



For Office Use

Signed Application Received Date:

Fee Received Amount/Date:

## Community Garden Application

**Mission:** Improve community health by providing citizens the opportunity to locally raise healthy foods and ornamental flowers and plants: Grow your own food, build relationships and community, get exercise, and live healthy!

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Applicant Information	
Name of Applicant/Gardener:	
Gardening Partner Name (if any):	
Phone:	Email:
Mailing Address:	
Emergency Contact:	
Phone:	Email:

1. Did you have a gardening plot last year? \_\_\_\_\_
  - If yes, would you like to keep the same plot? \_\_\_\_\_
  - If you want to change plots, please identify any specific requests for the new plot and why you are requesting a change. (Requests for plot re-assignments will be made if possible, but are not guaranteed.)

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2. How many plots would you like this year? \_\_\_\_\_

*Each household may lease only one plot in the initial registration period. If additional plots are available on May 1, they will be assigned on a first come, first served basis.*

3. Are you interested in a small and/or large plot? \_\_\_\_\_

**Fee for small plot is \$17. Fee for a large plot is \$35.**

4. Any additional requests regarding your assigned plot? \_\_\_\_\_

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## GUIDELINES FOR COMMUNITY GARDEN PARTICIPANTS

Use common courtesy, be considerate of your gardening neighbors and ENJOY.

1. Community garden plots are public spaces and should maintain a neat appearance. It is the gardener's responsibility to maintain their garden plot year-round on a consistent basis.
2. Gardeners are responsible for maintaining the area immediately adjacent to their assigned plot including keeping the area weed free. For any vacant lot, other gardeners are encouraged to assist with maintenance.
3. All gardeners are encouraged to get to know fellow gardeners and assist with garden upkeep.
4. Gardeners who fail to maintain their plot and/or have a consistently weedy or untended plot will be contacted and asked to clean up their assigned plot. Continued inactivity will be viewed as abandonment of the garden plot.
5. Seasonal and temporary gardening structures such as trellises are allowed if they do not encroach upon paths, community spaces, or neighboring plots.
6. Gardeners should not enter or harvest from someone else's plot without permission.
7. Garden plots should not be expanded beyond the designated area. For example, keep vining and spreading plants confined in your own plot. Assure that sunflowers or tall trellised plants do not shade your neighbor. Corn stalks and sunflowers are strongly discouraged.
8. Each gardener is responsible for dealing with the garden material generated from their plot. Put weeds and dead plants into the yard debris bin provided. Any diseased plants or seedy or invasive weeds should be bagged and taken home so as not to contaminate the gardens.
9. Secure the tool shed and help maintain tools.
10. Pick up litter when you see it.
11. Well-mannered dogs are allowed unless complaints are received. Dogs must be supervised, are not permitted to go into any garden plots and dog owners must remove scooped poop.
12. The use of pesticides is highly discouraged on garden plots. Each gardener is responsible for his/her application methods.
13. When a gardener no longer wishes to use their plot, the gardener must notify the City so the plot can be assigned to another gardener. Gardeners cannot re-assign plots to another person.

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### GARDENER AGREEMENT

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By signing below, I agree to abide by the "*Guidelines for Community Garden Participants.*" I understand that neither the garden group nor the City of Ridgefield is responsible for my actions. I therefore agree to hold harmless the garden group and the City of Ridgefield for any liability, damage, loss or claim that occurs in connection with use of the garden by me and my guests.

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Signature

Date

*Return application form and payment to:*

Ridgefield City Hall  
230 Pioneer Street  
P.O. Box 608  
Ridgefield, WA 98642

### **ASSIGNING PLOTS**

***Applications are filled on a first-come, first-served basis with priority given to prior garden participants. Assignments will not be made until the fee is paid and the application form is signed.***

1. All gardeners are required to complete an application form and pay the plot fee each year.
2. Plots are assigned in a first come, first served basis with preference to gardeners who were assigned a plot(s) the previous year.
3. A plot will not be assigned to any gardener until the required applications form(s) and fees are paid.
4. The annual schedule for assigning plots is as follows.
  - For gardeners who have an assigned plot and want to retain a plot, forms and fees must be submitted to the City between January 1 and March 15. Each household may lease one plot in the initial registration period.
  - March 16 – April 15, any remaining plots will be assigned to individuals on the waiting list.
  - April 16 – May 15, gardeners with assigned plots may secure additional plots if available.
  - If any plots remain unassigned, plots will be assigned to new gardeners.

If you have any questions or concerns, please contact:

Lee Knottnerus, Administrative Services Director  
City of Ridgefield  
360-857-5001  
[Lee.Knottnerus@ci.ridgefield.wa.us](mailto:Lee.Knottnerus@ci.ridgefield.wa.us)