

2019 Minneapolis Garden Request and Lease Process

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.

Phase 1 – Garden group completes Garden Request Form

Requests for available garden lots are considered on a rolling basis, first come, first served. For each new lot you wish to lease, complete a Garden Request Form and submit it to gardenlease@minneapolismn.gov.

- Both community and market garden groups must identify a primary garden contact person; the garden contact does not need to be the same person for each lot.
- Community garden groups must identify a sponsor organization, such as a neighborhood organization or other 501(c)(3) non-profit; a primary contact at the sponsor organization who will be authorized to enter into a lease agreement with the City of Minneapolis; and a secondary contact (if different from the primary) at the sponsor organization who will serve as an on-going point of contact for the City regarding garden operations, the lease and leasing process during Phase 2. Market gardens do not need a sponsor organization, but must be a business registered to operate in Minnesota. Primary and secondary contacts (if different from the primary) must also be identified at the business.
- If multiple requests for the same lot are received simultaneously, City staff will review requests and take the following criteria into consideration:
 - Type of garden (community gardens receive priority)
 - Garden group primary contact's proximity to the requested lot(s) (gardeners that live within one mile of the lot receives priority)
 - Garden group's willingness to share the requested lot(s) (willingness to share receives priority, if necessary)
 - If multiple requests meet the criteria for a given lot, City staff will first contact gardeners willing to share to proceed as co-applicants. City staff will hold a lottery to assign the lot if the established criteria doesn't produce a clear candidate.
- City staff will contact you regarding the status of your request within two weeks of submission.



Phase 2 – Complete lease application packet if garden request is approved

The lease application packet includes neighbor notification, registering as a bidder with the City of Minneapolis, a W9 form, a garden site plan, acknowledgement of the Pollinator Friendly City Resolution, a certificate of liability insurance, a check for fees, and a lease document. Details below.

1) Notify neighbors directly adjacent to and generally near the garden lot(s) of intent to lease the lot(s)

Garden groups are encouraged to draft a letter, or use the template provided by the City, to drop off at neighbors’ houses explaining their proposed use of the lot(s). City of Minneapolis staff will also notify the relevant neighborhood organization(s) and City Council office. The letter could include the following:

- a. Address of the lot(s)
- b. The primary garden contact’s name, home address, and contact information
- c. A brief description of garden plans and if applicable, ways for neighbors to get involved

2) City of Minneapolis online bidder registration & W9 form

Sponsor organizations or businesses need to set up or confirm the status of their bidder account with the City of Minneapolis. To register, go to www.minneapolismn.gov/finance/procurement/eSupplier. Under the ‘Directions’ header, view the instructions. Then, click on the ‘Use the Portal’ icon to the right of the instructions. Finally, select ‘Bidder Registration’ to register. If you have any questions on how register, email eprourement@minneapolismn.gov.

Once registered, you’ll receive a confirmation email with your Bidder ID number. Forward the confirmation email to gardenlease@minneapolismn.gov. Shortly after registering, you will be prompted via email for your W9 form.

3) Garden site plan

Garden groups draft and submit a garden site plan for each lot to ensure the layout will meet [zoning and development standards](#). [View a sample site plan](#). For property lines and additional lot information, check out the Hennepin County Property Services [interactive map](#).

4) Signed acknowledgement of Pollinator Friendly City Resolution

Garden groups review and acknowledge compliance with the [Pollinator Friendly City Resolution](#).

5) Certificate of liability insurance

Supply a certificate of liability insurance with the City of Minneapolis listed as an additionally insured party. Insurance is required in an amount of no less than \$1 million for community gardens and \$2 million for market gardens. No lease can be executed without proof of insurance coverage. The certificate of liability insurance should include the following:

<p>Sponsor Organization/Business Name Street Address of Garden Lot* (include city, state, and zip code) *If leasing multiple garden lots, list additional addresses</p>	<p>Attn: Phil Binns City of Minneapolis Community Planning & Economic Development 105 5th Avenue South, Suite #200 Minneapolis, MN 55401-2534</p>
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6) Submit lease application packet

After reviewing accuracy of all supporting documents listed above, either email scanned copies to gardenlease@minneapolismn.gov or mail physical copies to City of Minneapolis, Attn: Claire Baglien, 350 S 5th Street, Room M317, Minneapolis, MN 55415. Approved applications may proceed to submit a check for fees and sign the lease document.

7) Check for fees

Administrative fees are charged per sponsor organization/business, not per garden lot leased. Checks can be made payable to the City of Minneapolis and *must be mailed to City of Minneapolis, CPED, Attn: Phil Binns, 105 5th Ave S, Suite #200, Minneapolis, MN 55401.*

- a. For community gardens, the one-time administrative fee is \$50 and the annual lease fee is \$1/lot.
- b. For market gardens, the one-time administrative fee is \$50 and the annual lease fee is \$150/lot.

8) Review and sign lease document electronically

Once all other supporting documents have been received, the lease document will be emailed to you and must be signed by either the sponsor organization or business.