



GROWING GREEN

Growing Green Application Checklist

Directions: complete this checklist after your application is complete to ensure that all items below are included in your application packet.	Check
1. Contact information is completed on page 2 of the application	
1a. If "Individual - Discount" is selected on page 2, applicant has attached the required income documentation	
2. Requested properties are listed on page 2 of the application	
3. Description of proposed use and design is included on page 3 of application	
3a. Site plans and sample images are attached to the application	
4. Description of experience is completed on page 3 of application and relevant documentation is attached.	
5. Description of financial capacity and a timeline is complete on page 4 of the application. A budget, indicating actual line items, is attached to your application.	
6. A description of community support is included on page 4 and relevant supporting documentation is attached.	
9. Signature and date are included on page 7 of the application	
10. Growing Green Application Checklist is complete (page 1)	



GROWING GREEN

APPLICATION TO LEASE A NORA LOT FOR GREENING, GARDENING OR URBAN AGRICULTURE

The New Orleans Redevelopment Authority (NORA) has made properties available to lease for the purposes of greening, gardening, stormwater management and urban agriculture. The objectives of the Growing Green program are to eliminate blight, foster neighborhood stability through safer and more sustainable activities, support initiatives that provide for fresh produce, and/or promote a sense of community.

The Growing Green program offers a renewable one-year lease with a possible option to purchase after three years of compliance and program success. The standard lease rate is \$350 per year with a discounted rate of \$175 per year available for low to moderate income ($\leq 80\%$ AMI) households.

INSTRUCTIONS:

1. Read carefully the full Growing Green application, Growing Green Manual and standard lease agreement.
2. Fill out **ALL** application information completely and clearly.
3. Mail, email, or deliver application to the address at the bottom of this page.
4. NORA's Land Stewardship department will review and evaluate your application. Denied applicants will be notified in writing of the cause(s) for denial. Approved applicants will receive a **STANDARD ONE-YEAR LEASE AGREEMENT** to sign and return. Access to the lot is not granted until both the applicant and NORA have signed and executed the lease.

APPLICANT CONTACT INFORMATION:

NON-PROFIT ORGANIZATION
 BUSINESS
 INDIVIDUAL – regular
 INDIVIDUAL – discount ($\leq 80\%$ AMI)*

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL: _____

***Individual applicants may qualify for a lease discount if income eligible. Read the Growing Green Manual to learn more.**

DESIRED NORA PROPERTY OR PROPERTIES:

NUMBER(S) + STREET: _____

or

Describe the **SITE CRITERIA** that is most important to your project (neighborhood, proximity to transit/schools, corner lot, etc.):



GROWING GREEN

PROPOSED USE:

All Growing Green projects must comply with the definition of one or more of the following use categories:

1. **GENERAL GREENING OR GARDENING**, including the installation of trees, shrubs, flowers and/or other native plant species for the purpose of improving neighborhood aesthetics and/or drainage
2. **STORMWATER MANAGEMENT**
3. **URBAN AGRICULTURE** includes the growing of crops for community food production, donation, or educational purposes.

1. Project Description and Design (intended use of the property)

Please describe your proposed project in detail. You must attach site plans and sample images. As applicable, site plans should include fencing, furniture, landscape areas, pathways, planters, temporary structures, plant materials etc. If your project requires any temporary structures (storage sheds, green houses, etc), please indicate where and describe the timeline for use. Note; technical improvements will require additional certified documentation and approval.

GROWING GREEN OBJECTIVES:

2. Experience

Please explain what experience you have that makes you uniquely qualified to implement your intended re-use of the property. Use the space below for a description and to identify any attachments pertaining to this section i.e. resume, certifications/license, past project descriptions of similar nature etc.



GROWING GREEN

3. Financial Capacity and Timeline

Please explain in the space provided how you will pay for your proposed improvements on the property. You must also attach a budget, including detailed line items, to show that you have considered the actual costs that will arise from your project. In this section also include your projected timeline of major milestones and finally completion of the fully implemented improvements as described above.

4. Community Support

Please explain what community support you have for the project as describe herein. In the space provided describe in detail any community outreach with the adjacent and surrounding neighbors that has been pursued to date. Attach any supporting documentation such as letters of support from neighbors, respective council district staff or other.



GROWING GREEN

GROWING GREEN GUIDELINES:

Below is a summary of Growing Green guidelines with which all participants must comply. These guidelines are reiterated in the Growing Green Manual and the standard lease agreement. Please read carefully through each of the following guidelines and sign that you have read, understand, and agree that your proposed project will meet these guidelines. If you have questions about any of the guidelines please contact the Growing Green Project Manager at NORA – (504) 658-4400

I/WE UNDERSTAND AND AGREE:

- a. The following terms apply to all leases and shall be incorporated into the lease prior to execution. Please review the terms carefully before submitting an application.
 1. Lot may only be used for GREENING, GARDENING, URBAN AGRICULTURE, or STORMWATER MANAGEMENT purposes. All uses must be approved by NORA in writing and will be described in the respective lease.
 2. Lease terms will be for 3 years maximum with renewal due annually only if the improvements are in accordance with the application and lease terms. NORA shall at its sole discretion determine if any extensions to the 3-year timeline are permitted.
 3. The proposed timelines, budget and financial capacity, as submitted in the application will become part of the lease and as such if any substantial changes are foreseen in any of these projections after the lease is executed, the Lessee must notify NORA within 5 days of such changes.
 4. All leased lots must be maintained in a CLEAN, SAFE, SECURE and SANITARY condition, free of weeds, trash, litter, debris, garbage, waste and vermin.
 5. Lessee must take all reasonable measures and precautions to minimize NOISE, DUST and ODORS from the lot.
 6. Lessee must be in compliance with all laws, rules, regulations, standards, ordinances, orders and codes that apply to the lot.
 7. Lessee must obtain and pay for any and all PERMITS or APPROVALS required by the City for the operations on site.
 8. Lessee must obtain and pay for any necessary ACCESS TO WATER or other UTILITIES with the Sewerage and Water Board and to pay any related utility fees.
 9. There shall be no parking or storing any MOTOR VEHICLES, TRAILERS or BOATS on the lot at any time.
 10. Lessees are not permitted to erect or install any PERMANENT STRUCTURE (no foundation) or HABITABLE FACILITY on the lot. Limited permission is granted for temporary accessory structures and furniture ancillary to approved Growing Green activities. Approved structures may include garden sheds, benches and fences. All structures must be in compliance with building and zoning code requirements.
 11. Lessees may not erect FENCES of MORE THAN FOUR (4) FEET in height. Should the site require higher fencing for any reason, approval must be sought from the Land Stewardship Project Manager first and if approved such fencing should be of material that allows for viewing into the site, be made of material other than chain link, and must be approved by the Land Stewardship Project Manager. All fencing and other plans for the site should adhere to the local setback requirements.
 12. COMPOST PILES in excess of THREE (3) CUBIC YARDS are not allowed. Compost piles shall prevent any condition that creates an odor, litter, dust, or nuisance (such as attracting rodents or other pests).
 13. Lessees may not keep PETS, ANIMALS, or LIVESTOCK on the Lot permanently. Livestock or animals may only be allowed on the Lot if permitted under applicable Zoning and City Code provisions.



GROWING GREEN

14. Lessees may not **SELL** any item on-site at the lot.
15. Lessee, or anyone else, may not **PREPARE, PROCESS, or PACKAGE** any food or other products of any plants or livestock in any residentially zoned districts. However, the canning of plants or plant products is permitted.
16. Lessee must ensure to submit **SOIL TEST** results to NORA from an accredited analytical laboratory prior to the establishment of an agricultural use, or to use **RAISED PLANTER BOXES** for all crops. Raised planters shall have a minimum height of one foot, constructed of materials that will not contaminate the crops or soil, and have impermeable barrier between on-site and imported soil.
17. Work towards approved improvements must commence on the lot within **SIXTY (60) DAYS** of lease execution and complete work within **SIX (6) MONTHS** of lease execution.
18. All **BUILDING MATERIALS** delivered to the lot must be used or removed within **FOURTEEN (14) DAYS**.
19. No **TREES** shall be cut or removed without written consent from NORA.
20. Lessee is responsible to **MAINTAIN** the **ENTIRE PARCEL** and adjacent public-rights-of-way in good condition. This includes regular mowing, weeding, and the removal of dead/ dying plants, rotting vegetables, litter, and debris. Dead plants, produce, and trash not used for composting or other gardening functions shall be removed from the site within forty-eight (48) hours.
21. Any **DAMAGE** caused to the lot and/or properties affected by activities on the lot must be repaired within a reasonable timeframe.
22. **WATER FEATURES** are not allowed on the lot. This shall include ponds, pools, spas, fountains, and/or any standing water that pose a health and safety risk or attract mosquitoes. Sealed water systems, such as rain barrels and irrigation systems can be installed on the lot.
23. Maintain the lot so as to prevent the **EROSION** of soil and to prevent the accumulation of **STAGNANT WATER**. Drainage systems shall divert water away from the property and away from adjacent property lines. All drainage systems should discharge towards the public-right-of-way.
24. Regulated materials, such as **CHEMICALS, FERTILIZERS, and TOXINS** are not allowed to drain onto adjacent properties, into waterways, or onto public-rights-of- way. Chemicals and other flammable materials shall be disposed of in accordance with federal and state requirements. If stored on-site, such chemicals or flammable materials shall be kept in waterproof containers in a locked structure when unattended.
25. Lessee shall monitor all activities on the lot and not permit gardeners, neighbors to convene, children to play, and community events to be held on the lot **BEFORE 5:00 A.M.** or be on the lot **AFTER 10:00 P.M.**
26. The lot may not be used for **POLITICAL ACTIVITIES, inherently RELIGIOUS ACTIVITIES, or LOBBYING.**
27. No one under the age of **EIGHTEEN (18) YEARS OF AGE** shall be on the lot without adult supervision.
28. No **ALCOHOL, DRUGS, or ILLEGAL SUBSTANCES** are allowed on the lot.
29. Plants **REGULATED or PROHIBITED** by federal and state laws are not permitted to be grown on the lot. If any such plants are found, the lease will be immediately revoked.
30. Lessee is responsible for **REMOVAL** of **ALL MATERIALS, TOOLS, and EQUIPMENT** brought onto the lot if lease expires or is revoked, and to restore the lot and properties affected by the activities at the lot to their original condition, unless the Land Stewardship Project Manager permits otherwise.
31. NORA can at any time, at its sole discretion, **TERMINATE** any lease for cause, which shall include: 1) committing code enforcement violations or otherwise creating a nuisance or hazard; and/or 2.) Failing to comply with Growing Green provisions.
32. Lessee shall accept the lot **“AS IS”** and **“WHERE IS”**, and shall be responsible for and assume the risk of loss, theft, or damage to any produce, materials, tools, and equipment, and to be responsible for the risk of injury or



GROWING GREEN

hazard to anyone who enters upon the lot.

- 33. The “New Orleans Redevelopment Authority” name shall not be used in any context without prior written permission from the Land Stewardship Project Manager.
- 34. NORA makes no REPRESENTATION or WARRANTY as to the status of title or the physical or environmental condition of the lot, or its fitness for any particular use.
- 35. ACCESS to the lot is not granted until both the applicant and NORA have SIGNED and EXECUTED a lease agreement.
- 36. NORA staff will periodically inspect the lot to ensure COMPLIANCE with the Growing Green Guidelines.
- 37. Timely payment of lease and lease renewal as applicable each year for 3 years is required. Lease payments will be considered late if received after the 15th day of the month when the lease amount is due. NORA will charge a 5% penalty per day for late payments. If a lease payment is late by 30 days, the lease will be terminated.

AGREEMENT & SIGNATURE:

I hereby certify that I have read and completed the entire Growing Green application. I have read, understand, and agree that my proposed project meets the guidelines above and described in the Growing Green Manual. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an applicant, any omissions, false statements, or other misrepresentations made by me on this application may result in the dismissal of my application.

PRINTED NAME: _____ **DATE:** _____

SIGNATURE (REQUIRED): _____