

Timeline for Establishing Community Gardens in City of Madison Parks

June (or earlier)-August	<ol style="list-style-type: none"> 1) Neighborhood Group forms to organize a garden <ol style="list-style-type: none"> a. three or more people gather to organize a community garden b. CAC is contacted c. City Community Gardens Committee is notified of interest 2) Potential sites are evaluated by neighborhood group & CAC <ol style="list-style-type: none"> a. multiple sites in a neighborhood go through preliminary evaluation b. if an ideal site is within a city park, this process continues c. New Garden Fund Application form released August 1st on CAC and City Community Gardens Committee websites.
September-October	<ol style="list-style-type: none"> 3) CAC staff contacts Madison Parks Dept with information regarding potential sites <ol style="list-style-type: none"> a. location in park b. size c. approximate layout 4) Parks staff/Superintendent and other city staff as needed review site for: <ol style="list-style-type: none"> a. deed restrictions b. master plan/capital improvement plan conflicts c. utility conflicts d. potential access to water/availability of parking e. other locations available in the park (as necessary) 5) If preliminary review is favorable*, continue with New Garden Fund Application process: CAC to work with Alder and neighborhood to gain support for site
November-December	<ol style="list-style-type: none"> 6) Group completes New Garden application (due to CAC by Nov. 15) <ol style="list-style-type: none"> a. Applications reviewed by CAC, completed applications forwarded to Madison Parks by December 1st. b. Parks staff and Superintendent review applications (Dec), if no conflicts identified*, proposal proceeds to the Park Commission.
January	<ol style="list-style-type: none"> 7) Park Commission reviews garden proposal <ol style="list-style-type: none"> a. if approved, proposal details are forwarded to Real Estate office for potential drafting of lease.
Jan-Feb	<ol style="list-style-type: none"> 8) New Garden Fund Committee approves proposals seeking funding 9) Leases with CAC for new gardens (whether funded or not) are drafted by Real Estate staff
March-April	<ol style="list-style-type: none"> 10) Lease approval process begins <ol style="list-style-type: none"> a. resolution is introduced to Common Council (March) b. resolution is referred to Park Commission and Plan Commission c. Common Council action (April)
May	<ol style="list-style-type: none"> 11) Begin garden installation

* Any requests that are denied by Parks staff/Parks Superintendent may be appealed to the Park Commission.