

# 2020 Renewal Information for Community Garden Plots



**COMMUNITY  
GARDENS**

## Step 1

Go to ActiveMontgomery <https://apm.activecommunities.com/montgomerycounty/Home>.

Check to make sure you have an account. Your login is the email address you used to create the account. If you have forgotten your password, click on the Forgot Password link. Since you are renewing you should have an account, if not please create one, take note of your login and password for future reference. Creating the ActiveMontgomery account allows us to locate you in the system and reserve your plot manually.

**IMPORTANT: Do not add or save your credit card information in ActiveMontgomery. **DO NOT ADD OR SAVE YOUR CREDIT CARD IN ACTIVEMONTGOMERY.****

After you have completed Step 1, sign out of ActiveMontgomery! **You cannot renew a plot on this site.**

## Step 2

**Read the rest of these instructions before you do anything else, PLEASE!**

## Step 3

Renewals will be accepted Monday, December 2<sup>nd</sup>, 2019 – January 15<sup>th</sup>, 2020. **Renewal applications must be submitted and processed manually through the Permits office.**

### **SUBMITTING AN APPLICATION:**

Renewal application must be submitted in one of the following ways:

- Visit the Park Permits Office to submit your application.
  - The office is open Monday-Friday, 8:30am-4:00pm. Address below. Please arrive before 4:00 pm.
  - Please be mindful of holiday schedules when renewing your permit.
- By Mail to the address below:  
**Montgomery Parks Headquarters - Park Permits Office**  
**9500 Brunett Avenue**  
**Silver Spring, MD 20901**
- By Fax to 301-495-2484
- E-mail a scanned or completed copy to [ParkPermits@MontgomeryParks.org](mailto:ParkPermits@MontgomeryParks.org). **Please include Community Gardens in the Subject Line. Please be sure to add Garden Name, Gardener Name, Plot # in the body of the email.**

### **PAYMENT:**

- **CASH:** You may pay for your plot with cash. Please **DO NOT** mail cash. Cash payments should be made in person at the Park Permits Office. Address and Hours are listed below.
- **CHECKS or MONEY ORDERS:** Checks or Money Orders should be made out to ActiveMontgomery, and be mailed along with your renewal application to the Permits Office. Faxed or emailed renewals will not be processed until the payment is received. Please mail the renewal application and the payment together to the address listed below.
- **CREDIT CARDS:** **DO NOT SAVE YOUR CREDIT CARD INFORMATION IN ACTIVEMONTGOMERY.** This is for security reasons. If you do not pay by cash, check, or money order, we will assume you are paying by credit card and you will be contacted by the Permits Office for payment information. If you do not receive payment information within 2-3 weeks, please contact the community garden program manager to inform them you have not paid.

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## **Step 4**

Plots are the same price as last year. Plot numbers and sizes are on the application form. If you do not remember your plot number, please contact us. This year we will have easy-to-access gardening tables at the Bradley, Parklawn, and Brink Road gardens. If you are interested in gardening table, please send an email to [communitygardens@montgomeryparks.org](mailto:communitygardens@montgomeryparks.org) for assistance. A gardening table counts as a plot, and you may not rent both a gardening table and a regular garden plot. People with disabilities will have priority for garden table slots.

**Switches:** If you have submitted a request for a plot switch, please resend your request to [communitygardens@montgomeryparks.org](mailto:communitygardens@montgomeryparks.org). We cannot promise the switch will be honored but we will see what we can accommodate.

- 625 sq. ft. \$85
- 400 Sq. ft. \$65
- 200 Sq. ft. \$45
- Gardening Table \$35

## **Step 5**

The Conditions of Use (also known as gardening rules) have been revised for 2020. ***When you rent a Community Garden plot, you are agreeing to abide by the Conditions of Use.*** Be sure to read before you renew and print out a copy for future reference. Failure to comply with rules can result in non-eligibility for renewal and revocation of garden plot. It is your responsibility to read, review, and understand the Conditions of Use.

## **Step 6**

We have provided a fillable pdf for you to use. This should make the process easier for you and more legible for us! The application will be listed on the website at [parkscommunitygardens.org](http://parkscommunitygardens.org) and it will be attached to your renewal reminders sent by the program manager.

Once you have filled out the application, you can submit it using any of the options from Step 3. I urge you to submit your renewals as soon as you can. Renewing your plot early allows us extra time to review how many plots the program will have available for 2020. **Permits Office staff and Community Garden staff will be taking holiday leave, avoid the last-minute rush to renew.**

## **Step 7**

The Park Permits Office will process your renewal application in 5-7 business days, depending on the volume of applications. If there are any issues with your application, the Permits staff will contact you. Please be sure that your telephone number and email address are ones that you use regularly. You will receive an email with your Garden Plot Permit and a welcome message with important garden information. **If you do not receive your permit within 15 days please contact us. Please be sure to add [parkpermits@montgomeryparks.org](mailto:parkpermits@montgomeryparks.org) to your address book or contact list to avoid having your permit end up the spam/junk folder.**

If you have any questions regarding the renewal process, please email [communitygardens@montgomeryparks.org](mailto:communitygardens@montgomeryparks.org) or call the permits office at 301-295-2525 or call the community garden program manager at 240-446-2886

**We look forward to gardening with you for another year!**