

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 starting a community garden in your local park. This is a serious responsibility which will require community support and dedicated, ongoing commitment by all members of your community gardening group.

This checklist is meant to guide you through the process outlined in detail in the Reference Manual.

STEP 1	<input type="checkbox"/> READ THE ENTIRE MANUAL detailing the development process <input type="checkbox"/> FORM A GROUP of community gardeners & choose a group name
STEP 2	<input type="checkbox"/> ASK the Park Supervisor and Area Manager for permission to start a new garden <input type="checkbox"/> TOGETHER with the Park Supervisor, choose possible appropriate locations in the park <input type="checkbox"/> MAKE SURE there is a working WATER SOURCE <input type="checkbox"/> DEFINE THE GARDEN TYPE: ornamental, edibles, or combination (both)
STEP 3	<input type="checkbox"/> SUBMIT the completed "Location Request for a New Garden" (Form #1) <input type="checkbox"/> WAIT TO HEAR that your garden location has been approved by the Chicago Park District
STEP 4	<input type="checkbox"/> IDENTIFY FUNDING to develop and operate the garden <input type="checkbox"/> Complete your GARDEN DESIGN and funding plan, including desired garden layout, installation and maintenance plans, and funding sources <input type="checkbox"/> COLLECT A LETTER of support from the Park Advisory Council <input type="checkbox"/> HOLD A PUBLIC MEETING in your neighborhood <input type="checkbox"/> COLLECT SIGNATURES for the Petition (Form #2) <input type="checkbox"/> COMPLETE SITE SURVEYS, this requires three separate visits (Form #3) <input type="checkbox"/> SUBMIT ALL REQUIRED PAPERWORK (the Final Application)
STEP 5	<input type="checkbox"/> RECEIVE final written permission <input type="checkbox"/> READ, SIGN & SUBMIT the Letter of Commitment (Form #4A) <input type="checkbox"/> HAVE EACH GARDENER READ & SIGN a Liability Waiver (Form #4B) (renewed annually)
FINISH!	<input type="checkbox"/> INSTALL THE GARDEN