

ADOPT-A-ROAD
APPLICATION/PERMIT



Village of Howard
1336 Cornell Road
Green Bay, WI 54313
Ph: (920) 434-4060
Email:
LWittig@villageofhoward.com

Please complete this form and submit it to the Village of Howard. We prefer that you send your completed form via email. You may also send it via the U.S. Postal Service.

Does your group wish installation of a sponsorship sign? Yes No

Group Name as it should appear on sign. 3 lines with 12 space maximum on each.

Group Name	
Mailing Address	(Area Code) Fax Number (Optional)
City, State, Zip Code	(Area Code) Telephone Number – Daytime
Contact Person Name (First, MI, Last)	(Area Code) Telephone Number – Evening
Contact Email Address	
Mailing Address	Approximate Number of people participating in Each Cleanup
City, State, Zip Code	Number of Times Your Group Plans to Pick up Litter this Year (Min. 2 times)

First enter the road section you want to adopt. Then list alternate sections in order of preference. Contact the Public Works Department to confirm that your segment is available prior to submitting this application.

ROAD NAME	FROM (INTERSECTING STREET)	TO (INTERSECTING STREET)

By electronic signature below, the Group acknowledges the hazardous nature of the work and agrees to the terms and conditions stated on the page attached to this form. The Group understands there are no fees for participating in the program. This permit is valid until such time the Group notifies the Public Works Department of abandonment of their segment

X

Signature of Authorized Group Representative

Date (mm/dd/yyyy)

Title

DO NOT WRITE BELOW THIS LINE

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PERMIT APPROVAL: The Village of Howard approves this permit for the Group to participate in the Adopt-A-Road program for the section identified above. The Group accepts the responsibility of picking up litter on this section of roadway. The Village of Howard reserves the right to modify or cancel this permit at any time. Please notify the Department of Public Works with any group information change.

X

Signature of Authorized Village of Howard Representative

Date (mm/dd/yyyy)

Permit Number

Title

Group Number



ADOPT-A-ROAD PROGRAM TERMS AND CONDITIONS

1. The Group and its members are to be considered as volunteers and not as officers, employees, or agents to The Village of Howard. Any injuries, claims, liabilities, suits or costs arising from Group or Group members' activities relating to this permit shall be the sole responsibility of the Group or its individual members.
2. The Group agrees to indemnify and hold harmless the Village of Howard from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Group.
3. Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Village of Howard for special conditions that may exist on a particular adopted section.
4. The Group agrees to abide by terms and conditions set forth in the Village of Howard Work Plan Form for all local and county roads. The Group agrees to submit a completed work plan and Application before approval to begin. The Village of Howard will then complete and return the approved work plan to the address provided.
5. The Group shall pick up litter a minimum of two times a year between April 1 and November 1. The Group shall not work beyond its section limits.
6. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.
7. The Group shall supply one adult supervisor for every 5 to 6 workers.
8. Each participant shall have reviewed the Adopt-A-Highway Safety Training Video before participation. The Group leader shall review the safety rules with all participants before proceeding to the highway segment.
9. All participants shall be at least 11 years of age or in the 6th grade. No other persons shall be present at the work site.
10. The Group shall work only during daylight hours and in good weather.
11. Both traffic safety signs shall be displayed properly during litter pickup. Groups shall work on only one side of the road at a time.
12. All participants shall wear safety vests.
13. When the Group encounters closed containers or items suspected to be hazardous, these items shall not be touched. Items of serious concern should be noted on the group's cleanup report.
14. The Group shall place filled trash bags at the designated pickup site and shall recycle trash as required by the Village of Howard.
15. The Group shall order required supplies and materials from the Village of Howard.
16. Unused materials and supplies furnished by the Village of Howard may be retained by the Group during the agreement period, but at the end of the period must be returned as instructed by the Village of Howard. If the Group drops from the program, all materials must be returned to the Village of Howard.
17. The Group shall not collect litter during the following holiday periods, Memorial Day extended weekend, July 3-5 and Labor Day extended weekend.
18. Within 24 hours of a collection, the Group shall email or mail the completed Clean-Up Report Form, to the Department of Public Works contact Laurie Wittig at LWittig@villageofhoward.com.
19. The Group shall make arrangements for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be parked at the nearest cross street, if possible, or at least 3 feet from the pavement when parking on a roadway with a gravel shoulder. Vehicles must follow parking restrictions signed along the roadway.
20. The Group may keep any recyclable materials.

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21. Partisan political groups (groups of people with common political opinions and purposes organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.
22. The Group shall notify the Department of abandonment of their segment. This permit is valid until such time the Group notifies the Department of abandonment.
23. The Village of Howard reserves the right to revoke or nullify any permit(s) for any reason it sees fit.

The Department agrees to as follows:

1. Provide safety vests, trash bags, traffic safety signs and a safety instructions.
2. Remove the filled trash bags as soon as possible after the pickup.
3. The Department reserves the right to refuse or revise acronyms of Group names when preparing signs.

Thank you for keeping Howard's roadsides beautiful.