



# 2025 Fox Crossing Community Garden General Request Form

Sustainability Committee || Parks & Recreation Department || Community Development Department

If you wish to participate in the Village of Fox Crossing's Community Gardening program please complete this form. PLEASE PRINT CLEARLY.

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Phone** \_\_\_\_\_

*(you must provide an email as it is our primary means of communication)*

**What site(s) are you interested in? If both, check both.**

- West Side – Schildt Park (Cold Spring Rd.)
- East Side – Wittmann Park (Airport Rd.)

**Is this a new request or a renewal? If renewal, please indicate current plot number.**

New       Renewal      Plot # \_\_\_\_\_      **Year Requesting:** \_\_\_\_\_

Fees: Resident - \$25      Non-Resident - \$30

**\*\*Please submit this application along with a check made out to Fox Crossing:**

*Village of Fox Crossing  
Community Development Department  
2000 Municipal Drive  
Neenah, WI 54956*

Any questions please call Dan Dieck at 920-720-7105 or email ([ddieck@foxcrossingwi.gov](mailto:ddieck@foxcrossingwi.gov)). This application is also available online at [www.foxcrossingwi.gov](http://www.foxcrossingwi.gov).

By signing the application below, you agree to the terms listed on the attached pages. Fees are not required until Coordinator confirms a plot for you. Once confirmed, fees are due before March 1<sup>st</sup> prior to the start of the season.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*You will receive an email confirming your request within 5 business days. If no plot is available, you will be placed on a waiting list and your check will be returned. A waiting list for each garden is created when the garden is full for the season. If a plot becomes available during the gardening season, we will contact the first person on that waiting list by email. You will have 5 days to let us know whether you are interested in renting the plot. If you don't respond, we will go to the next person on the list. Be sure to use an email address that you check regularly!*

\*\*\*\*\*

<b>ADMINISTRATIVE USE ONLY</b>	
<b>Total Paid:</b>	<b>Date Received:</b>
<b>Plot Number:</b>	<b>Received by:</b>
<b>Garden (Schildt or Wittmann):</b>	<b>Notes:</b>

## 2025 GARDENING TERMS

### Season Dates

- 1) **January 1** – Renewal deadline for current gardeners. We need to know of your intentions by this date.
- 2) **March 1** – Plot must be paid in full (new gardeners and renewals) or it will be given to a gardener on the waiting list.
- 3) **May 1** – Plot preparation should have begun by this date. Weeding and tilling are your responsibility. Check the Community Garden Facebook page for fee-based tilling service options: <https://www.facebook.com/Village-of-Fox-Crossing-Community-Gardeners-657458944431453/>.
- 4) **June 1** - Gardens not being maintained will be cleared and reassigned. A two week notice will be sent prior.
- 5) **November 1** - Gardeners must clear annual vegetation, weeds, vegetable stalks (excepting winter crops), and all tools, pots, stakes, compost bins, etc.\*

### Fees

- 6) **Garden rental fees are non-refundable. Please only sign up for a garden if you are fully committed. When you are assigned a plot, that plot immediately becomes your responsibility. If there are extenuating circumstances, contact the Village to discuss.**
- 7) The cost is **\$25** per year for Village **residents** and **\$30** per year for **non-residents**. The fee covers administration and maintenance costs and the cost of water and signage.
- 8) Please see “end of season” section for additional information.\*

### Garden Plot Registration

- 9) Plots are assigned on a first come/first serve basis and filled in the order in which the registration forms arrive by mail or in person. A waiting list will be maintained for applicants for whom no plot was available.
- 10) There is a limit of one garden per household. The granting of a second garden may occur *only* if there are still plots available after all applicants on the waiting list have received a plot. *Note: Gardeners who have previously violated any of the terms of this agreement will not be eligible for a second garden plot.*
- 11) Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties at the site will be the responsibility of the individual whose name is assigned to the plot.
- 12) New gardeners will receive a plot number once they have been assigned. Please do not do any work until you have received your assigned number.
- 13) ***If you are unable to maintain your garden site, contact the Village as soon as possible so that your site can be reassigned.***

### Fertilizing and Weed Control

- 14) Gardeners are encouraged to garden organically by using organic materials such as compost and manure to fertilize their gardens. Leaves, straw and grass clippings are good mulch around plants. Mulch also helps control weeds and maintains moisture so you have to water less.
- 15) If any compost/manure are brought to the gardens, no trucks are allowed to be drive onto any unpaved areas and no left overs shall be stored at the park.
- 16) We encourage you to be selective of the herbicides and pesticides you use. Read labels carefully and apply wisely.
- 17) Weed your garden on a regular basis. Weeds may not become taller than 8 inches. Gardeners agree to keep the garden & garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables. Weeds are the leading cause of plot forfeiture.

### Adjacent Paths and Borders

- 18) Wood chips may be used in individual plots. Straw is also great mulch and may be used in plots.
- 19) Renters *must* keep plants and debris inside their own plots. Any plant that protrudes into the next plot or an adjacent walkway may be trimmed by the lawn mowing staff.

### Watering

- 20) Water use at the garden is *only* limited to watering plants. **The water is not safe to drink.**
- 21) Water your garden by hand only. **No sprinklers or soaking hoses are permitted! Gardeners need to be diligent in shutting the water off after use** (gardens can be flooded due to water not being shut off!).

- 22) Spigots and hoses will be provided by the Sustainability Committee and **hoses must be coiled on the hose stands out of the path of grass mowers after use.**

#### **Children**

- 23) Parents are encouraged to bring children to the garden and introduce them to the wonders of gardening. Please monitor their behavior and whereabouts at all times.

#### **Pets**

- 24) Dogs and other family pets are not allowed in Village parks, including the gardens.

#### **Garden Site**

- 25) Garden plots are numbered. These numbers must remain with the garden plots for the duration of the season. **Please do not remove the plot numbers.** All gardeners must respect their own garden space and the gardens of others by keeping their sites tended and within their own boundaries.
- 26) **Watering cans, tools, chairs and benches are not to be left at your garden plot.** If any of these items are left in your garden, notice will be placed that they have been removed and may be returned for a \$5.00 charge.
- 27) It is strongly recommended that gardeners maintain a compost pile at the center of their garden throughout the gardening season to compost weeds and other organic materials. Compost makes excellent mulch.
- 28) Taking produce from other garden plots will result in a loss of gardening privileges for future growing seasons.
- 29) **Vehicles must be parked in designated parking areas only, not on walkways.**
- 30) If, at any time throughout the season, you are caught dumping weeds or plant debris anywhere on park property, you will lose your plot.
- 31) The use of banned substances, harassment, theft or criminal behavior will be grounds for expulsion. Report any unusual or unwanted activity to the Fox Crossing Police Department at 920-720-7109. For emergencies, please dial 911.
- 32) **If you see poachers** – please contact the Village of Fox Crossing Police Dept. non-emergency number at 920-720-7109.
- 33) **If there are water issues** (such as leaks or malfunctioning spigots) – please contact Dan Dieck (920) 720 - 7105. If leaving a message reference the spigot number and clearly explain the issue.

#### **\*End of Season**

- 34) *At the end of the season, all weeds and vegetation should be cut and taken home.*
- 35) *Plots shall be clear by November 1<sup>st</sup>, weather permitting.*
- 36) Gardeners who wish to keep their plot and fence up for winter must contact Community Development, pay the annual fee, and submit the renewal request by November 1<sup>st</sup>.
- 37) **Gardeners who do not clean up their plots will lose gardening privileges and be billed \$50.00/hour, not to exceed \$150, for plot clean-up.**

**\*\*\*PLEASE KEEP THESE TERMS FOR YOUR FILE. RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE. BY SIGNING THE FIRST PAGE OF THE APPLICATION, YOU CONFIRM THAT YOU HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS.\*\*\***