

CHICAGO PARK DISTRICT

COMMUNITY GARDENS IN THE PARKS NEW GARDEN APPLICATION CHECKLIST

Welcome, prospective Community Gardeners! We are glad to hear that you're interested in hosting an edible or combination edible/ornamental garden in your local park. This is a long-term responsibility that will require community support and dedicated, ongoing commitment by all members of your garden.

This checklist is meant to guide you through the process outlined in detail in the REFERENCE MANUAL.

STEP 1	<ul style="list-style-type: none"> <input type="checkbox"/> READ THE ENTIRE MANUAL detailing the application process and guidelines <input type="checkbox"/> Form an initial group of at least three members and define garden type and location <input type="checkbox"/> Discuss your plans with the Park Supervisor, and ask for approval to start a new garden <input type="checkbox"/> With the initial group, discuss a membership plan and garden maintenance plan <input type="checkbox"/> Complete an INITIAL APPLICATION FOR A NEW GARDEN (FORM 1) and submit with supporting documents <input type="checkbox"/> Wait for initial application approval from Chicago Park District - Gardening staff before proceeding
STEP 2	<ul style="list-style-type: none"> <input type="checkbox"/> Together with the Park Supervisor, conduct the first of three SITE & USAGE SURVEYS (FORM 2) <input type="checkbox"/> Complete and submit with the SITE & USAGE SURVEYS (three copies of FORM 2) <input type="checkbox"/> Wait for initial location approval from Chicago Park District - Gardening staff before proceeding
STEP 3	<ul style="list-style-type: none"> <input type="checkbox"/> Complete your GARDEN DESIGN AND BUDGET (FORM 3), including desired garden layout, installation and maintenance plans, and expenses <input type="checkbox"/> Identify FUNDING to develop, operate, and maintain the garden <input type="checkbox"/> Submit GARDEN DESIGN AND BUDGET <input type="checkbox"/> Wait for feedback from Chicago Park District - Gardening staff before proceeding
STEP 4	<ul style="list-style-type: none"> <input type="checkbox"/> Hold a public meeting in your neighborhood and collect signatures for the PETITION (FORM 4) <input type="checkbox"/> Collect a LETTER OF SUPPORT from the Park Advisory Council or Neighborhood Council <input type="checkbox"/> Submit the PETITION (FORM 4) and LETTER OF SUPPORT

STEP 5	<input type="checkbox"/> Determine two liaisons/group leaders and meet with Chicago Park District – Gardening staff for an orientation <input type="checkbox"/> Liaisons read the reference manual, sign and submit the LETTER OF COMMITMENT (FORM 5a) <input type="checkbox"/> Receive final written approval from Chicago Park District – Gardening staff
STEP 6	<input type="checkbox"/> Have each garden member READ & SIGN a Liability Waiver (Form 6a) <input type="checkbox"/> Install the garden
FINISH!	<input type="checkbox"/> Write a paragraph describing your garden, garden group, the process for welcoming new members, and membership requirements (FORM 7a) <input type="checkbox"/> Submit FORM 7a with pictures for the Chicago Park District website <input type="checkbox"/> Collect and/or submit forms as needed: FORM 5b – RENEWAL LETTER OF COMMITMENT (every three years, or sooner if leadership changes) FORM 6a – INDIVIDUAL LIABILITY WAIVER (annually) FORM 6b – GROUP VOLUNTEER WAIVER (as needed) FORM 7b – GARDEN GROUP DESCRIPTION (update as needed) FORM 8 – EXPANSION REQUEST (as needed) FORM 9 – BEE HIVE APPLICATION (as needed)

Questions? Please contact us!

CommunityGardens@ChicagoParkDistrict.com

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

