



Group Name Click or tap here to enter text.	Group Email Address	Group Number
Group Contact Name (First, MI, Last)		Group Contact Email Address
Village of Howard Contact Tony Smith		Village of Howard Contact Telephone # 920-664-6543 (Cell)

This work plan is to assure a safe clean-up of the roadway segment that you have adopted. All rules in the Terms and Conditions in the Adopt-A-Road Application/Permit are to be followed except as modified below.

**General Conditions**

1. No more than 20 participants shall be allowed to do clean-up at the same time.
2. Participants shall work facing traffic. Participants may walk with the direction of traffic when they are along the fence line or at least 15 feet from the paved edge if there is no fence line on rural roadways.
3. On roadways with curb and gutter/sidewalks, you may cross traffic at intersections crosswalks. Only adults (18 or older) may pick up litter next to the curb and in the gutter pan. Otherwise stay 3 feet off the edge of the road. Do not pick up any trash in the medians or in the travel lanes.
4. The group leader shall report any accidents or other safety problems that occur while the group is cleaning its segment. The Village of Howard contact name and telephone number is listed above. Violation of Adopt-A-Road safety rules may be grounds for removal from the program.

**Site Specific Conditions and Layout plan as written and prepared by Village of Howard Representative (See Attachments)**

5. Installation of person-working cautionary signs - show how signs and the locations will be installed and removed without interrupting traffic.
6. Parking - Parking on or along roadway may not be allowable.
7. Participants walking plan – Walk facing traffic, walk with traffic only when away from roadside, walk back to vehicles or be picked up at a site not by the roadway.
8. Other special conditions – bridges, tunnels, overpasses, other structures, steep inclines, wet areas – to deal with.
9. Map of area showing parking, walking plan and other special conditions.

ADOPT-A-ROAD  
WORK PLAN



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

The group leader shall talk with a Village of Howard representative so that the work plan is understood. Prior to clean-up, the leader shall brief members about the plan.

By electronic signature below, the Group agrees to the work plan above. Please send your signed work plan to the Village of Howard, Department of Public Works at [LWittig@villageofhoward.com](mailto:LWittig@villageofhoward.com).

**X**

\_\_\_\_\_  
Signature of Authorized Group Representative (Must be 18 Year or older)

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Title