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