



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.8228 • 📠 604.822.6119

DP # _____

Community Garden Development Permit Application Form

Complete application form and prepare associated materials prior to scheduling an application intake meeting with the UBC Manager, Development Services.

Project Information

Project Address and Building Name:

Description of Area:

Description of Project:

Applicant (authorized agent)

Contact name:

Mailing address:

Email:

City:

Postal Code:

Phone:

Staff Sponsor

Contact name:

Mailing address:

Email:

City:

Postal Code:

Phone:

I, THE AUTHORIZED AGENT, GIVE CONSENT FOR CAMPUS & COMMUNITY PLANNING TO POST DIGITAL DRAWINGS AND SUPPORTING TEXT FOR PUBLIC VIEWING ON THEIR WEBSITE.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

SIGNED AT VANCOUVER, B.C. THIS _____ DAY OF _____ 20____

SIGNATURE OF AUTHORIZED AGENT: _____

DP Fee: All fees must be paid prior to the issuance of a permit.

Permit fee:

\$350 ***For student projects, the fee is waived***

Amount enclosed:

Payment by:

Cheque**

Cash

Work Order/Project#:



Community Garden Development Permit Application Checklist

Understanding the Principles of Food Growing Gardens on Campus

The University supports food growing or other community managed gardens in the academic core of campus based on their capacity to build and strengthen community relationships. The farm will continue to serve as the place where academic and market aspects of food growing are fully realized.

Following are the principles to be taken into account when consideration is given to any permit application for food growing in any area of campus defined as academic:

1. Any party interested in establishing a food growing garden in the academic core of campus will be required to submit an application describing the project, group members, broad support for the initiative and accountability.
2. It is assumed that interested parties have an interest in creating a strategy that results in a sustainable longer-term garden. To support this objective, gardens must be designed to look like intentional and permanent components of the campus landscape.
3. The garden must be coherent with campus design. Inappropriate locations would include formal landscapes that are fostering a broader campus aesthetic (e.g. Main Mall). Courtyards and other areas discreet and closely related to the everyday use patterns of building occupants are appropriate for consideration. Campus and Community Planning will review proposed plans.

Prior to Submission Recommendations		Comments
• Consider speaking with groups who have successfully created food gardens on campus.	<input type="checkbox"/>	
• Consult the Landscape Architect/Planner in Campus + Community Planning with your initial garden idea and suggested site. Initial feedback can help shape your proposal into a successful one. Campus + Community Planning will also explain the Development Permit approval process.	<input type="checkbox"/>	
• Set up a meeting with the Landscape Architect/Planner for input on your proposal, and refine accordingly.	<input type="checkbox"/>	
• Build a multi-stakeholder steering committee: support from staff, faculty and graduate students can ensure that garden projects continue to thrive as students graduate.	<input type="checkbox"/>	

Submission Requirements		Comments
Application Form	• A Community Garden Development Permit Application Form must be completed and signed at time of submission.	<input type="checkbox"/>
Application Fee	• An application fee is due at time of submission.	<input type="checkbox"/>
Purpose Statement and Rationale	• A description of the project, outlining the use, site context and rationale.	<input type="checkbox"/>
Context Plan	• Plan showing the relationship of the proposed buildings to surrounding developments at front, rear and sides.	<input type="checkbox"/>
Site Photos	• Digital photos of proposed site and surrounding context.	<input type="checkbox"/>
Landscape Plan	<ul style="list-style-type: none"> • Provide a Landscape Plan showing the garden layout, proposed plant material, paved surfaces and materials, and other landscape elements. • Show existing trees and their canopies. • Identify any landscaping and material to be removed. • Identify the water source. 	<input type="checkbox"/>



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Submission Requirements			Comments
	<ul style="list-style-type: none"> Identify the project boundary. The inside of which will be the responsibility of the applicant. 		
Budget	<ul style="list-style-type: none"> Provide a budget for construction and on-going source of funds 	<input type="checkbox"/>	
Maintenance and Management Plan	<ul style="list-style-type: none"> Provide a maintenance and Management Plan identifying where equipment will be stored, who will be maintaining the garden (e.g., faculty, staff, students, etc.) and the maintenance schedule. 	<input type="checkbox"/>	
Demonstration of support	<ul style="list-style-type: none"> Provide Letters of Support from the Dean of the faculty and the head of the department associated with the landscape proposed for food production. These letters need to include a commitment to provide financial resources to Municipal Services for restoring the landscape when the permit expires or in the event that the project becomes unsightly. Provide a description of community consultation (if conducted). 	<input type="checkbox"/>	
Utility Plan	<ul style="list-style-type: none"> A Utility Plan from the Records Office indicating no impacts on underground utilities resulting from proposal (if applicable). 	<input type="checkbox"/>	
Erosion and Sediment Control Plan	<ul style="list-style-type: none"> Provide an erosion and sediment control plan (if applicable). 	<input type="checkbox"/>	
Irrigation Strategy	<ul style="list-style-type: none"> Provide an irrigation strategy for the proposed garden. 	<input type="checkbox"/>	
Drainage Strategy	<ul style="list-style-type: none"> Provide a drainage strategy for the proposed garden. 	<input type="checkbox"/>	
Waste Management Plan	<ul style="list-style-type: none"> Provide a plan for managing waste created by the proposed garden. 	<input type="checkbox"/>	
Signage	<ul style="list-style-type: none"> A signage plan including proposed mounting, materials, content (with signed approval by Faculty Dean or Department Head). 	<input type="checkbox"/>	
Community Garden Maintenance and Management Agreement	<ul style="list-style-type: none"> Sign the Community Garden Maintenance and Management Agreement included on page 4. 	<input type="checkbox"/>	



**Community Garden
 Maintenance and Management Agreement**

In addition to standard Development Permit conditions, applicants are required to accept and sign a maintenance and management agreement for food growing gardens on UBC academic lands. Please initial next to each requirement and sign at the bottom.

Initials	
	1. Individuals or groups who have established an approved food garden are responsible for cultivating, weeding, fertilizing, watering, and otherwise caring for their food garden. Approved food gardens must be cultivated by individuals or groups to prevent the weeds from taking over.
	2. Individuals or groups who have established an approved food garden are responsible for maintaining gardens in an orderly condition at all times. At the end of the summer growing season gardeners must clear the plots of dead vegetation, stakes, cages and other encumbrances not required for the fall/winter/spring growing season. Gardeners are required to clear their garden completely before abandoning them. If a plot is not completely cleared, the Department or Faculty will be assessed any cost associated with restoring the landscape area to its previous condition.
	3. Gardeners are required to follow organic cultivation practices that preclude the use of pesticides and chemical fertilizers in the Garden. Organic fertilizers such as manure, peat, seaweed, compost, bone meal and limestone are permitted.
	4. Open containers of water are not permitted. These are perfect breeding grounds for mosquitoes which may carry and spread viruses that are dangerous to humans.
	5. Structures like trellises or cages, inside a garden must not be higher than 5 feet. If there is a complaint about a structure, C+CP will decide what, if any, action is required. Structures 10 m2 and larger will require a Building Permit.
	6. Other conditions specific to the site.

The purpose of this agreement is to ensure that individual or group commitments to creating food growing gardens on the academic campus achieve expected aesthetic, academic, physical and health goals. Any individual or group (who has established an approved food garden) who continues to break the terms of this agreement, after receiving written notice, will lose their privilege to grow food on campus. C&CP is the final authority in these matters.

We agree to abide by the terms of this Plot Holder Maintenance and Management Agreement

Applicant (Authorized Agent) Name:			
Signature:		Date:	
Sponsor Name:			
Signature:		Date:	

