



Rules & Expectations for Edible Landscapes

Introduction

UW-Madison is supportive of incorporating edible landscapes into the campus setting. Such projects need to be executed with a proper educational mission, the understanding of the responsibility of raising food, the ability to follow through with the project, the ability to provide appropriate resources, and the ability to be fiscally responsible for the eventual restoration to prior condition. To ensure groups that propose edible landscape projects can be safe and successful the following requirements/rules, permit application and agreement must be followed.

Facilities Planning & Management (FP&M), through its Physical Plant and Campus Planning & Landscape Architecture staff administer the permit process. Applicants initiate requests by filling out the “Edible Landscape Request” form on the FP&M website.

The permit process is applicable as follows:

- Any group of students, staff & faculty, affiliated with the UW-Madison and sponsored by a UW-Madison department, that wants to create an edible landscape to share food produced with the community at large.
- Groups that are not affiliated with UW-Madison or sponsored by a UW-Madison department are not allowed to apply for a permit to create an edible landscape.
- This applies to all grounds of the UW-Madison Campus and includes courtyards within buildings.
- This does not apply to gardening activities located at the Eagle Heights Community Gardens, the CALS Research Plots (including F. H. King Students for Sustainable Agriculture and the Green House Community), Allen Centennial Gardens, and the Botany Garden – they are responsible to the Garden Oversight Committee and the College of Agriculture and Life Sciences, Department of Horticulture, and Botany Department.
- This does not apply to any landscapes managed by FP&M Grounds Department.
- This does not apply to areas inside of buildings, with a roof, such as atriums or entryways.
- This does not affect any other research program.

The permits will be granted for one year and must be re-submitted with an updated plan annually:

- Timing shall be coordinated with growing season:
 - o Winter – Plan and Apply
 - o Permit application due at end of February (earlier applications are welcome and encouraged)
 - o Soil to be tested by FP&M in March and April
 - o Permit approval or denial by end of April
 - o Spring – prepare, plant, maintain
 - o Summer – plant, maintain, harvest
 - o Fall – maintain, harvest, prepare/clean-up for winter

Facilities Planning & Management

30 N. Mills Street, 4th Floor
(608) 263-3000

Madison, Wisconsin 53715-1211
FAX (608) 265-3139

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Rules & Expectations

- 1) Applicants must be a group of students, staff or faculty, with UW-Madison affiliation and department sponsorship and be able to provide at least three contacts (name, phone number, email address).
- 2) The group must have a signed Memorandum Of Understanding (MOU) which includes an accepted permit application and garden plan. Changes to the plan must be submitted for approval prior to implementation. Changes from plans that have not been approved may result in those plants being removed from the garden or the garden suspended for one growing season. Sponsors of suspended gardeners can and will be held financially responsible for any cleanup of the garden to return the space to its prior existing condition.
- 3) The permit review process will include a standard soil test and testing for lead; FP&M staff will coordinate and pay for this testing and the applicant will be notified of the results. If soil is unsuitable for planting, a new location will be discussed.
- 4) Edible landscapes will not be allowed:
 - a. In currently landscaped beds.
 - b. On Bascom Hill, in Camp Randall Memorial Park, Camp Randall North Lawn, East Campus Mall, Vilas Green, Engineering Mall, Henry Mall, Lakeshore Nature Preserve, Library Mall, Observatory Hill, and UW-Madison Arboretum.
- 5) A valid educational value must be clearly stated on the application form.
- 6) Harvest of edibles must be open and free to the public.
- 7) The edible landscape must have a standard sign, to be paid for by the group/Sponsoring Department.
 - a. Standard sign fee: \$50.
 - b. Signs will be coordinated by FP&M staff and made by the UW-Madison Sign Shop. Sponsoring department shall create a work order through Physical Plant for the sign.
- 8) Plant requirements:
 - a. Plants allowed:
 - i. Annual edible plants (vegetables, herbs, fruit), occasionally perennial crops.
 - b. Plants Considered:
 - i. Shrubs. Can be requested, but are typically not allowed.
 - c. Plants Prohibited:
 - i. Comfrey, annual artemisia, mullen, and mint
 - ii. Trees
 - iii. Any plant on the current Wisconsin Department of Natural Resources list of invasive species per NR 40:
<http://dnr.wi.gov/topic/Invasives/speciesNR40list.asp?filterBy=Category&filterVal=Plants&addFilter=Classification>
- 9) Structure requirements:
 - a. Structures allowed:
 - i. Plant support structures which must be removed at the end of the growing season.
 - b. Structures considered:
 - i. Containers. Require approval during the permit application process.
 - c. Structures prohibited:
 - i. Decorative structures, fences and habitat structures– Birdhouses, feeders, bee habitat, etc.
 - ii. Tools and watering cans may not be stored at the edible landscape space.

10) Prohibited substances:

- a. **Herbicides** - The use of herbicides, of any kind, are prohibited in edible landscape spaces.
- b. **Pesticides** – The use of pesticides, of any kind, are prohibited in edible landscape spaces.
- c. Use of prohibited substances on the edible landscapes will result in immediate closure of the edible landscape and the gardeners permanently banned. Sponsors of suspended gardeners will be held financially responsible for all cleanup and restoration of the space to prior existing conditions.

11) Restricted substances:

- a. **Fertilizers** - Only fully composted material is allowed for use as fertilizer.
- b. **Soil Amendments** - may only be applied as approved in the permit application process based on the soil test and the proposed crop.
- c. Use of fertilizers and soil amendments must be in accordance with manufacturer's recommendations and in non-windy situations.
- d. Use of fertilizers, other than fully composted material, or non-approved soil amendments will result in closure of the edible landscape and the gardeners permanently banned. Sponsors of suspended gardeners will be held financially responsible for all cleanup and restoration of the space to prior existing conditions.

12) Management Actions/Requirements:

- a. **Watering devices** (sprinkler, soaker hose, etc.)
 - i. Watering devices may only be used when the gardener is on site and only to the extent needed to water the plants. Water left running can cause building and land damage and is wasteful of a valuable resource.
 - ii. Hoses may not be laid across sidewalks because it causes tripping and accessibility issues.
 - iii. Hose bib access is not available at all sites, alternate water access, such as a janitor's closet sink, can be coordinated with the building manager.
 - iv. Failure to be on site while watering devices are in use will result in the edible landscape closure and the gardeners suspended from gardening for two growing seasons. Sponsors of suspended gardeners will be held financially responsible for all cleanup and restoration of the space to prior existing conditions.
- b. **Weeding** – The edible landscape must be maintained as weed free. Weeds can be problematic to gardening and can cause issues in the adjacent non-garden areas.
 - i. Weeds must be hoed or hand-pulled and not allowed to flower or seed.
 - ii. Herbaceous weeds may be transported to the weed pile at the east side of the Walnut Street Greenhouses. Prohibited Plants listed in 8) c) i) and 8) c) iii must be bagged and disposed of properly.
- c. **Harvesting** – If the public does not harvest produce, it is the group's responsibility to harvest and not leave any to rot in the edible landscape.
- d. **Winter Preparation** – the space shall be cleared of all plant support structures and debris and removed from site. The space shall then be covered with a three-inch layer of leaf mulch/compost or straw mulch to prevent soil loss and erosion.
- e. If a group does not manage their edible landscape to the above expectations (12a,b,c,d) the following corrective measures will be implemented:

- i. On the first occurrence, administrators will attempt to get in touch with the three main contacts as well as the sponsoring department for cleanup. If there is no return communication after one week, (phone message and email), the space will be cleaned up (weeded, rotting and unsightly items removed and disposed of) and the group's department will be billed for the cleanup by Physical Plant.
 - ii. On the second occurrence, administrators will attempt to contact the three main contacts as well as the sponsoring department for cleanup. If there is no return communication after one week, (phone message and email), it will result in the garden closure and the group suspended from gardening for two growing seasons. Sponsors of suspended gardeners will be held financially responsible for all cleanup of the garden.
- 13) Groups that require vehicular access to their edible landscape MUST coordinate with the facility manager and FP&M Grounds Department.
 - a. This potential activity is limited to no more than twice a season and is only allowed for transport of items too heavy to move any other way. It is not always possible to access an area by vehicle.
 - b. This activity must be coordinated each time it is to occur.
- 14) Gatherings
 - a. Allowed:
 - i. Individuals or the group working in the garden.
 - ii. Educational tours with notice via an event alert by emailing events@union.wisc.edu for review and approval.
 - b. Prohibited
 - i. Any other gatherings.
 - c. Failure to comply can, and will, result in the garden closure and the group suspended from gardening for two growing seasons. Sponsors of suspended gardeners will be held financially responsible for all cleanup of the garden.
- 15) End use of the space after the group no longer desires to manage the edible landscape.
 - a. The group will clear the site as they would for the end of the growing season, covering it with wood chip mulch if the prior condition was a planting bed. If the area was previously lawn, they will need to seed and mulch with straw.
 - b. If the group cannot cover with bark mulch or seed, the FP&M Grounds Department will do the work and bill the sponsoring department.

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