

**CLINTON COMMUNITY GARDEN**  
New Plot Assignment Process and Plot Maintenance

The CCG Plot Committee must consist of at least 1 current Steering Committee member and up to 2 other garden member plot holders.

**Garden Plot Wait List process:**

To be put on the Wait List, you must mail a letter or postcard to:  
Clinton Community Garden P.O. Box 232 Radio City Station New York, NY 10101

Your application should contain one or more items from the following list

- at least one or two e-mail addresses
- at least one or two telephone numbers
- a complete street address within New York

Wait list requests with incomplete information will NOT be accepted.

Regardless of how many names appear on a postcard, each postcard is treated as one entity, will occupy only one line on the Wait List, and will be offered only one plot. Plots are restricted to one per family/street address. Any current plot holders where 2 members of a family at the same address have separate plots are grandfathered in as of January 2013. Postcards will be added to the end of the Wait List in the order they are postmarked. We suggest you make a follow up call or letter to confirm we have received your information a week or two after mailing it. We cannot retro-add your name to the list for the date you claim to have registered, if we didn't get your letter in the first place.

**Sublet List:** A person on the Wait List near the top of the list may be offered the chance to garden a sublet plot for a season. At the end of the one year sublease, the wait list gardener goes back to the top of the Wait List in the original order where they were or may have a chance to keep the sublet plot permanently if the original gardener surrenders it and no one on the swap list takes it.

**Plot Renewal Process:**

Plot holder renewal forms are sent/emailed at the first of the year with the march Annual Meeting Notice

- Those back garden plot holders that wish to remain gardening their back plots for another calendar year either mail in a signed renewal form or bring it to the Annual Meeting.
- You can also choose to sublease your plot for one year (once in every 7 years) or give the plot up for reassignment
- After the Annual Meeting, the Plot Committee reviews applications and determines which plots are available for new gardeners to be taken from the swap/wait list.

**New Plot Assignment Process:**

In early April after the March Annual Meeting any available back garden plots would be

assigned starting at the top of the wait list by the committee. Every effort is used to contact the wait list person and contacted 3 consecutive times. If after the third try there is still no response and no new available updated contact information, that person is taken from the list and the committee will move to the next person. New gardeners from the wait list are given the opportunity to select their plot from the ones available by order of the wait list. When the last available plot is offered the new gardener must take that plot. They can then be put on the swap list for the next year. An appointment is set-up to assign the plot and the new gardener is given a back garden key and asked to sign and agree to the back garden rules.

**Back Garden Swap List Process:**

Once a back gardener has been assigned a plot, they can then notify the plot committee that they would like to be placed on the back gardener swap list. Before new back plot gardeners are assigned from the wait list, back gardeners are contacted and offered in order of the swap list an opportunity to move to a new available plot.

**Back Garden Plot Maintenance Process:**

By May 1 all back gardeners must have started working and cleaning-up their plots. In the first week of May the Plot Committee will do their first walk around to determine which gardeners have not started to actively garden. Walk around should be scheduled approximately every 2-3 weeks. First warnings will be sent out to those that have not complied with the Back Garden Rule. In another 2 weeks the committee will do a second walk around which would again result in 1st or 2nd warnings. At the first of June after 2 months of the active gardening season, those gardeners that have now gotten their 3rd and final warning would be asked to give their plot up. The plot committee would then move to the next person on the wait list and reassign the plot as soon as possible. This process continues through the active growing season ending in September.