Community Garden Program Coordinator
City of Austin Parks and Recreation Department