



PROCESS FOR COMMUNITY GARDENS ON CITY LAND

as of 11/21/2013

1. Community Garden Leadership Team/Community Members inquire about a City parcel or ask for help finding a suitable parcel for a community garden
2. SUACG Coordinator checks Real Estate list of suitable parcels
 - ➔ If on the list, Pre-Application Meeting can proceed
 - ➔ If NOT on the list, Real Estate can contact POC for land to determine if it's eligible for CG usage
3. After identifying suitable parcel, SUACG Coordinator sends heads up email from SUACG program to City land owner requesting usage of parcel for community garden, listing all relevant details about parcel from TCAD, listing neighborhood info, attaching site plat and aerial photo
4. **Pre-Application Meeting:** After receiving approval from City land owner (Public Works, Watershed, or PARD), SUACG Coordinator calls Pre-Application Meeting to discuss application process and potential conflicts.
 - ➔ Participants: Community Garden Leadership Team, SUACG staff, land owners/site managers
5. SUACG Coordinator submits parcel to AULCC for Utilities Coordination review
6. If parcel has no utility conflicts or conflicts can be addressed, SUACG Coordinator notifies Community Garden Leadership Team they can pursue nonprofit sponsorship and then submit CG application using application packet with checklist coversheet. (Nonprofit sponsor acts as fiscal agent and provides liability insurance.)
7. **Site Plan Review Meeting:** SUACG Coordinator calls Site Plan Review Meeting with all relevant parties to discuss site plan submitted as part of application
 - ➔ Participants: Community Garden Leadership Team, SUACG staff, nonprofit sponsor, Forestry, ground manager/site manager, PARD planner (if PARD site), and land steward department rep
8. SUACG Coordinator reviews application and if complete, signs coversheet (which includes checklist) as reviewer of CG application attesting that all needed application materials are there (formerly "SUACG Endorsement document")

SIMULTANEOUS STEPS:

9. License Agreement signed between nonprofit sponsor and City of Austin (land steward department)
10. SUACG assists CG to submit General Permit (if concrete, impervious cover, over 180 square feet of building, or handicapped parking space), or Site Plan Exemption Permit with explanatory memo (goes to Development Assistance Center)
11. SUACG assists Community Garden Leadership Team with Water TAPS application

FINAL STEP:

12. Garden can break ground!

MORE ON WATER TAP PLANS AND WATER METER INSTALLATION

If a new tap needs to be made, a set of tap plans signed and sealed by a professional engineer must be submitted & approved. Attached is a list of items that should be included on the plans. Plans are submitted to the 3rd floor, Waller Creek Center for review and approval.

W&WW Tap Plans

Austin Water Utility (AWU)

Tap plans shall be signed and sealed by a professional engineer and shall at a minimum contain the following elements:

COVER SHEET

1. Project name, address, and owner/applicant.
2. Record Plat or legal lot description (NOTE: land used strictly for a community garden is exempt from platting requirements)
3. General Location map **with Mapsco Page and Grid Number**
4. City of Austin water system pressure zone and approximate static pressure.
5. Fire protection demand as prescribed by the 2003 International Fire Code and verified by the Austin Fire Department
6. Watershed drainage basin.
7. TxDOT Permit (if required)
8. Signature block for Industrial Waste
9. Signature block for Fire Department
10. **Signature block for Austin Water Utility**

PLAN SHEET

11. Planimetric view (to scale **{per AWU UCM 2.5.1.F.3}** with north arrow) of the area of the tap and meter/City clean out to include all utilities (underground and surface structures) and appurtenances, water or wastewater line size and material, all structures including but not limited to paving, sidewalks, retaining walls, driveways, etc., landscape areas, trees.
12. Appropriate spot elevations and contours to adequately describe the area topography.
13. Street names.
14. Right-of-way (ROW) lines **and widths**, private and public easements, property lines with appropriately referenced recorded document numbers.
15. City of Austin Grid numbers, water intersection numbers, wastewater profile number, and AWU project numbers.
16. Domestic water demand in gallons per minute (gpm) based on plumbing fixture counts.
17. Results from fire flow testing.
18. Standard AWU construction notes.
19. Proposed utility line size, material, fittings, and appurtenances.
20. Tapping method on main.
21. Dimensions from water or wastewater service lines to the nearest lot corner along the ROW.