

# Contact Information

ORGANIZATION NAME (Optional)	501(c)(3) <input type="checkbox"/> YES <input type="checkbox"/> NO	MAIN CONTACT NAME (First and Last)
ADDRESS		
EMAIL	PHONE	
ADDRESS OF PROPOSED PROJECT SITE	PROPERTY OWNER	
IS THIS A NEW PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ABANDONED PROJECT <input type="checkbox"/> PROPERTY HAS STRUCTURES	LIST ANY OTHER ORGANIZATIONS YOU ARE WORKING WITH	

## Your Project Team

List others (3 needed to apply, list yourself) that are interested in transforming a vacant lot in your neighborhood. Working with a group can bring more energy, capacity, and resources to the project.

## Team Assets

Assess the capacity of your group. How much time can each person contribute to the project? Which types of knowledge and resources can each member bring to the group?

NAME	ADDRESS	CONTACT INFORMATION	AVAILABILITY	EXPERTISE & RESOURCES



# Assess Your Site Conditions

## EXISTING INFRASTRUCTURE

Note site conditions, such as the location of trees, utility lines, and major infrastructure, any existing flooding or erosion issues, sun exposure, etc., as these conditions may affect the types of land uses that are possible.

There may be some infrastructure that remains underground. If your project involves digging or moving earth with power equipment, state law requires that you notify underground utility companies three to ten business days before you plan to dig.

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## UNDERGROUND DEBRIS

Vacant lots in particular may have had a building on them in the past. If you plan to do any digging on site, there may be buried building materials underground. Conditions of vacant lots with or without buried debris vary widely across the City.

## HELPFUL SKETCHING TIPS

When drawing your lot and its various features on the following pages, consider these pointers:

- **Pick a Simple Scale**  
Does one grid square equal 1 foot? 2 feet? Pick a scale that makes drawing the whole lot easy and exact - this will help as you plan out where things go.
- **Start with the Borders**  
Beginning with the property borders will ensure that you fit the whole lot.
- **Try Using Color**  
Use colors to signify different elements, like blue for water, and green for plants. Have fun with it!

# Site Conditions Worksheet

Use this worksheet to gather your basic site observations in one place.

## SOIL QUALITY (choose one)

Sandy / Gritty   
  Clay   
  Average   
  Healthy   
  Rich

## SLOPE (choose all that apply)

Steep   
  Mild   
  Varying   
  Subtle   
  Flat

## SUN LEVELS (choose all that apply)

Full Shade   
  Light Shade   
  Partial Shade   
  Part Sun   
  Full Sun

## WATER ACCESS (choose all that apply)

None   
  Rain Barrell   
  Neighbor spigot   
  Site spigot   
  Existing irrigation

## TREE CANOPY (choose one)

No trees   
  Trees in adjacent lots   
  1-2 Trees   
  3-5 Trees   
  Many trees

## SAFETY (choose one)

I don't feel safe   
  Uneasy   
  Neutral   
  Mostly safe   
  I feel safe

## ACCESSIBILITY (choose all that apply)

Hard to get to   
  Hard to see   
  Not sure   
  Easy to see   
  Easy to get to

# Project Selection Worksheet

Use this worksheet to determine which project(s) are the best fit for your group.

## 1. FILL OUT THE WORKSHEET

Answer each question below by checking the most appropriate answer.

Review the project type chart on p. 37-38

## 2. SELECT YOUR PROJECT

Based on your worksheet answers, the factors listed on p. 37-38, and your group's interests, determine which project type would be most feasible for your group.

### GROUP PROFILE

(choose all that apply)

Volunteers

Professionals

Does your group consist of volunteers or professionals? Volunteers donate their time, while professionals are paid for their labor, often under a specific contract. Professionals often carry their own insurance, licenses, and warranties, while volunteers do not.

### EXPERIENCE LEVEL

(choose all that apply)

Beginners

Little experience

Some experience

Expert

What experience levels do members of your group bring to this project? Some members may be more experienced than others, and this is a great time to assess the capabilities of your team.

### MAINTENANCE (UPKEEP)

(choose one)

Low

Moderate

High

When determining what amount of maintenance your project will require don't just consider the project type and size, but also the time and energy each of your group members realistically has to dedicate to the project in the short and long term.

### STORMWATER ABSORPTION

(choose one)

Yes

No

Does your lot flood? Are there other issues with water pooling or running through the site? If so, you may need to consider a project that tackles stormwater, such as a rain garden.

### BUDGET (COST)

(choose one)

\$0—500

\$500—1,000

\$1,000 +

Keep in mind that your budget should reflect all costs associated with the project, including supplies and any fees associated with hiring professionals. If possible, we recommend reserving 10% of the total project budget for unforeseen expenses - just to be safe.

### SUN EXPOSURE

(choose all that apply)

Full Shade

Light Shade

Partial Shade

Part Sun







Full Sun

The level of sun exposure may be different across your lot, with adjacent buildings, trees, and the cardinal direction of the lot itself, all impacting how much sun your project receives during a given day and throughout the year. Visit your lot at different times of the day and note the real-world impact of sun on your site.

# Select a Project

**1. REVIEW COMMON PROJECT TYPES**  
 These categories are not intended to provide rigid guidelines for your project. Rather, this will help narrow down the general types of projects that may be most appropriate in your neighborhood.

**2. MORE THAN ONE RIGHT ANSWER**  
 You may find that your site and your group interests fit more than one project type. That is fine! You can select more than one, or create a hybrid.

		Clean & Green	Naturescaping	Butterfly Garden	Rain Garden	Urban Orchard & Produce Garden	Playspace	Gathering Space	Public Art
 Suggested Team	Volunteers	●	●	●	●	●	●	●	●
	Professionals						●	●	●
 Experience Level	Beginner	●	●			●			
	Intermediate			●	●		●	●	●
 Likely Upkeep	Low - Moderate	●	●				●		●
	Moderate - High			●	●	●		●	
 Stormwater Absorption	Good	●					●		●
	Better		●	●		●		●	
	Best				●				
 Probable Cost	\$0—500	●	●	●	●	●			●
	\$500—1,000		●	●		●	●	●	●
	\$1,000 +						●		●
 Sun Exposure	Full Shade	●					●	●	●
	Part Sun & Shade	●	●		●	●	●	●	●
	Full Sun	●	●	●	●	●	●		●

# Organized Brainstorm

Use this space to conduct an organized brainstorming session. Identify your priorities, How these could be implemented? Which of these ideas are the most feasible? Double check that the ideas that you want to move forward with align with the priorities.

1.

List the priorities (words, features, ideas) that were said the most:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

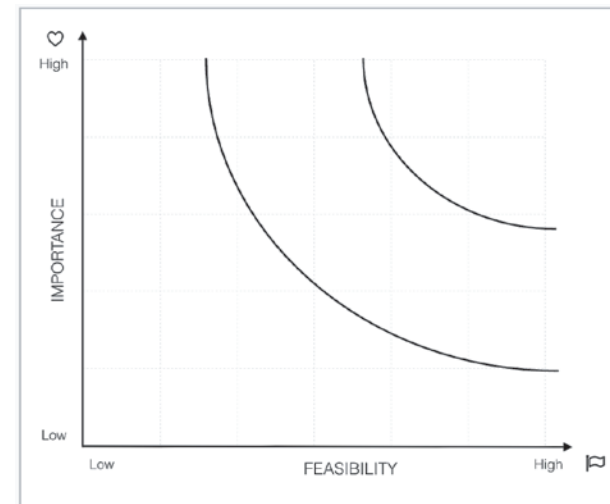
2.

How could these priorities be implemented physically?

EXAMPLE: Seating is a priority. This could be accomplished with benches, logs, outdoor furniture, etc.

3.

Prioritize your ideas by importance and feasibility:



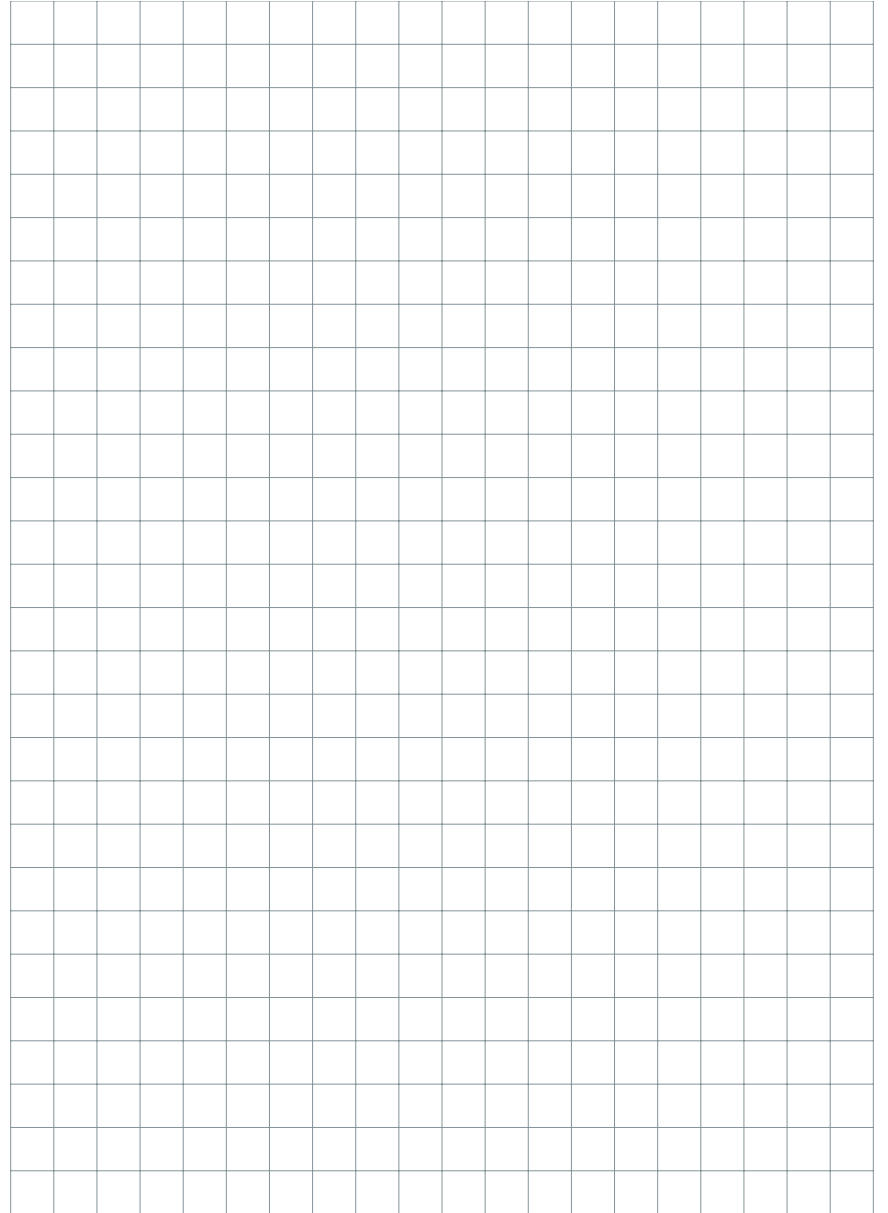
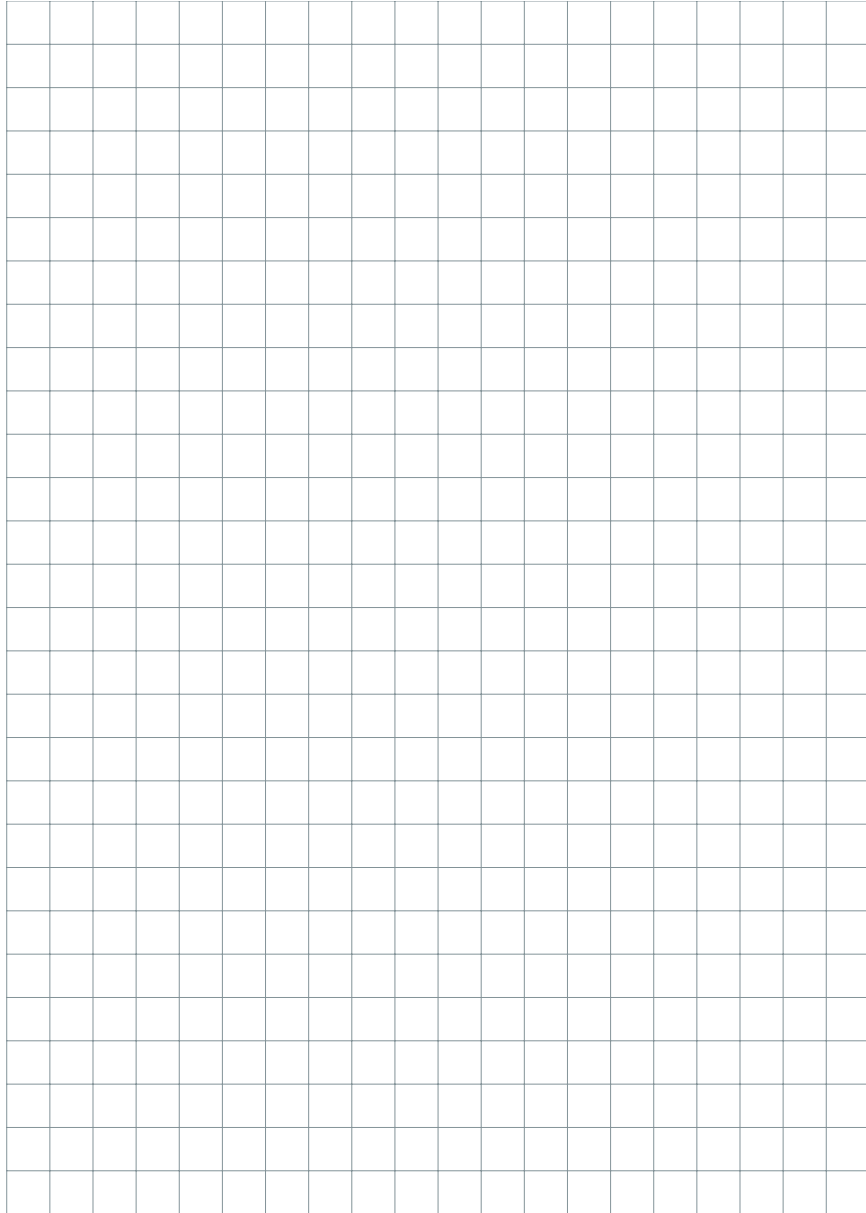
4.

List the ideas you'd like to move forward with.

Do these ideas align with the priorities in section 1.?

# Sketch Your Lot

Use these pages to sketch your lot, notate site conditions, and to mark any unique or important features such as fences, gates, spigots, debris, built structures, or trees.



# Create a Roadmap to Success

With your neighbors, map out the various milestones needed to complete the project. Ask yourselves, "What will success look like?" and "Which steps will we need to take to achieve a successful project?" If any steps will require funding, be sure to include fundraising in your roadmap.

OUR DEFINITION OF SUCCESS

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MILESTONE #2

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MILESTONE #1

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MILESTONE #3

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# Establish a Timeline & Budget

After reassessing your group's capacity, list out the steps associated with each milestone, and add a timeline and potential costs for each. Divvy up activities among members of your group.

MILESTONE #	STEP	ASSIGNED TO	COMPLETED BY (DATE)	ESTIMATED COST

# Establish a Maintenance Plan

Once you have established your priorities, site conditions, and design, you can identify your maintenance needs. Please see the examples below. Enter your maintenance plan thereafter.

TASK	TOOLS NEEDED	FREQUENCY	WHEN TO COMPLETE	ASSIGNED TO
Lawn Mowing	Lawn Mower, Weed Whacker	Bi-Weekly	Spring-Fall	Jim
Trash Collection	Trash Bags, Gloves	Weekly	Year-Around	Sarah
Flower Bed Maintenance	Pruners, Gloves, Trowels	Monthly	Spring-Fall	Mary
Tree Pruning	Pruning Shears, Ladder	Bi-Annual	Late Fall, Early Spring	Dan