



COMMUNITY GARDENING PROGRAM

Application for a New Community Garden

Date: ___ / ___ / ___

PART 1 – Site Location and Contact Information

City property address (or general location): _____

Garden Adopter Group Name (if any): _____

Is this a new garden group? YES or NO (Circle one) How many active members to date? _____

Primary Contact’s Name (print): _____

Phone Numbers: (____) ____ - _____

Mailing Address: _____

Email: _____

Alternate Contact’s Name (print): _____

Phone Numbers: (____) ____ - _____

Mailing Address: _____

Email: _____

The Primary & Alternate contacts may not be in the same household.

The primary contact should fulfill the following duties:

- Act as the main contact for the City of Tallahassee and the public.
Pay the restoration deposit with the City.
Ensure all gardeners have signed the Waiver of Liability.
Coordinate an Orientation Session for new gardeners (encouraged, but optional).
Assign garden plots as needed, and maintain a waiting list for plots.
If donations are collected, establish an account and use funds wisely.
Issue warning emails or similar notice to any gardener whose plot is neglected.
Coordinate volunteer days for overall maintenance of garden.
Notify the City if the primary contact or the composition of the Adopter Group is changed.
Notify the City if the Adopter Group wishes to terminate or not renew this Agreement.

PART 2 – Garden Site Location, Layout, and Description:

- Provide a cover letter to request use of City-owned property for use as a community garden.
Describe in detail, the location where your Group wants to garden. Please be specific and estimate the desired square footage for the entire area. Example: “Our location is approximately 1500 s.f. (25’ x 60’) and is located 100 feet southeast of the corner of 9th Ave. & Pine St., bordered by...”



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- c. Attach a map of the site that showing the proposed location and a proposed garden design or layout. Include trees, existing structures, fences, and a north arrow for sun orientation.
- d. Attach an additional sheet to provide information on the proposed garden (purpose of garden, maintenance plan, intended audience, use of produce, current site usage, and other relevant information to support your application.)

PART 3 – Water. It is essential to any garden. Fire hydrants and drinking fountains are not options. At the request of the Adopter Group, the City of Tallahassee Water Utility will install a water meter. Please submit an Application for Water Service (available online). Monthly bills will be assessed and mailed to the Primary Contact listed herein.

PART 4 – Application Submittal. Please complete this form accurately and return with waivers and documents noted in Part 2 and 3, above, to:

Tallahassee-Leon Co. Planning Department
Attn: Community Garden Program
City Hall, 300 S. Adams Street, Box A-24
Tallahassee, FL 32301

Or, email the application to:
debra.thomas@talgov.com

For any questions on this program or for additional information, you can contact Debra Thomas, Interim Coordinator at (850)891.6400 or by emailing debra.thomas@talgov.com.

PART 5 – Agreement between City and Garden Adopter Group.

We, the undersigned citizens, have read and understand the rules of the City of Tallahassee Community Gardening Program, and commit to maintaining our community garden in accordance with said rules.

Signature, Primary Contact – Garden Adopter Group
Date: ___ / ___ / ___

Signature, Alternate Contact – Garden Adopter Group
Date: ___ / ___ / ___

The City of Tallahassee hereby executes this agreement on the date below written, with commitment and terms of agreement to run a minimum of 2 years.

City of Tallahassee, Community Gardening Coordinator
Date: ___ / ___ / ___