

## **Grow Norfolk Program Guide**

### **Leasing an entire lot**

#### **Requirements**

1. Must agree to comply with the Grow Norfolk General Rules and Regulations listed below for the duration of the use of the lot.
2. Must enter into a formal agreement with the City of Norfolk
3. Must provide Liability Insurance (details of coverage determined when entering into a formal agreement with the City of Norfolk)
4. Leases must be residents of the City of Norfolk. Preference will be given to those who live in the neighborhood that the lot is located. If you move from the city during the duration of your lease agreement, then you must notify the Grow Norfolk Coordinator.

#### **General Rules and Regulations**

1. The Grow Norfolk Community Gardens Coordinator will check all parcels on a periodic basis to ensure compliance to rules and regulations.
2. Plants regulated or prohibited by federal and state laws are prohibited in gardens. If any such plants are found, the permit for the parcel will be immediately revoked.
3. Invasive plants are prohibited.
4. It is illegal to cut down or remove any trees on city property.
5. All structures, fencing, and materials must be removed from the parcel when the lease ends unless the Grow Norfolk Coordinator requests or permits otherwise.
6. No alcohol, drugs or illegal substances are allowed on City Property and any use will result in immediate revocation of the permit.
7. All gardeners are prohibited from baiting, trapping, or transporting animals on City Property. If an animal needs to be transported safely off City Property, please contact Norfolk Animal Control at (757) 823-4479.
8. Illegal Activity of any kind is not allowed and will result in immediate forfeiture of lease.
9. Regular mowing of parcel is required. Maintenance of the site must adhere to City Codes.
10. Gardeners must keep up with regular harvesting and removal of dead/dying plants and rotting vegetables.
11. Gardeners must keep all organic gardening debris, non-organic debris, trash and litter cleaned from their parcel.
12. All activity must be contained within the boundaries established by the Grow Norfolk lease.
13. Gardeners shall use only organic fertilizers, insecticides, and herbicides.
14. At the end of the rental period, gardeners must return the area back to its original state, whenever possible.
15. Gardeners may use non-permanent structures such as sheds with non-permanent foundations, fences, raised beds, trellises, and deck box containers. Gardeners must maintain any structures in good repair.
16. The building and maintenance of fences and other structures must adhere to building code requirements where applicable and the Grow Norfolk Gardens Rules and

Guidelines. The Grow Norfolk Gardens Coordinator will confirm proof of compliance with applicable building code requirements.

#### Application Process

1. Please submit your application through the Grow Norfolk website. Direct link to the application is found [here](#).
2. Applications are reviewed every May and November in preparation for garden groups to be ready to enter onto the property by August and February respectively.

#### Watering

1. Some sites have access to water that is provided by the City. When new sites are added to the program, water access will be determined on a case-by-case basis.
2. You are encouraged to use rain barrels/cisterns and other water harvesting techniques to reduce the usage of city water. Grants are available to nonprofit entities to support these efforts. Please see <https://www.norfolk.gov/3700/Retain-Your-Rain> for more information.