

PALM BEACH COUNTY ADOPT-A-ROAD PROGRAM PACKET

INTRODUCTION

Various groups throughout Palm Beach County (County) have expressed an interest in beautification through litter removal within County rights-of-way. The Adopt-A-Road program was established to allow local groups to enter into an agreements with the County to perform litter removal activities along County roadways that the County has traffic control jurisdiction.

The benefits to both the County and the groups involved are a litter-free and more attractive County. The County recognizes these groups and their efforts through providing and installing roadway signs that display the name of the group that adopted the roadway segment.

The basics of the Palm Beach County Adopt-A-Road program are:

- A community group or business (GROUP) adopts a minimum one (1) mile segment up to a maximum of two (2) mile segment of a County road that the group agrees to remove litter at least four times a year for a two year period.
- The County in return, provides the group with safety training, safety vests, gloves, and trash bags for litter pick up activities.
- The County erects recognition signs on each end of the group's length of County road. The signs identify the group providing the litter removal.
- The County will collect the litterbags for disposal at the end of each clean-up exercise.

Included in this Program Packet for your information and review are:

- I. Adopt-A-Road procedures and renewal for the adopting GROUP
- II. Adopt-A-Road sign policy
- III. An application form that can be detached, filled-out by the GROUP, and sent to the Traffic Division

**If you or your group have any further questions, contact the Traffic Division at:
ENG-TrafficDivision@pbcgov.org or call (561) 684-4030**

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I
A. PROCEDURES

1. GROUPS that wish to adopt a segment of County road right-of-way for litter removal purposes should contact the Department of Engineering and Public Works - Traffic Division (561-684-4030). This Program Packet will be provided to the GROUP. The GROUP should review the Program Packet and decide if the GROUP can comply with the requirements as outlined.

2. If the GROUP decides it wants to adopt a minimum one (1) mile segment but no longer than two (2) miles of County road, the GROUP should fill-out and sign the application included with this Program Packet. Please mail/email the signed application to:

Palm Beach County - Traffic Division
2300 N Jog Road, 3rd Floor
West Palm Beach, FL 33411
ENG-TrafficDivision@pbcgov.org

3. The Department of Engineering and Public Works - Traffic Division (Traffic Division) will review the potential locations proposed by the GROUP to determine if it's the safest location for approval and is available. Roads with curves or narrow right-of-ways beyond the shoulder may not be appropriate. Once a location is agreed upon, an Adopt-A-Road Agreement will be sent to the GROUP for signature. Once the Agreement is signed and the \$200.00 fee (if applicable) is paid, the Traffic Division will schedule a safety orientation for the GROUP.

For-Profit GROUPs that apply for the Adopt-A-Road Program will be charged a \$200.00 cost share fee to help offset program costs.

Non-Profit GROUPs will have the fee waived.

4. During the initial safety orientation, the GROUP will be provided safety equipment by the Traffic Division. The safety equipment consists of safety vests for each member of the participating GROUP (not to exceed 10), gloves, large litterbags, and a Safety Briefing Checklist.

5. Once the Agreement has been signed by both the GROUP and the County, the Traffic Division will coordinate the installation of two (2) recognition signs at the GROUP's litter removal segment.

The signs shall only include the name of the organization. No GROUP logos, trademarks, website addresses, phone numbers, social media contacts, etc. can be included.

6. The GROUP agrees to remove litter along the adopted road segment at least four (4) times a year, for a period of two (2) years. The GROUP will complete and mail/email the Volunteer Sign-In Sheet after each litter removal. Every 6 months, the Construction Coordinator will review the GROUPS' file and follow-up with the GROUP, if needed.

7. During the week prior to each litter removal, the GROUP shall contact the Traffic Division at (561) 684-4030 to schedule a date and time for the pick-up of the litterbags. The GROUP is responsible for holding its own safety briefing prior to each litter removal. The ideal time for the GROUP to remove litter is between the hours of 8:00 a.m. and 2:00 PM on the weekends. Litter removal activities shall be during day time hours and during good weather conditions. Litter removal

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activities are not permitted during peak hours on weekdays. Weekday peak hours are defined as Monday thru Friday, between 6:00 AM and 9:00 AM and between 4:00 PM and 6:00 PM.

- 8. The GROUP and the County may terminate the Agreement at any time upon 30 days written notice. If the Agreement is terminated, the recognition signs will be removed and the road segment will become available to other GROUP applicants.
- 9. The County may terminate the agreement if the GROUP does not perform litter removal activities as required by the Agreement.

B. RENEWAL PROCEDURE

- 1. When the Agreement expires, the GROUP may end or renew their Agreement. The GROUP shall submit a written notice to the Traffic Division indicating their desire to end or renew the Agreement.
- 2. If the GROUP does not renew before expiration of the latest Agreement or submits notice to the Traffic Division to end the Agreement, the recognition signs will be removed and the road segment will be available to other interested GROUPs.
- 3. If the GROUP does request to renew for an additional two year period, and pay the \$200 Adopt-A-Road program fees, the Traffic Division will confirm the renewal and new Agreement expiration date through a written notice to the GROUP. If the group is a non-profit group the \$200 fee will be waived. The GROUP will be entitled to receive new safety equipment to cover the renewal period.

**II
ADOPT-A-ROAD SIGN POLICY**

Recognition signs installed for the groups participating in the Adopt-A-Road Program will conform to the following criteria:

- 1. Only the full name of the group, company/business, or political group will be posted on the recognition sign.
- 2. The Traffic Division will not list the services a group provides, unless it is part of the name.
- 3. The Traffic Division will not list specific locations, addresses, phone numbers, etc. of the group.
- 4. The Traffic Division will not allow any political nor other statements that could be considered controversial to be placed on the signs.

FOR ADDITIONAL PROGRAM INFORMATION, CONTACT THE TRAFFIC DIVISION BY EMAIL ENG-TRAFFICDIVISION@PBCGOV.ORG OR BY PHONE (561) 684-4030.

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**III.
APPLICATION
(Please Type or Print)**

The Traffic Division will work with the adopting group to determine the specific section of County maintained Roadway to be adopted. Roadways that lack sufficient right-of-way and, therefore, pose safety hazards will not be considered.

(Name of Organization)

(Date)

(Mailing Address)

(City, Zip Code)

(President, Chairperson, etc.)

(Group Contact Person)

(Day Phone)

(Mailing Address, if different)

(Evening Phone)

(City, Zip Code)

(Email Address)

of Participants—up to 10: _____

County Maintained Road Section(s) you are interested in adopting:

			Assigned?	
			Yes	No
1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Road Name	From To		
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Road Name	From To		
3.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Road Name	From To		

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