

AGLANTA GROWS-A-LOT ADOPTION PROCESS



Step 1: Submitting an “AgLanta Grows-A-Lot Site Inquiry” form (Online)

1) To submit an online “AgLanta Grows-A-Lot Site Inquiry” form for an available property on the AgLanta Grows-A-Lot Map, Applicant must:

- **Identify a property** of interest, available for adoption.
- Clarify if this property is an **urban garden** or **urban farm**.
- Review application requirements & potential urban agriculture uses for that site.
- If this site is a good fit for your future urban farm or garden, submit the “AgLanta Grows-A-Lot Site Inquiry” form (online) to schedule a site visit.

Step 2: Submitting an “AgLanta Grows-A-Lot Right-of-Entry” form (PDF Application)

2) The “AgLanta Grows-A-Lot Right-of-Entry” form grants the applicant permission for a site visit.

- Applicant can download this form on Aglanta.org or pick up form at 55 Trinity Ave. Suite 3450.
- Applicant submits completed form to this office, or can email this form to ebeak@atlantaGA.gov.
- OoR staff will review, sign, and return this form to the applicant within three business days. A **signed copy** of this form serves as a **four-hour “Right-of-Entry” permit**, which grants permission for the applicant to visit the site at a day and time that has been approved by both parties.
- This step can help confirm whether or not the applicant submits an application.

Step 3: Submitting an “AgLanta Grows-A-Lot Adoption Application” (Threshold Criteria)

Urban Garden Application Requirements

1. Minimum of **five independent households** committed to creating, maintaining and sustaining this AA community garden.
2. **Garden Manager** - contact information of the garden group leader.
3. **Garden Sponsor Organization** - Non-profit or business entity authorized to enter into a licensure agreement with the City of Atlanta and serve as the garden group’s fiscal sponsor.
4. To submit a “**Creating a Community Garden**” form.
5. Indicate team is prepared to acquire **garden general liability insurance** (\$1 million) and complete the City of Atlanta’s Urban Garden **SAP Permit** (Site Plan + Management Plan) *before licensure granted /within 45 calendar days of being selected to adopt this site.*

Urban Farm Application Requirements

1. Farm applicant completes an **Urban Farm Application** which includes:
 - **Resume(s)**: demonstrating farm applicant has a minimum of two years experience in agricultural production.
 - **Letters of recommendation (3)**
 - **Farm narrative** - description of proposed farm.
 - **Farm business plan** - AgPlan Online Template.
2. Indicate applicant /team is prepared to acquire **farm general liability insurance** (\$1 million), complete Urban Agriculture **SAP Permit** (Farm Site Plan + Farm Management Plan), **proof farm registered** as a non-profit, LLC etc, and has a farm **bank account** *before licensure granted /within 45 calendar days of being selected to adopt this site.*

Step 4: AgLanta Grows-A-Lot Application Committee (AAAC) Reviews Applications

Urban Garden Review Process

1. Applicants that **meet 100% of threshold requirements** awarded AA urban garden site on a **first come, first serve basis**
- **If multiple request for the same site are received simultaneously, preference points** will be awarded to applicants who have a:
 1. Higher percentage of garden group participants who live, work or own a business within one mile of the site.
 2. Graduated from a regional garden training program (ex: Truly Living Well, HABESHA, Georgia Organics, UGA, apprenticed with a garden or farm etc.)
 - If established criteria do not produce a clear candidate, they will hold a lottery to assign site.
 - **Applicants notified** if they have been selected *within 2 weeks of garden application deadline.*

Urban Farm Review Process

- AA Urban Farm Applications that **meet 100% of threshold requirements** reviewed by the AAAC (Comprised of Farmers and Food System Leaders)
- Applicants deemed most qualified by the AAAC are **interviewed.**
- **In the case of a tie, preference points will be awarded** for the following:
 1. Applicant lives, works or owns a business within the same zip code, neighborhood, or NPU as that farm site.
 2. Minority or Woman-owned Business
 3. Applicant or member of the team graduated from a regional farm training program (ex: Truly Living Well, HABESHA, Georgia Organics, UGA, apprenticed with a garden or farm etc.)
- **Applicant notified** if they have been selected *within 2 weeks of applicant deadline.*

Step 5: Submitting SAP, Licensure Agreement, Proof of Insurance

Urban Garden Adopters

Within 45 days of the notification that an Applicant has been selected, Applicants must submit:

- **“Urban Garden SAP”**: **Site Plan + Management Plan.** Plans must adhere to approved urban agriculture uses for that site, CoA Urban Agriculture Ordinance, and CoA Bee City Resolution.
- Five- year **“Licensure Agreement”** between Sponsor Organization and CoA.
- **“Certificate of General Liability Insurance”** in an amount of no less than \$1 million with the City of Atlanta listed as an additionally insured party.

Attn: Elizabeth Beak
City of Atlanta
Mayor’s Office of Resilience
55 Trinity Ave. SW, Suite 3450
Atlanta, GA 30303
or ebeak@atlantaGA.gov

Urban Farm Adopters

Within 45 days of the notification that an Applicant has been selected, Applicants must submit:

- **“Urban Garden SAP”**: **Site Plan + Management Plan.** Plans must adhere to approved urban agriculture uses for that site, CoA Urban Agriculture Ordinance, CoA Bee City Resolution, & Georgia Power Secondary Use Guidelines.
- Five- year **“Licensure Agreement”** between farmer and CoA.
- **“Certificate of General Liability Insurance”** in an amount of no less than \$1 million with the City of Atlanta listed as an additionally insured party.
- **Proof bank account and organizational structure** (LLC, Non-Profit etc.)

Please submit above to Elizabeth Beak at email / address listed under urban garden applicants.

Summary of Application Administration and License Fees

Urban Garden Fees

The following application administration and license fees will be paid at the time the license agreement is finalized.

- Five-year License Administrative Fee (\$0) and and (\$0) License fee for a five year adoption.
- Urban Agriculture SAP (\$30)

Provide a check payable to:

Urban Farm Fees

The following application administration and license fees will be paid at the time the license agreement is finalized.

- Five- year License Administrative Fee (\$93.50) and (1) License for a half-acre of land for five years, and (\$47.25) for each additional quarter-acre. (Rates based after 2016 USDA Southern Region News Release Land Values and Cash rents)
- Urban Agriculture SAP (\$30)

Provide a check payable to:

Contact Information for Additional Questions:

Mayor's Office of Resilience

Mario Cambardella
Urban Agriculture Director
Mcambardella@atlantaGA.gov
404-355-1959

Elizabeth Beak
Sustainability/Food Planner
ebeak@atlantaGA.gov
404-546-0164

Groundworks Atlanta

XXXXX
Urban Agriculture Coordinator

For reasonable accommodations or alternative formats please contact 311.

People who are deaf or hard of hearing or TTY users can use a relay service to call 311.

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