ADOPT-A-PLANTER PROGRAM

The City of Petersburg encourage businesses to consider adopting a planter in the Downtown area. By working together, we can greatly enhance the City’s appearance for businesses, residents and visitors.

Answers to the most frequently asked questions about the program are listed below. Please contact the City of Petersburg Public Works Department at (804) 733-2300 ext. 2533 for additional information.

What Is the Purpose of the Program?
The Adopt-a-Planter Program was established to enhance the appearance of Downtown Petersburg.

Who Can Adopt-a-Planter?
Downtown businesses are encouraged to adopt the planters.

What is the Sponsor’s Responsibility?
It is the responsibility of the sponsor to care for the adopted planter, including the purchase and placement of plants, weeding, fertilizing, mulching, and watering as necessary. The sponsor is also responsible for the removal of litter and garbage around the planter.

What is the Adoption Term Commitment?
The sponsorship agreement is for a 24-month period, which may be extended if the City of Petersburg determines the appearance of the planter has improved the quality of the environment.

What Plants Should Be Placed in the Planter?
A list of 17 best suited plants is located in the Adopt-a-Planter packet. Any other types of plants need to be approved by the City.

Which Planters Are Available for Adoption?
Contact Public Works for a complete list of available planters.

Are You Interested in Adopting a Planter?
Please contact Public Works for additional information on the Adopt-a-Planter program, including a list guidelines, suggested plant materials, and an application. All applications are subject to approval by the Director of Public Works and Utilities.
The City of Petersburg Adopt-a-Planter Program establishes a partnership between businesses and the City of Petersburg, by working together in the efforts to beautify, protect and improve the City’s aesthetics.

**SPONSOR DUTIES AND RESPONSIBILITIES**

Through an adoption, Sponsors have the responsibility of purchasing, installing and maintaining plant and landscaping materials in the planter as stipulated in the agreement between the Sponsor and the City of Petersburg according to the following guidelines:

1. **Only Sponsors approved by the City may Adopt-a-Planter.** Participants must have an approved application on file through the City of Petersburg. Businesses can adopt up to two (2) planters per business to be placed in front of their business. Each application is subject to an approval process; acceptance is not guaranteed.

2. Planter Sponsors will enter into an agreement with the City of Petersburg for a 24-month period. This period may be extended if the appearance of the planter has improved the quality of the environment as determined by the City. If the planter does not meet approval, the City reserves the right to terminate Planter Sponsorship and remove the planter.

3. Planter Sponsors commit to maintaining the planter so the contents are consistently attractive throughout all seasons of the year. Maintenance responsibilities include: weeding the adopted planter, cleaning up garbage and litter around the adopted planter, watering the planter weekly and more during extreme summer heat, and removing green waste such as leaves and weeds.

4. Planter Sponsors are responsible for providing adult supervision for participants who are seventeen (17) and under.

5. Planter Sponsors are responsible for ensuring all guidelines are followed in the maintenance of the planter.

6. If the Planter Sponsor makes any changes, such as: address, telephone number, and/or contact person, it is his/her responsibility to notify the City of Petersburg, in a timely manner, with the updated information.

7. If the Planter Sponsor is no longer able to maintain the Planter, it is his/her responsibility to notify the Public Works Department, in a timely manner, with the updated information.
CITY OF PETERSBURG
103 W Tabb St. Petersburg, VA
Phone (804) 733-2300 EXT. 2533 Fax (804) 732-2030 www.petersburgva.gov

CITY OF PETERSBURG DUTIES AND RESPONSIBILITIES

1. The City of Petersburg shall be responsible for placing planters within the City Right of Way in the Downtown Area and throughout the city after Sponsor agreements are executed.

2. The City of Petersburg shall be responsible for removing planters that are not being maintained by Sponsors in accordance with the Adopt-a-Planter Agreement.

3. The city of Petersburg shall be responsible for removing planters that have been severely damaged or vandalized, and when possible repair or replace the planter. Adopters will be notified by the City of Petersburg prior to removal that their planter will be removed.

4. The City of Petersburg will provide the “fill dirt” (not topsoil) for the planters.

The safety of all Sponsors and Helpers working on planters is very important to all parties and it is highly recommended the safety precautions listed below be observed.

SAFETY

- Sponsors should have water and a safety kit available at all times.
- Participants should wear appropriate clothing, i.e., bright clothes and hard-soled shoes.
- Where possible, work should be performed from a minimum of two (2) feet from the pavement. Work is not to be performed from the road surface.
- Horseplay is strictly forbidden.
- Maintenance of planters should be performed only during daylight hours.
- The Planter Sponsor shall have a copy of all the information, telephone numbers and safety guidelines provided to all participants.

CITY CONTACT
Janell D. Sinclair, Acting Administrative Services Manager
(804) 733-2300 ext. 2533 jsinclair@petersburg-va.org
ADOPT-A-PLANTER PROGRAM

SUGGESTED PLANT MATERIALS

<table>
<thead>
<tr>
<th>FULL SUN</th>
<th>PARTIAL SUN</th>
<th>SHADY</th>
<th>FALL/WINTER</th>
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<tbody>
<tr>
<td>Ageratum</td>
<td>Ageratum</td>
<td>Browallia</td>
<td>Pansies</td>
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<td>Begonias</td>
<td>Begonias</td>
<td>Coleus</td>
<td>Violas</td>
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<tr>
<td>Coleus</td>
<td>Coleus</td>
<td>Impatiens</td>
<td>Ornamental Cabbage</td>
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<td>Dusty Miller</td>
<td>Dusty Miller</td>
<td>Spikes</td>
<td>Cyclamen</td>
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<tr>
<td>Forget-Me-Not</td>
<td>Forget-Me-Not</td>
<td>Torenia</td>
<td>Snapdragon</td>
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<tr>
<td>Margolds</td>
<td>Pansies</td>
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<td>Ornamental Grasses</td>
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<td>Pansies</td>
<td>Salvia</td>
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<tr>
<td>Petunias</td>
<td>Spikes</td>
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<tr>
<td>Rudbeckia</td>
<td>Sweet Alysum</td>
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<td>Salvia</td>
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<td>Sweet Alysum</td>
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<td>Zinnia</td>
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*It is always a good idea to read the container tag or ask a nursery professional to make sure your selections are appropriate for your planting conditions.*
ADOPT-A-PLANTER AGREEMENT

Planter No. ________________________  Planter Location ____________________________

To enhance the environment and appearance of the City of Petersburg, __________________ requests permission to become a Planter Sponsor and participate in the Adopt-a-Planter program. By this agreement between the City of Petersburg and ______________________________, known as the Planter Sponsor, the right to maintain a planter is granted as described below:

1. Planter will be maintained under and in accordance with the City of Petersburg’s Adopt-a-Planter conditions attached to this agreement and incorporated herein by reference.

2. The Planter Sponsor shall abide by all regulations relating to the maintenance, safety, and all other conditions as required by the City regulations for the Adopt-a-Planter program.

3. It is expressly stipulated that this agreement is a license for permissive use only.

4. The Planter Sponsor agrees that the City of Petersburg may terminate this agreement at any time the Planter Sponsor does not comply with the conditions in this agreement or at any time the City determines the work is unsafe or causes conflict with traffic. The City of Petersburg reserves the right to revise or discontinue this program at any time.

5. As to all relationships with the City of Petersburg, the Planter Sponsor and all persons performing work under this agreement shall at all times and for all purposes be independent contractors and not employees. The Planter Sponsor performing work under this agreement shall have no claim to workers’ compensation or other employee rights or privileges granted to City of Petersburg employees by operation of law or by the City of Petersburg.

________________________  __________________________  __________________
Planter Sponsor Name  Address  Phone

________________________  __________________________  __________________
Contact Name  Address  Phone

Signature

Permission is granted to perform the work as described in so far as the City of Petersburg has the authority to grant such rights by agreement.

________________________  __________________________
Director of Public Works and Utilities  Date of Agreement