

# NEW COMMUNITY GARDEN CHECKLIST

## City of Lynn Park Commission



The City of Lynn supports policy, environment and system changes that work to help Lynn residents become healthier. Lynn therefore encourages residents to establish, manage, and maintain their own community garden sites on City-owned parks. Community gardens are cultivated and maintained spaces where volunteers work collectively to achieve a common goal of growing fresh, healthy produce in our city. Follow these steps to create a new community garden on a Lynn park.

### **Getting Ready to Start a NEW Community Garden:**

#### **1. Form a Garden Group**

Each community garden must have a designated Garden Coordinator and at least three (3) volunteer gardeners. Volunteer gardeners and Garden Coordinators must be Lynn residents.

#### **2. Designate a Garden Coordinator**

The Garden Coordinator will act as the liaison between your community garden, the City of Lynn, and collaborative community organizations. The Garden Coordinator will collect fees, lead the application process, and organize and enforce the individual garden's guidelines. The Garden Coordinators must also have the other volunteer gardeners complete applications for submission to the Garden Council.

#### **3. Select a Location for Garden**

The Garden Coordinator, or other representative from your community garden will select a location in a park in Lynn. Contact Lisa Nerich from Lynn DPW ([lnerich@lynnma.gov](mailto:lnerich@lynnma.gov); (781) 268-8000) for information about proposed site and water access before presenting to Park Commission.

#### **4. Create Community Garden Map and Budget**

The City of Lynn will provide the land and water (if available) required for each garden. Tools, seeds, soil, raised beds, and all other garden materials must be provided by each individual garden committee. Prior to receiving full approval, each community garden group must submit a drawing that maps out the garden (sample garden map attached) and basic budget/funding plan including basic start-up costs and plans for funding.

#### **5. Review Community Garden Manual & Sign Intake Form**

All gardeners participating in the community garden must read the *Community Garden Manual* and sign the *Lynn Community Garden Intake Form*, releasing the City from all liability in the case of accident, vandalism, or theft at the garden.

## **Applying for your garden:**

### **6. Submit Complete Application to Lynn Park Commission**

*Please submit the following to the City of Lynn Community Garden, Department of Public Works, 250 Commercial Street, Lynn MA* who will forward it to the Lynn Park Commission:

- New Community Garden Application Form*
- Community Gardener Intake Form* (for each founding member)
- Map of proposed garden*
- Garden budget/funding plan*

Incomplete application packets will be returned to gardeners with notes on what is missing.

### **7. Attend and Present at Park Commission Hearing for Approval**

The designated Community Garden Coordinator will attend the upcoming hearing at where the Lynn Park Commission will review complete application and ask any required follow-up questions. Approval to establish a garden on city-owned property will be contingent upon a group's ability to present a complete application that presents a detailed plan for the construction and maintenance of the garden by garden volunteers

Should you follow this checklist, hopefully you will be able to start your own community garden! Congratulations!

#### **Want help in establishing your new community garden? Here are some resources!**

***The Food Project, a local non-profit organization, has agreed to support new community gardens by providing free lumber, labor, soil, and seeds to new gardens in Lynn!***

**To learn more, call The Food Project at 781-346-6726 for more information.**



#### ***For translation of this application:***

- French: Pour vous aider à traduire ce document en Français, contactez s'il vous plaît, le Congolese Development Center au numero suivant : [781 593 0100 x 11](tel:7815930100x11).
- Swahili : Kama unahitaji msaada kutafsiri hati hii, tafadhali wasiliana na simu ya Congolese Development Center: [781 593 0100 x11](tel:7815930100x11).