

Lumber Request Information

Eligibility & Amounts

- Only GreenThumb garden groups in good standing with up to date registration are eligible.
- Garden groups are eligible to request up to 15 boards of lumber once/year. Each board is 2" x 10" x 8' and is Southern yellow pine.

Process & Timeline

Depending on the time of year, this process can take less time or more time than listed below.

Day of Request	Submit the attached form to GreenThumb staff at workshop attended by garden representative or mail to "NYC Parks - GreenThumb, Arsenal, 830 5 th Avenue, NY NY 10065" or via email at greenthumbinfo@parks.nyc.gov
Up to 3 months after your request	Your GreenThumb Outreach Coordinator (OC) will confirm the garden's eligibility and follow up. Once the OC has gone over the details, the OC will place a work order with GreenThumb Operations. You will be asked about where these materials will go.
6 months after your request	GreenThumb Operations will review this request, confirm truck access to the site and alternate side parking information, and schedule the delivery.
7 months after your request	Delivery date! Please arrange for at least two garden members at the garden to meet the delivery. If the garden group cancels less than 2 days before the delivery or does not appear at the scheduled delivery, they will receive no further deliveries from GreenThumb for one year from the date of the incident.



Standard 2" x 10" x 8' boards of Southern Yellow Pine

Puede solicitar esta información en Español:
greenthumbinfo@parks.nyc.gov



Lumber Delivery Request

1. Only GreenThumb garden groups in good standing with up to date registration are eligible.
2. Green Thumb field staff will confirm and coordinate delivery with vendors and garden representatives.
3. GreenThumb field staff will make final determinations about deliveries.
4. Please note that there must be at least two garden members to meet the delivery.

Garden Name _____

Garden Address _____

Cross Streets _____

Block Number _____ Lot Number(s) _____

Borough _____ Community Board _____

What will you be building with this lumber?

Where will the new structure(s) be located?

(Please be specific to expedite delivery: ex. 4 new beds between gate and weeping willow.)

Would you be interested in picking your lumber up at the GreenThumb compound in Long Island City, Queens? Yes No

Do you have access to a van or truck to move the lumber? Yes No

Who (at least 2 garden members) will be on site to receive the soil delivery?

Name _____ Phone _____

Name _____ Phone _____

Are there any potential obstacles on site (e.g. bus stops, parked cars, light poles, trees, or hydrants)? _____

Has the garden been told they must meet the lumber delivery at the appropriated time or cancel 2 days in advance? **Yes** **No**

Has this information been presented in another language when necessary? **Yes** **No**

Does the garden agree to these terms by signing below? **Yes** **No**

Signature of Garden Representative

Printed Name of Garden Representative

Date _____ Workshop Attended _____

Scan and email form back to greenthumbinfo@parks.nyc.gov or mail to:

NYC Parks - GreenThumb

Arsenal

830 Fifth Avenue

New York, NY 10065