

Approval Process for Food Growing Gardens on Campus

Creating a food garden on campus requires developing a complete project proposal. Follow the steps below to build support for the project, compose a proposal, pitch your idea to Campus + Community Planning and complete the required permit application. Successful applicants will be required to accept and sign a maintenance and management agreement for food growing gardens on UBC academic lands (follows checklist).

<input checked="" type="checkbox"/>	Consider speaking with groups who have successfully created food gardens on campus, such as the MacMillan Orchard Garden group (see http://outdoorclassroomubc.blogspot.com for inspiration and contact information).
<input type="checkbox"/>	Consult the Campus Landscape Architect at Campus + Community Planning with your initial garden idea and suggested site. Initial feedback can help shape your proposal into a successful one. Campus + Community Planning will also explain the Development Permit approval process
<input type="checkbox"/>	Build a multi-stakeholder steering committee: support from staff, faculty and graduate students can ensure that garden projects continue to thrive as students graduate.
Prepare a Development Permit Application submission that includes the following:	
<input type="checkbox"/>	A completed Development Permit Application form (cover page only) available at www.planning.ubc.ca (check off minor application)
<input type="checkbox"/>	Purpose Statement and Rationale
<input type="checkbox"/>	Site Selection Description
<input type="checkbox"/>	Context Plan and Site Photos
<input type="checkbox"/>	Landscape Plan showing Garden Layout, Materials and Construction Plan
<input type="checkbox"/>	Budget (construction, and on-going source of funds)
<input type="checkbox"/>	Maintenance and Management Plan including: equipment storage, responsibility and schedule
<input type="checkbox"/>	Demonstration of support: <ul style="list-style-type: none"> Support, in the form of Letters of Support from the Dean of the faculty and the head of the department associated with the landscape proposed for food production. These letters need to include a commitment to provide financial resources to Plant Operations for restoring the landscape should the project be abandoned or unsightly. Description of community consultation (if conducted)
<input type="checkbox"/>	Utility Plan (from Records Office) indicating no impacts resulting from proposal
<input type="checkbox"/>	Erosion and Sediment Control Plan (if applicable)
<input type="checkbox"/>	Source of Water / Irrigation Strategy / Drainage Strategy
<input type="checkbox"/>	Stock Piling Management Plan (if applicable)
<input type="checkbox"/>	Stewardship signage plan including proposed mounting, materials, content (with signed approval by Faculty Dean or Department Head)
<input type="checkbox"/>	Set up a meeting with the Campus Landscape Architect for input on your proposal, and refine accordingly.
<input type="checkbox"/>	Submit the application as well as your garden proposal to Campus + Community Planning. Acquiring a permit will likely take from 6 to 8 weeks.
<input type="checkbox"/>	You will be scheduled to present your proposal to the Development Review Committee (DRC). This is a technical committee representing various departments at UBC. They will review and provide constructive comments on your project proposal.

Maintenance and Management Agreement

In addition to standard Development Permit conditions, applicants will be required to accept and sign a maintenance and management agreement for food growing gardens on UBC academic lands. The contents of this agreement will include the items below and others where appropriate.

1. Individuals or groups who have established an approved food garden are responsible for cultivating, weeding, fertilizing, watering, and otherwise caring for their food garden. Approved food gardens must be cultivated by individuals or groups to prevent the weeds from taking over.
2. Individuals or groups who have established an approved food garden are responsible for maintaining gardens in an orderly condition at all times. At the end of the summer growing season gardeners must clear the plots of dead vegetation, stakes, cages and other encumbrances not required for the fall/winter/spring growing season. Gardeners are required to clear their garden completely before abandoning them. If a plot is not completely cleared, the Department or Faculty will be assessed any cost associated with restoring the landscape area to its previous condition.
3. Gardeners are required to follow organic cultivation practices that preclude the use of pesticides and chemical fertilizers in the Garden. Organic fertilizers such as manure, peat, seaweed, compost, bone meal and limestone are permitted.
4. Open containers of water are not permitted. These are perfect breeding grounds for mosquitoes which may carry and spread viruses that are dangerous to humans.
5. Structures like trellises or cages, inside a garden must not be higher than 5 feet. If there is a complaint about a structure, C+CP will decide what, if any, action is required. Structures 10 m² and larger will require a Building Permit.
6. Other conditions specific to the site.

The purpose of this agreement is to ensure that individual or group commitments to creating food growing gardens on the academic campus achieve expected aesthetic, academic, physical and health goals. Any individual or group (who has established an approved food garden) who continues to break the terms of this agreement, after receiving written notice, will lose their privilege to grow food on campus. C&CP is the final authority in these matters.

I agree to abide by the terms of this Plot Holder Agreement.

Garden sponsor: _____ (Signature)
_____ (Print Name)

Date: _____

Garden location _____