

**PALM BEACH COUNTY  
ADOPT-A-ROAD PROGRAM  
PROCEDURES**

**GROUPS**

**STEP 1** GROUPS that wish to adopt a one (1) mile segment of County road right-of-way for litter removal purposes should contact the Special Projects Coordinator, Department of Engineering and Public Works at (561) 684-4018.

**STEP 2** A letter of acknowledgement and a program booklet describing the program will be mailed to the GROUP. The GROUP should review the program booklet and decide if the GROUP can comply with the requirements outlined in the booklet. If the GROUP decides that it wants to adopt a one mile segment of County road, the GROUP should fill out and sign the application included with the program booklet. Mail the application to the address shown on the application.

**STEP 3** The Department of Engineering and Public Works will review the potential locations proposed by the GROUP and determine the safest location for the GROUP to conduct a litter pick-up. Once a location is agreed upon, an Adopt-A-Road agreement will be sent to the GROUP for the signature of their representative. At the same time, the Engineering Department's Special Project Coordinator will schedule a safety orientation for the GROUP.

**STEP 4** Safety equipment will be loaned to the GROUP at the initial safety orientation. The safety equipment will consist of orange vests for each member of the participating GROUP, two (2) large portable roadside safety signs, large litter bags and safety briefing checklists.

**STEP 5** During the week prior to each litter pick-up, a representative of the GROUP shall call the DEPARTMENT's Special Projects Coordinator at (561) 684-4018 to schedule litter disposal. The GROUP is responsible for holding its own safety briefing prior to each litter pick-up. The ideal time for the GROUP to pick up litter is between the hours of 8:00 a.m. and 2:00 p.m.

**STEP 6** The GROUP agrees to pick up litter along the GROUP's adopted segment of road at least four (4) times a year for a period of two (2) years.

**STEP 7** The GROUP will receive an initial safety orientation, safety equipment, litter bags, litter removal services and recognition signs to identify their road segment.

## **GROUPS (Continued)**

**STEP 8** FOR-PROFIT GROUPS that apply for the Adopt-A-Road program after September 30, 1991 will be charged a \$100.00 cost share fee to help defray program costs. NON-PROFIT GROUPS will have the fee waived.

### **THE DEPARTMENT OF ENGINEERING AND PUBLIC WORKS**

**STEP 1** The DEPARTMENT will respond to inquiries regarding the Adopt-A-Road program by sending the interested person a copy of the program booklet and an acknowledgement letter. The Special Projects Coordinator will ensure that all inquiries about the program receive a program booklet and acknowledgement letter.

**STEP 2** The Special Projects Coordinator will receive and process applications from GROUPS wishing to adopt a segment of County road for litter removal purposes. The proposed litter pickup locations will be reviewed with a member of the Traffic Division to determine the safest location for the litter control operation. Roads with curves or narrow rights-of-way beyond the shoulder are not appropriate. The safest location will be assigned to the group.

**STEP 3** An Adopt-A-Road agreement will be sent to the GROUP for their signature. A time and date will be coordinated with the GROUP for an initial safety orientation. The safety orientation will be provided by the Department of Engineering and Public Works. Safety equipment will be loaned to the GROUP and provided at the safety orientation.

**STEP 4** When the Adopt-A-Road agreement is signed by the DEPARTMENT, the Special Projects Coordinator will coordinate with Traffic Operations and have them install two (2) recognition signs at the GROUP's litter pick-up site.

**STEP 5** The Road and Bridge Division will be responsible for picking up the bagged litter at the GROUP's designated litter pick up site. The GROUP will be responsible for coordinating the litter pick up site. The GROUP will be responsible for coordinating the litter pick up date and time with the DEPARTMENT's Special Projects Coordinator at (561) 684-4018.

**STEP 6** The Special Projects Coordinator will be responsible for contracting the GROUP after the litter pick up to determine the number of litter bags collected for informational purposes.

**STEP 7** When a GROUP terminates the agreement or does not pick up litter along the adopted road for a period of six months, the DEPARTMENT will recover the safety equipment loaned to the GROUP and remove the GROUP's recognition signs. The vacated segment of road will then be made available to other adopting groups.

## **ENGINEERING (Continued)**

**STEP 8**      Fees collected from the For-Profit Groups who apply for the Adopt A-Road program will be given to the cashier of the Fiscal Management Division for deposit in the County General Fund.