

Case No.	Date Received	Call Key
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CITY OF PHILADELPHIA
FORM G-R
STORMWATER MANAGEMENT SERVICE CHARGE
COMMUNITY GARDEN DISCOUNT RENEWAL APPLICATION

(Please fill out one application per garden)

I. Community Garden Information

Date: _____

Garden Information:

Garden Name: _____

Garden Address: _____

*Registered parcel addresses to be listed in **Section III** below.*

Applicant Information:

All correspondence pertaining to this renewal application should be communicated to:

Name: _____

Organization: _____ Relationship to Garden: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Secondary Contact Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

II. Statement of Changes to Community Garden

Please use the space provided to describe any relevant changes to the community garden. This may include the addition or removal of impervious areas such as paved walkways, concrete pads, or buildings/sheds. This may also include new parcels that have been added to, or existing parcels that have been removed from the garden. You may include a separate page for the statement if additional space is required.

IV. Required Documentation

Please provide each of the following documents with submission of renewal application.

1) Organizational Requirement.

Please provide at least one of the following:

- i) Articles of incorporation,
- ii) List of active gardeners identifying at least one proud leader
- iii) Letter attesting to the applicant's organization from an associated affiliate, such as a civic association, faith-based organization, community development corporation, Pennsylvania Horticultural Society, or Neighborhood Gardens Trust,
- iv) Community Garden Rules or Bylaws.

2) Right to use land as Community Garden

Please provide at least one of the following:

- i) Deed in the name of the organization/applicant
- ii) Lease, license, or other similar agreement
- iii) Letter from civic association, faith-based organization, community development corporation, Pennsylvania Horticultural Society, or Neighborhood Gardens Trust, demonstrating the applicant's right to possess the parcel and use it as a community garden,
- iv) PWD Form G-1.

3) Photograph of the Garden

A recent photograph (not more than 30 days old) of the garden must be submitted along with Form G-R.

4) Map of the Garden (optional)

Please provide a map of the Garden labeling streets and land cover types (soil, grass, pavement, roof, etc.)

V. Acknowledgements

By checking the following boxes, I acknowledge that:

- The garden is operated for public benefit and is appropriately maintained so as not to cause blight or nuisance.**
- Gardening activities are conducted primarily by members of the organization or group of individuals described in PWD Regulation Section 203.2(d).**
- Crops are harvested for personal consumption, donation, or sale.**
- The parcel's principal use is devoted to regularly-planted crop beds and such other related uses as are reasonable and necessary to growing such crops and maintaining the garden.**

VI. Applicant Certification and Right-of-Entry:

I certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the Community Garden Discount will be based on the information provided, and the City may revoke the discount if it later determines the information provided is inaccurate, or eligibility requirements for individual parcels change. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents the current Property conditions.

Signature of Applicant / Authorized Representative

Date

Print Name

Send the completed application and supporting documentation to:
Stormwater Billing Program
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6244 or email PWD.StormwaterAppeals@phila.gov



Community Garden Stormwater Charge Discount Renewal Application Instructions and Help

A Community Garden Stormwater Charge Discount Application must be renewed every four years to ensure all discount eligibility criteria continue to be met. Section 203 of the Philadelphia Water Department Regulations and Chapter 19-1603 of The Philadelphia Code provide details concerning the eligibility criteria of the discount. By providing all of the documentation referenced below and in the application, as well as continuing to meet all of the eligibility criteria, a community garden may be considered for renewal of the discount.

Step 1

Complete the Statement of Changes in Section II of Form G-R.

Step 2

Determine the parcels that make up the Community Garden by looking online at PWD's Stormwater Parcel Viewer stormwater.phila.gov These parcels must be listed in Section III of the application.

Step 3

Make sure you have documents to support the organizational requirement as described in Section IV. Any of the following would be accepted by PWD but minimally one of these must be submitted with the application:

- Articles of incorporation
- Community garden rules or bylaws
- List of active gardeners identifying at least one proud leader
- Letter attesting to the applicant's organization from an associated affiliate such as a civic association, faith-based organization, community development corporation, the Pennsylvania Horticultural Society, or Neighborhood Gardens Trust

Step 4

Make sure you have documents to support the right to use requirement. Any of the following would be accepted by PWD but minimally one of these must be submitted with the application:

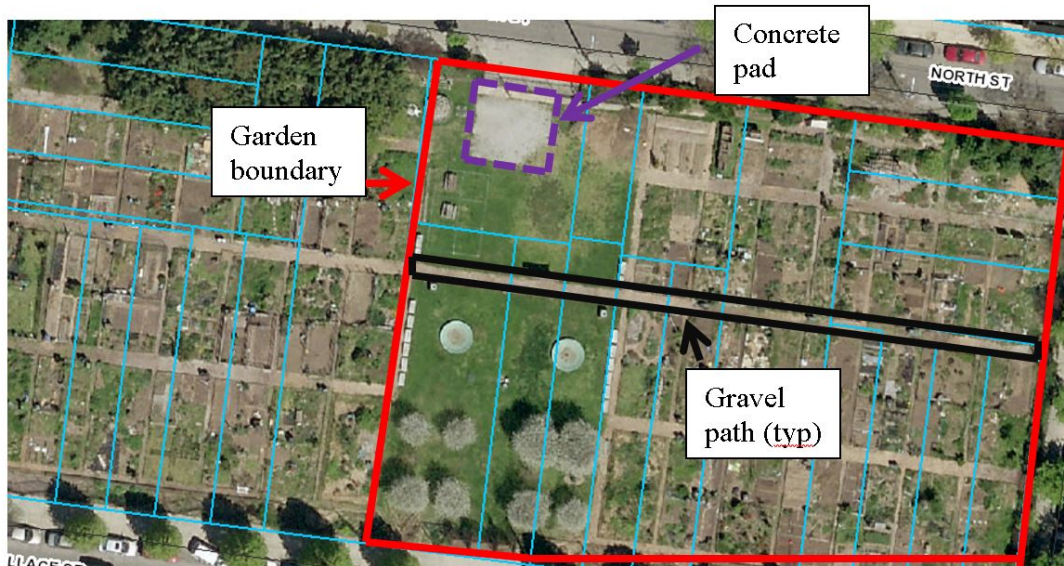
- Deed in the name of the organization or applicant
- Lease or license between property owner and organization or applicant
- Letter from affiliated civic association, faith-based organization, community development corporation, the Pennsylvania Horticultural Society, or Neighborhood Gardens Trust demonstrating the applicant's right to possess the parcel and use it as a community garden
- PWD Form G-1

Step 5

Find a recent photograph of the garden or take one to be submitted with the application.

Step 6 (optional)

Create a map of the garden either by printing out an aerial photograph or by drawing the cross streets and areas where the community garden exists. Aerial photographs can be found using PWD's [Stormwater Parcel Viewer](#) or an online mapping application like [Google Maps](#) or [Bing Maps](#). Hatch or outline areas to show the different land cover types and make sure to show the garden boundaries. An example is provided below.



Step 7

Email the completed Community Garden Stormwater Charge Discount Application to:
PWD.StormwaterAppeals@phila.gov

Or mail to:

Stormwater Billing Program
Philadelphia Water Department
1101 Market St, 4th Floor
Philadelphia, PA 19107

Questions?

Please email PWD.StormwaterAppeals@phila.gov
or call the PWD Stormwater Appeals Team at 215-685-6244

Information is also available in Chapter 5 of the Stormwater Credits and Appeals manual:

https://www.phila.gov/water/PDF/scaa_manual.pdf