



NEIGHBORHOOD GARDENING PROGRAM 2018 ANNUAL APPLICATION

Application Due by Month, Date, Year

2018 Garden Fees

- New Site \$ _____
- Upgrade Existing Site \$ _____
- Renew Site "As-Is" \$ _____
- Your 2018 Garden Fee Total:** \$ _____

Print and Return Application and Payment to: Neighborhood Gardening Program

Attn: Tiffani King
City of Olympia
601 4th Avenue E
Olympia WA 98501

Please make checks payable to City of Olympia

By Submitting This Application You Acknowledge the Following:

I have read the "**Rules for Neighborhood Gardening Participants.**" I agree to comply with the rules. I understand that failure to comply with the rules may result in the cancellation of my application and/or loss of my plot without refund of my fee. I understand that any person assisting me with my plot is also required to comply with the rules of the Program.

Contact Information (Official correspondence will be sent to the lead gardener only)

- **Lead Gardener's Name:** _____
Address: _____ City/State Zip: _____
Day Phone: _____ Evening Phone: _____
Email: _____
- **Co-Gardener's Name:** _____
Co-Gardener's Phone: _____ Email: _____
- **If you have limited ability to read, write or speak English, please indicate your preferred language:**
_____ and provide the name and contact information for a friend or family member you trust to be the primary contact for the Neighborhood Gardening program.
Name: _____ Relationship: _____
Phone: _____ E-mail: _____

Sponsoring Recognized Neighborhood Association (RNA)

- **RNA Name:** _____
RNA Contact (Board Member): _____ Phone or Email: _____
RNA Contact Signature: _____

Garden Information (Complete checklist on page 2)

- Street Name: _____ Nearest Intersecting Street(s): _____
Proposed Square Footage: _____

Welcome to the Olympia Neighborhood Gardening Program.
We look forward to working with you in 2018!

FOR OFFICE USE ONLY

Fee Processed | Date: _____

Track #: _____

Payment \$: _____

ADDITIONAL GARDEN INFORMATION

Please answer the following additional questions about your Neighborhood Garden and provide the information requested below:

1. Vicinity map with street names clearly labeled (e.g., Google Maps, etc.).
2. Sketch of the proposed garden layout.
3. Sketch showing approximate property lines with adjacent owner names shown.
4. Utilities (Public): _____
Source of water? Adjacent property (with permission) New source
Garbage collection? Yes No Details: _____
Composting? Yes No Plan: _____
5. Existing structures: _____

6. Proposed structures (temporary): _____

7. Location or height of fencing (note that fences cannot be locked): _____

8. Indemnification Insurance (see legal guidelines): Yes No
9. Parking: Existing? Yes No
 Develop lot to provide? Yes No Details: _____
10. ADA Accommodations: Parking, pathway to meet width standards? Yes No
11. Neighborhood Consent: Provide signatures of all current property owners adjacent to proposed garden acknowledging gardening within adjacent right-of-way.



OLYMPIA COMMUNITY PLANNING & DEVELOPMENT NEIGHBORHOOD GARDENING PROGRAM

Member Responsibilities:

Lead Gardener

Lead Gardener will have to address issues of:

- Vandalism
- Dogs, pets and service animals
- Children in the garden
- Alcohol and drug use
- Garden hours and sign posting garden rules

Gardeners

- Plant, weed, water and harvest your plot (garden organically)
- Maintain common paths
- Maintain shared equipment
- Be a good neighbor
- Use shared resources, such as water and tools, wisely

Site Leadership

Social Activities

- Orient new gardeners
- Mediate disputes within the garden
- Help members in need

Communication Activities

- Serve as a main point of contact for all members
- Create a conduit of information between garden leadership and members
- Act as a liaison between the garden community and City staff

Garden Activities

- Coordinate leaders for work parties (follow up with them)
- Coordinate care and maintenance of common areas (e.g., compost, perennial beds, orchard, tool shed, water system)
- Monitor plots (in coordination with City staff; make first contact with gardeners)
- Oversee that everything is in working order