



# City of Rochester

## 2015 Garden Permit Terms and Provisions

**Complete & Submit to:**  
City of Rochester / Garden Permits  
30 Church St., Room 125B  
Rochester, NY 14614  
Fax (585) 428-6137

I/We, the Garden Permit Holder(s) hereby release the City of Rochester, its officers, agents, servants, and employees from any and all damages and claims sustained by reason of the use of said property for a garden, in consideration of the City of Rochester granting the free use of said land for said use. The City makes no representations as to the condition of the soil in the area or of the prior use of said property. Accordingly, no vegetable or fruit gardening should be done on the property except in raised planters or containers with soil from other sources.

I/We agree to use said land solely for a garden, and understand that a separate permit shall be required for special events. I/We agree to prevent damage to the property and to indemnify and save harmless the City of Rochester from all loss, cost, damages or expense or resulting directly or indirectly by reason of such occupation by the Garden Permit Holder(s).

I/We understand that Garden Permit authorizes use of the City owned land for the current growing season, which extends from March 1<sup>st</sup> through December 15<sup>th</sup>. I/We further understand that this Permit expires December 15th and, I/We must make an application to the City for renewal of the Garden Permit on an annual basis to continue using the same City owned land from year to year. I/We acknowledge that said permit may be revoked by the City of Rochester at any time, and agree that notice by letter addressed to the address set forth in this Permit shall be sufficient notice of such revocation.

I/We understand that I/We, as Garden Permit Holder, will be contacted for immediate action by the City of Rochester if the garden exhibits 40% weed coverage or grass height more than 5 inches. Suggested mowing height is three inches. I/We further understand that all litter and leaf debris must be disposed of properly and all equipment, such as plant supports, chairs, storage bins, netting and containers, shall be stored out of view when not in use. I/We agree to not use pesticides, **including Round-Up**, without a current New York State Pesticide License and that all New York State Department of Environmental Conservation and Monroe County laws must be followed.

**I/We understand that it is the responsibility of the Garden Permit Holder(s) to follow all applicable City codes and obtain any necessary permits.**

### Garden Permit Application

*Please print clearly and complete all areas. Applications missing information will be returned.*

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Print clearly)

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Location of Garden (exact street address must be included): \_\_\_\_\_

Organization: \_\_\_\_\_

**\*\*Please note\*\*:** After issuance of this garden permit, any issues or concerns with this vacant lot should be directed to your Neighborhood Service Center – call 311.

***The undersigned have read and understand and accept the Terms and Provisions and the Gardening Permit Guidelines provided by the City. I/We understand the responsibilities and time commitment necessary to plan, establish, and properly maintain a garden.***

\_\_\_\_\_  
Signature & date

\_\_\_\_\_  
Signature & date

\_\_\_\_\_  
Signature & date

\_\_\_\_\_  
Signature & date

Office use only

SBL#: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Division of Real Estate Signature

\_\_\_\_\_  
Date



## City of Rochester 2015 Garden Permit Guidelines

Gardening Guidelines are established to ensure acceptable aesthetic and sanitary conditions for neighboring homes and community. Any Garden Permit Holder in violation of any terms set forth in this Permit may have their Garden Permits revoked. The City also reserves the right to prohibit issuance of future Garden Permits. The Guidelines are as follows:

- **LANDSCAPE FEATURES.** The installation of features such as walkways, retaining walls, fountains, trellises and temporary garden sheds may be acceptable. Call 428-6807 for more information. Installation of permanently affixed structures such as gazebos and permanent garden sheds is not allowed. **NOTE:** *Landscape features that are installed in violation of this permit are subject to removal by the City of Rochester.*
- **FENCING.** All fencing is subject to City Zoning approvals. For more information, call the City at 428-6807.
- **GARDEN SIGNS.** Any signs installed are subject to removal by the City if the sign is improperly maintained OR blighting OR upon termination of the garden permit. Signs installed at the garden site cannot be used to advertise a business, neither can they be permanent (no steel, concrete footings, etc.) nor greater than 15 square feet in area.
- **STANDING WATER.** Containers such as water barrels and planters shall not hold standing water unless they are completely covered. Standing water provides breeding grounds for mosquitoes and creates a public health concern.

***The City reserves the right to remove any of the above features if they are deemed hazardous by City staff. An attempt will be made to contact the Garden Permit Holder prior to removal.***

- **SOIL TESTING.** Soil testing is the responsibility of the Garden Permit Holder. For information on soil condition, analysis, or composition, call Cornell Cooperative Extension Monroe County at 753-2550. **NOTE:** *ALL food grown on City property MUST be grown in raised beds.*
- **DIG SAFE.** Before digging you *MUST* call for a utility stake out: 1-800-962-7962.
- **SOIL AMENDMENTS.** Contact 428-8820 to find out what materials are available and to schedule deliveries. All deliveries must be scheduled at least TWO WEEKS in advance of your needs in order to ensure successful delivery.
  - Mulch – may be available for free to all permit holders; call first.
  - Compost – may be available for free to all permit holders; call first. (See \*Note following.)
  - Topsoil – not available.**\*NOTE:** City compost is designated for the growth of ornamental crops, and should not be used to grow fruits and vegetables. Onsite composting is permitted, as long as proper composting techniques are utilized. The composting of meat, human or pet waste is strictly prohibited.
- **SEASONAL PLANTS.** The City's Department of Recreation and Youth Services hosts the Rochester Blossoms Plant Giveaway each year. Local Neighborhood Associations and Community Garden organizers can register each spring and fall. To learn more about these giveaways, please call 428-8820.
- **WORKSHOPS & TRAINING.** Seasonal workshops and information sessions are held throughout the year. Call 428-8820 to learn more about available workshops and training.
- **WATER ACCESS.** The City does not have the resources to provide water to community gardens. To learn more about the watering options available to community garden permit holders please call 428-8820.



## City of Rochester Questionnaire

**Complete & Submit to:**  
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To better assist you, the City asks that you fill out the following questionnaire:

Do you intend to utilize the permitted lot for a garden? Circle one: YES NO

If NO, provide a description of how you intend to utilize this lot permit:

If YES, please answer the following questions:

Proposed Garden Name: \_\_\_\_\_

Is this a private garden or a public/community garden? Circle one: Private Public/Community

If a community garden:

- What is the estimated number of members/garden volunteers? \_\_\_\_\_
- Will there be beds available for adoption/rental? \_\_\_\_\_

Check all that will apply to your garden (private or public):

- Fruit/Vegetable Beds
- Rain Barrels
- Flower Beds
- Community Bulletin Board
- Compost Bin
- Benches
- Little Free Library
- Water Spigot

Are you interested in receiving information about plant giveaways, garden workshops, etc? Circle one: YES NO

***If you have any questions regarding this questionnaire, please call 428-8820.***