



## OFFICE OF THE CITY CLERK

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### COMMUNITY GARDENS

#### General Information about the Community Gardens:

Plot Location - Historic Swart-Wilcox Park

Fee - \$25.00 (City Residents), \$50.00 (Non-Residents)

Number of plots – 21 Plots

Plot size - approximately 23' x 10'

Season - Approximately mid-May to Halloween

Space is fenced; Trash receptacles are on site and emptied regularly; running water is available on site.

**Community Gardens Permit Holders are responsible for all stipulations listed on the Parks Facility Permit they will be issued by the City of Oneonta Recreation Department. These permits will be mailed. Gardeners may opt to contact Lou Lansing at [llansing@oneonta.ny.us](mailto:llansing@oneonta.ny.us) to schedule a time to pick-up their permit at the Recreation Office located in Neahwa Park. Gardeners may not work within their plot until they are in possession of this permit!**

#### Plot Application and Assignment

1. City residents may apply for a Community Garden Plot beginning on the first Friday of April; if plots are still available on the fourth Friday of April, the City will begin accepting applications from non-residents;
2. Payment must be submitted at time of application. Acceptable forms of payment are cash, or check or money order payable to "City of Oneonta". You may also pay with debit or credit card, but there will be an additional processing fee included for this method of payment;
3. Applicants should carefully read and review the potential for danger, and risk of injury involved in participating in the Community Gardens activities; in the final step of this process the applicant shall place their signature on the application form thereby confirming their acceptance of the risk involved;
4. Each household is limited to one plot. If plots are available after the second Friday of May, the Clerk's office may allow exceptions to this policy;
5. Plots within the Gardens are assigned by the City Recreation Department using the following criteria:
  - a. Gardeners who participated in the program the preceding season will have the option to retain their plot from the previous year if done so on or by the second Friday of May;
  - b. New gardeners, or gardeners who skipped the preceding year, shall be assigned according to the above criteria/dates;
  - c. If plots are still available after the second Friday of May, plots will be assigned on a first-come, first-served basis;
  - d. Questions or concerns relative to the Community Gardens may be directed to Lou Lansing by email at [llansing@oneonta.ny.us](mailto:llansing@oneonta.ny.us);
6. Once the program is at capacity, prospective gardeners may be placed on a waiting list by submitting an application (no fee taken). If a plot becomes available for any reason, the first person on the waiting list will be contacted. They will have three (3) business days to respond before the Clerk's Office or the Recreation Office will contact the next person on the list;
7. Gardeners who do not satisfactorily clear their plot at the end of the season may not be eligible to return the following year.