

# **PALM BEACH COUNTY ADOPT-A-ROAD PROGRAM PACKET**

## **INTRODUCTION**

Various individuals and corporations (Group) throughout Palm Beach County (County) have expressed an interest in beautification through litter removal within County rights-of-way. By direction of the Board of County Commissioners, the focus on such an effort is an Adopt-A-Road program coordinated and directed by the Department of Engineering and Public Works.

The benefits to both the County and the Group involved are a litter-free and more attractive County and recognition for the group through the signs and associated publicity.

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

- A 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 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 Adopt-A-Road Program packet (Program Packet) for your review is:

- 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 your Group or you have any further questions, contact the Traffic Division at:  
ENG-TrafficDivision@pbc.gov or call (561) 684-4030**

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**I**

**A. PROCEDURES**

1. Groups that wish to adopt a one (1) mile 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 complete 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 will review the potential locations proposed by the Group for safety concerns and availability. Roads with curves or narrow right-of-ways beyond the shoulder may not be appropriate.
4. Once a location has been determined and approved, an Adopt-A-Road Agreement (Agreement) with Attachments A, B and C will be sent to the Group for review and signatures. Please note that Attachment C must be signed and notarized. **If the Group is a corporation, then a corporate member, as listed on the Secretary of State's Sunbiz.org website, must sign all necessary forms.** Group shall provide a copy of the corporation's Sunbiz.org listing. Once the executed Agreement and Attachments are received and the \$275 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 \$275 cost share fee to help offset program costs.

**Non-Profit Groups** will have the fee waived.

5. 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.
6. 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.***

7. 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. The Group may also elect to mail/email photos of their clean-up efforts to be posted to the Engineering and Public Works' social media platforms. Every 6 months, the Technical Assistant III will review each Group's file and follow-up with the GROUP, if needed.

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**8.** 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 AM and 2:00 PM on the weekends. Litter removal activities shall be during day time hours and during good weather conditions. Litter removal 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.

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

### **B. RENEWAL PROCEDURE**

**1.** The Group will receive a renewal notice and Program Packet via email or mail approximately two (2) months before the current Agreement expires.

**2.** The Group may renew the Agreement by executing a new Agreement and paying the Adopt-A- Road Agreement fee, if applicable. Non-profit groups will have the fee waived.

**3.** The Group will be entitled to receive new safety equipment to cover the renewal period.

**4.** 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.

## **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@PBC.GOV](mailto:ENG-TRAFFICDIVISION@PBC.GOV) 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 Roadway to be adopted. Roadways that lack sufficient right-of-way and pose safety hazards will not be considered.

\_\_\_\_\_  
(Name of Individual or Corporation as will be shown on Agreement)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, Zip Code)

\_\_\_\_\_  
(Name of President or Chairperson)

\_\_\_\_\_  
(President or Chairperson's Phone #)

\_\_\_\_\_  
(Name of Group's Contact Person)

\_\_\_\_\_  
(Group's Contact Person's Phone #)

\_\_\_\_\_  
(Mailing Address of Group's Contact Person, if different from Organization)

\_\_\_\_\_  
(City, Zip Code)

\_\_\_\_\_  
(Email Address of Group's Contact Person)

**Check if NON-PROFIT**

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

**Approved?  
(Office Use Only)**

- |    |           |       |       |  |                          |                          |
|----|-----------|-------|-------|--|--------------------------|--------------------------|
| 1. | _____     | _____ | _____ |  |                          |                          |
|    | Road Name | From  | To    |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | _____     | _____ | _____ |  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Road Name | From  | To    |  |                          |                          |
| 3. | _____     | _____ | _____ |  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Road Name | From  | To    |  |                          |                          |

**# of Participants – up to 10:** \_\_\_\_\_

Mail or email this form to: **Palm Beach County - Traffic Division**  
2300 N Jog Road, 3<sup>rd</sup> Floor West Palm Beach, FL 33411  
[ENG-TrafficDivision@pbc.gov](mailto:ENG-TrafficDivision@pbc.gov)

<b>Office Use Only:</b>	<p>Section 1: _____</p> <p>Section 2: _____</p> <p>Section 3: _____</p> <p>Reviewed by: _____ Title: _____ Date: _____</p> <p>Approved by: _____ Title: _____ Date: _____</p>
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