

COMMUNITY GARDEN DEVELOPMENT CHECKLIST
SAN DIEGO PARK AND RECREATION DEPARTMENT
May 2013

The following checklist was created as a guideline to assist interested individuals and organizations with meeting the requirements for establishment of a new community garden under the process established in the Park and Recreation Department, Community Garden Department Instruction. This checklist applies to the establishment of a new community garden on existing developed or open space parkland managed by the Park and Recreation Department. The checklist is meant as a guideline with the understanding that actual steps to creating a community garden may vary according to the unique characteristics of the proposed garden site and the type, size and location of the proposed garden. The final steps for establishment of the community garden will be determined in consultation with the Park and Recreation Department staff.

1 Pre-Application

- Download Community Garden information from Park and Recreation website and review materials.
- Develop a community garden implementation team.
- Develop and initiate a community garden application fundraising campaign, if necessary.
- Complete process to secure non-profit status or partner with an existing non-profit organization such as a Recreation Council.
- Complete the election of officers and establishment of project implementation committees.

2 Application

- Identify Park and Recreation Department contract person for your park.
- Visit park site and collect site and neighborhood information for community garden application.
- Contact the Park and Recreation Department to arrange an on-site meeting to discuss the community garden application process, community garden forms and your preliminary site plan concept.
- Complete the Community Garden Application and submit to Park and Recreation staff.
- Meet with Park and Recreation Department staff to review the Application and make revisions as necessary.
- Prepare preliminary garden design.
- Schedule and attend the Recreation Council or other community group as identified by Park and Recreation Department staff and present garden proposal information item.
- Complete the Community Garden Petition Process and submit the petition to Park and Recreation Department staff.
- Schedule and attend the Recreation Council or other community group as identified by Park and Recreation Department staff to secure site proposal approval.
- Develop and initiate a project design fundraising plan, if necessary.

3 Design

- Prepare community garden construction plans and submit plans to Park and Recreation Department Area Manager for constructability and initial environmental review.
- Complete a Public Project Assessment with Development Services Department if necessary.
- Meet with Park and Recreation staff to review construction plans and environmental requirements.
- Schedule and attend the Park and Recreation Board Meeting to secure project and general development plan amendment approval.
- Make necessary revisions to the construction plans and resubmit for review and approval.
- Complete a construction cost estimate.
- Secure contractor proposals for construction work.

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- Secure construction materials proposals from suppliers.
- Complete requirements to obtain necessary building permits.
- Complete requirements for installation of a water meter.
- Develop and initiate a garden construction fundraising plan, if necessary.

4 Construction

- Complete requirements to obtain a Special Use Permit.
- Complete requirements to obtain a Right of Entry Permit from the Park and Recreation Department.
- Develop a project construction schedule.
- Purchase and/or order construction materials.
- Organize and schedule contractors.
- Recruit, organize and schedule volunteer labor.
- Layout garden and get Park and Recreation Department approval.
- Complete garden construction.

5 Management

- Develop community garden rules and regulations.
- Develop community garden operating budget..
- Develop community gardener application form.
- Develop community garden maintenance program and schedule.
- Conduct community garden open house.
- Complete community gardener registration process.
- Conduct community gardener orientation.
- Open community garden to planting.
- Conduct monthly community garden meetings.
- Conduct community garden public visitation days.
- Conduct community gardener education programs.
- Meet with Park and Recreation staff as necessary to ensure smooth garden operations.
- Complete and submit community garden annual report to Park and Recreation Department and Recreation Council or Area Committee.
- Complete annual non profit Federal and State reporting requirements.

6 Evaluation

- Schedule meeting to review six-month garden evaluation, review with Park and Recreation staff and make operational revisions as necessary.
- Schedule meeting to review one-year garden evaluation with Park and Recreation staff and make operational revisions as necessary.
- Schedule meeting to review three-year garden evaluation with Park and Recreation staff and make operational revisions as necessary.
- Renew Special Use Permit for an additional three-year term.