

## ❖ Phase 1: Garden group submits request

- 1) Interested garden groups should complete and submit a *Garden Request Form* for each parcel they are interested in leasing to Karuna Mahajan in CPED Real Estate Development Services. Garden groups should identify a garden contact; the garden contact does not need to be the same person for each parcel. Garden groups must also identify a sponsor organization, including someone at the sponsoring organization who will be authorized to sign the lease and someone who will serve as the point of contact for the City on the lease and leasing process during Phase 2. Market gardens do not need a sponsor organization.
- 2) If multiple requests for the same parcel are received simultaneously, City staff will review requests and take the following criteria into consideration:
  - Type of garden (community gardens receive priority)
  - Garden group contact's proximity to garden/parcel (live within 1 mile of parcel receives priority)
  - Garden group's willingness to share garden/parcel in case of multiple requests (willingness to share receives priority, if necessary)

If multiple requests meet the criteria for a given parcel, City staff will first contact gardeners willing to share to proceed as co-applicants. City staff will hold a lottery to assign the parcel if the established criteria does not produce a clear candidate.

- 3) Garden group applicants and their sponsoring organizations will be notified about the status of their request

## ❖ Phase 2: Sponsor organization completes application and lease

- 1) Sponsor organizations complete a garden lease application form and all other required supporting documents for each garden that has been approved for them to sponsor. Market gardens do not require a sponsor. Application administration and lease fees will be paid at the time the lease agreement is finalized. Administration fees are per sponsor organization, not per garden/parcel leased.
- 2) Provide a check payable to the City of Minneapolis. For community gardens, the check payable to the City of Minneapolis will include an administrative fee of \$50.00 per sponsor and an annual lease fee for \$1.00 per parcel. For market gardens the check will include an administrative fee of \$50.00 and an annual lease fee of \$150.00 per parcel.

- 3) Include a completed a garden site plan for each parcel and ensure that the garden layout will comply with [all applicable regulations](#).
- 4) Review and acknowledge compliance with the [Pollinator Friendly City Policy](#). Contact the City with any questions about this policy.
- 5) Supply a certificate of liability insurance in an amount of no less than \$2 million (market garden) or \$1 million (community garden) with the City of Minneapolis listed as an additionally insured party. The certificate can be faxed to 612-673-5036. No lease can be executed without proof of insurance coverage. The certificate of liability insurance should include the following:

<p><b>Garden Name</b></p> <p>Street Address</p> <p>City, State, Zip</p>	<p><b>Certificate Holder</b></p> <p>Attn: Karuna Mahajan</p> <p>City of Minneapolis</p> <p>Community Planning &amp; Economic Development</p> <p>105 5<sup>th</sup> Avenue South, Suite 200</p> <p>Minneapolis, MN 55401-2534</p>
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- 6) Submit the application to Karuna Mahajan in CPED Real Estate Development Services ([Karuna.Mahajan@minneapolismn.gov](mailto:Karuna.Mahajan@minneapolismn.gov) or 612-673-5051)
- 7) Complete submittals that are approved may proceed to leasing.
- 8) Applicant and City finalize lease agreement.

*For reasonable accommodations or alternative formats please contact 311.  
 People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.  
 TTY users can call 612-673-2157 or 612-673-2626.  
 Para asistencia 612-673-2700, Rau kev pab 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.*