

How to Apply/Application Process

Applications received through Engage Toledo, Email, or U.S. Mail.

City works

Garden panel is notified and provided with application.

Application is reviewed and approved.

Community Gardens Water Program Application is forwarded to Water Distribution TAP DESK.

Setting Billing Account.

Site visit with Program Coordinator.

End of the year balance, and close program account.

- Tap desk- "Official" City of Toledo Water Service Application is created.
- Tap desk-Service Address for the Tap is established/created in the system.
- Tap desk-Using the Service Address, creates a Tap order and a Meter Setting Inspection Order.
- Tap desk sends the Tap Order electronically to the Tapping & Construction Department for the Tap to be made.
- When Tap is completed, Applicant/Customer calls (419-392-2032 or 567-900-8214) to schedule the Meter Setting Inspection.
- After the Meter Setting Inspection is completed, Applicant/Customer calls customer service (419-245-1800) to set up a Billing Account and to have a Water Meter Installed.



Department of Public Utilities
Community Garden Water
Application

1. Address of Community Garden: _____
Zip Code: _____ Parcel # for the Garden to be Installed: _____
2. Name of Authorized Person/Organization (Agent/Agency) that the Cor Garden Water Service will be placed in: _____
3. Agent or Agency Information:
Address: _____
Telephone Number: _____
Email Address: _____
4. Is this a new Gardening effort, or an already established one? _____
- If a continuation, how many months/years has the Garden been operated by this group? _____
- If a new operation, please explain what motivated the implementation of this project: _____
5. Is this Garden an entrepreneur enterprise? Y or N
If yes, please answer question below, attaching any additional necessary documents:
- Number of people operating the Garden: _____
- Amount of food (lbs) donated to community food pantries, soup kitchen church/community non-profits, etc.: _____
- Local businesses or Markets where produce is sold: _____
6. Is this Garden's *primary purpose* for beautification or food production? (Urban farms, pollinator gardens, produce gardens, community beautification)