

Adopt-A-Lot Guidelines

This program allows an applicant to receive a one-year lease for a vacant lot(s) project. After a successful first year, the applicant will be eligible for up to three more one-year leases.

Your application should contain all the documentation necessary for the Open Space Specialist to oversee the approval of the project through various city departments and c commissions with an approximate review time of 6-10 weeks.

Your application must include the following parts:

- General information
- Project narrative
- Maintenance Plan
- Site Plan
- Current photos of the site
- Certificate of insurance
- Materials list and Budget
- Soil test results
- Temporary use acknowledgment

General Information – See next page

Project Narrative – short project description (less than 500 words) describing project goals, type (flower, food, rain garden) and partners / people involved in the garden.

Site Plan – a plan drawing, to-scale, of your garden. Please label all features including but not limited to fencing, plantings, raised beds, paths, shed and shade structures.

Materials List and Budget – provide a list of materials that will be used for all the features of the garden including but not limited to fencing, plantings, raised beds, paths, shed and shade structures.

Current Photos of the site – provide a minimum of four (4) photos of the site; one from each side of the project area. Please provide additional photos if the lot has stairs or other unusual elements.

Maintenance Plan – provide a description of the post-installation maintenance of your project.

Insurance- Attach a Certificate of Liability Insurance that is valid for the duration of the project providing:

- \$500,000 in general liability for each occurrence
- \$1,000,000 in general aggregate liability for general
- “City of Pittsburgh as an additional insured” as well as lot and block numbers of lot(s) in the “description of operations/location/vehicles” section of the form.
- Certificate holder to be City of Pittsburgh, 414 Grant Street, Pittsburgh, PA 15219.

Soil Test Results - Attach a copy of your soil test results (must include a test for lead)

Temporary Use Acknowledgment – Complete this acknowledgment to confirm acceptance that Adopt-A-Lot is a temporary use program and does not guarantee long-term use or future ownership/site control of the parcel(s) adopted.