

**CHICAGO PARK DISTRICT**

**COMMUNITY GARDENS IN THE PARKS  
2025 APPLICATION TO ADOPT AN EXISTING PARK PLANTER**

**INTRODUCTION:** Groups interested in planting and/or **maintaining** existing floral planters are encouraged to do so. We ask all interested groups to submit the following information in order to facilitate communication and best support the success of this project. Note: you must submit a planting and maintenance plan before your application will be reviewed. Approved groups will be offered an agreement with the Park District under the Community Gardens in the Park guidelines through the end of the current gardening season on December 1, 2025. Volunteers maintaining planters must sign liability waivers.

Thank you for your generous support and beautification of our parks!

**PART 1: PARK AND GROUP CONTACT INFORMATION**

Park: \_\_\_\_\_ Date: \_\_\_\_\_

Park address: \_\_\_\_\_

Park Supervisor's name: \_\_\_\_\_

How many active members will be helping with maintenance? \_\_\_\_\_ **(minimum of 2 required)**

Garden Leader/Liaison name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mailing address with zip code: \_\_\_\_\_

Email (individual): \_\_\_\_\_

Secondary/group email (if different from above): \_\_\_\_\_

**PART 2: PLANTER TYPE AND LOCATION**

Describe the location of the planter your Group wants to adopt. (i.e. the 3x3 bed west of the fieldhouse entrance; the two urns at the entrance to the park) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An **EXISTING** water source is required. The planter should be located within 100 feet of a functioning hose hookup. Describe the type of water source & its distance from the planter:

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

What is the sun exposure on the planter you wish to adopt? (How many hours of sun does the site get per day during the growing season?)

Please check one:  full sun (6+ hours)  mix sun and shade (3-6 hours)  shade (less than 3 hours)

**Briefly** describe your group and your reasons for adopting the planter.

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

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**PART 4: PARK SUPERVISOR APPROVAL**

Discuss your plans for adopting the planter with your Park Supervisor and ask them (and the Area Manager) for approval.

**I have discussed this application with the Community Garden Group and approve the proposal.**

\_\_\_\_\_  
**Signature of Park Supervisor**

\_\_\_\_\_  
**Date**

**PART 5: ATTACHMENTS**

Please attach:

- A planting plan with a list of plants you plan to use and approximate numbers. We encourage you to use annual plants which can be cleared before winter.
- A maintenance plan with a schedule for planting, clearing, and regular watering and weeding.
- If your group is not affiliated with your park’s Advisory Council, include a letter of support from that group or a statement from the supervisor indicating that there is no Advisory Council.

**PART 6: SUBMIT YOUR APPLICATION**

Completed applications & relevant attachments should be emailed to [Community.Gardens@ChicagoParkDistrict.com](mailto:Community.Gardens@ChicagoParkDistrict.com). Wait for approval before planting.

If needed, your application may be printed and mailed to:

Community Gardens in the Parks  
7059 S. South Shore Drive | Chicago, IL 60649

**Questions? Please contact us!**  
[Community.Gardens@ChicagoParkDistrict.com](mailto:Community.Gardens@ChicagoParkDistrict.com)

