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**Re: Snow and Ice Removal Responsibilities at GreenThumb Community Gardens**

Dear GreenThumb Gardener:

Congratulations on another great season at GreenThumb! Together, you have stewarded over 550 community gardens on nearly 100 acres of open space, and volunteered over 1 million hours toward the beautification of our city and the strengthening of our neighborhoods. We at GreenThumb are grateful for your contributions and proud to work alongside you in our collective effort to bring the benefits of community gardens to as many New Yorkers as possible.

I am writing to offer a friendly reminder about snow and ice removal responsibilities at GreenThumb gardens. As a licensee to the space, **the removal of snow and ice from sidewalks following a winter weather event is the responsibility of GreenThumb gardeners.** Keeping pedestrian corridors in front of gardens clear and passable is not only important in keeping members of your community safe, but it's also the law. A failure to clear the sidewalks in front of gardens located on City-owned property is a violation of the GreenThumb license<sup>1</sup> and of the NYC Administrative Code. In addition, the Department of Sanitation requires that snow and ice be removed according to the attached schedule.

Garden maintenance and stewardship reflects on us all as members of the gardening community. I encourage all garden groups to develop a snow removal plan now to insure that they have a process in place to quickly remove snow and ice when it comes. If your garden group would like assistance in developing a plan, please contact your Outreach Coordinator, who will be glad to provide assistance.

When clearing sidewalks, please be sure to dress warmly, take breaks, and not overdo it. To support garden groups in meeting this responsibility, GreenThumb will once again distribute snow shovels, calcium chloride, and ice breakers at the **Fall Supply Distribution on November 4<sup>th</sup>**. Details are included in the attached document.

Thank for your continued dedication to stewarding safe and inviting open spaces throughout New York City. I hope to see you soon.

Sincerely,

William LoSasso  
Director, GreenThumb

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<sup>1</sup> Section C(ii) of the GreenThumb license states that:

*“Upon execution of the License, the Licensee agrees to...keep sidewalks, passageways, and curbs adjacent to and within the Garden clean and free from snow, ice, garbage, debris, and other obstructions.”*



# sanitation

## Snow Removal: Your Responsibilities

### *A Guide for Homeowners, Property Managers, Businesses & Residents*

- Prepare in advance for the snow season by getting the necessary equipment, including a good snow shovel and ice melt or material to help with traction.
- If you live on a private street, get together with your Homeowner Association (HOA) and make sure there is a plan for snow removal.
- Know what is too much for you. Pace yourself when cleaning snow because it can be a physically-intensive and strenuous task. In cases of heavy snowfall, you may want to consider hiring a service or a person to clean the snow from your sidewalk or driveway.
- If you can, look in on and help your neighbors who are elderly, disabled, or otherwise homebound.

#### **Who is responsible for cleaning snow and ice from the sidewalk?**

According to the NYC Administrative Code, every owner, lessee, tenant, occupant or other person having charge of any lot or building must clean snow and ice from the sidewalks adjacent (i.e., in front of, on the side of, in back of) to their properties.

#### **How long do I have to clean the sidewalk?**

If the snow stops falling between:

- 7:00 a.m. and 4:49 p.m. - you must clear within four hours
- 5:00 p.m. and 8:59 p.m. - you must clear within fourteen hours  
*Example: If the snow stops falling at 7:00 p.m., the owner, lessee, tenant, occupant or other person in charge of any lot or building has until 9:00 a.m. the following morning to clear.*
- 9:00 p.m. and 6:59 a.m. - you must clear by 11:00 a.m. the next day

#### **What is the best way to clean snow from the sidewalk?**

Remove snow along the sidewalk adjacent to your property. **Do not** push snow from the sidewalk into the street. Clear the snow from around the fire hydrant if there is one in front of your property. **Do not** cover crosswalks with snow. You should move the snow to your front yard, behind the stoop line, or to the grassy curb strip if one exists.

Where possible, try to clear a path at least four feet wide along the sidewalk. Corner property owners should clear a path to the crosswalk, including any pedestrian ramps, and where the snow has melted and creates a puddle, disperse the water away from the crosswalk. This will help people in wheelchairs, people with children in strollers, students going to school, and individuals with mobility-assistance devices.