



**CITY OF PETERSBURG  
DEPARTMENT OF PUBLIC WORKS**

**Program Information**

**Background**

The Virginia Department of Environmental Quality offers funds for litter prevention and recycling grants to localities under a non-competitive grant program based on population and road miles. These grants have been awarded annually, since 1980, to localities for local litter prevention and recycling program implementation, continuation, and/or expansion. In 2017, \$1,812,330 was disbursed among 190 applicants (representing 309 local government programs). Since 1981, Virginia businesses, who pay into a trust fund, have contributed over \$59M to the fund to support local government litter control and recycling programs.

**Initiative**

The City of Petersburg, Department of Public Works, applies and receives this grant annually. The Department of Public Works recognizes that our citizens have a desire to contribute to making our City a litter and trash free community. By working together on this initiative, we will be able to reduce litter and the accumulation of trash that continues to be a problem due to the carelessness of those who live, work, and visit our city. This program is intended for organizations that want to take part on a regular basis to monitor and maintain a specific spot, street, or block of the city.



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**Supplies**

The City offers supplies including trash bags, gloves, and safety vests. Funding for this program is strictly from the grant received. Funding is on a first come, first served basis.

Participants are encouraged to return the supplies or keep them for future clean up events. This effort will aid in making sure that all willing participants can be afforded supplies. Groups are encouraged to adopt as large an area that is manageable based on the number of volunteers in their organization committed to the task.

**Recognition**

Participating organizations will be recognized for their contribution through the placement of two (2) Adopt-a-Block, Adopt-a-Street, or Adopt-a-Spot signs installed at either end of the street/area the group agrees to “adopt.” The organization will also be publicly recognized annually by the Mayor at a City Council meeting.



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**Application Guidelines**

**A. General**

- ❖ All applications submitted **MUST** contain the exact location of the spot, street, or block and meet the requirements below.
- ❖ Participants should **CALL** Street Operations at 804.733.2415 for a current listing of priority streets, spots, and blocks available for adoption.
- ❖ Resources offered below are available to help with identification and location of the desired area. Please highlight the streets or spots.

**B. Requirements**

- ❖ Standard length of **STREET**: **1** mile or greater
- ❖ Standard **SPOT** requirements: Centrally located in an area of **high visibility**
- ❖ Standard **BLOCK** requirements: A minimum of **1** block (4 streets)

**C. Resources**

- ❖ City Geographic Information System (GIS)  
<https://parcelviewer.geodecisions.com/Petersburg/Account/Logon>



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**Adopt-A-Street Application**

**DATE:** \_\_\_\_\_

In order to enhance the appearance of the roadsides, we request permission to:

**A. Adopt-A-Street**

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **TOTALING** \_\_\_\_\_ **MILES.**

**B. Checklist**

- Called Street Operations for listing of priority streets
- Attached map and highlighted street
- Street is at least 1 mile
- Have read and agree to Policies & Procedures, Frequently Asked Questions, & Safety Tips

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**Your Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title (If Applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Director of Public Works



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**Adopt-A-Spot Application**

**DATE:** \_\_\_\_\_

In order to enhance the appearance of the roadsides, we request permission to:

**A. Adopt-A-Spot**

**SPOT LOCATION:** \_\_\_\_\_

**ADJACENT STREET 1:** \_\_\_\_\_

**ADJACENT STREET 2:** \_\_\_\_\_

**B. Checklist**

- Called Street Operations for listing of priority spots
- Attached map and highlighted spot
- Spot is in a high visibility area
- Have read and agree to Policies & Procedures, Frequently Asked Questions, & Safety Tips

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**Your Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title (If Applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Director of Public Works



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**Adopt-A-Block Application**

**DATE:** \_\_\_\_\_

In order to enhance the appearance of the roadsides, we request permission to:

**A. Adopt-A-Block**

**BLOCK LOCATION:** \_\_\_\_\_

**STREET 1:** \_\_\_\_\_

**STREET 2:** \_\_\_\_\_

**STREET 3:** \_\_\_\_\_

**STREET 4:** \_\_\_\_\_

**B. Checklist**

- Called Street Operations for listing of priority blocks
- Attached map and highlighted spot
- Block includes at least 4 streets
- Have read and agree to Policies & Procedures, Frequently Asked Questions, & Safety Tips

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**Your Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title (If Applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Director of Public Works



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**Policies and Procedures**

1. The organization shall identify a representative(s) to serve as a primary contact person.
2. The organization will complete the “Application” relating to the specific adoption.
3. The organization will complete two (2) cleanups and submit the “Activity Form” before sign installation.
4. The organization will complete the “Sign Request” form.
5. The organization will provide the City with the dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the City to alert police and other City officials about the activity.
6. The City will supply gloves, bags, and safety vests for participants as funding is available. Since this is an ongoing effort and funded by a grant, the organization is encouraged to reuse gloves and vests as much as possible.
7. The City will identify with the organization specific locations where bagged litter will be placed for the City to promptly collect and dispose of it after each collection event.  
  
Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the City weekly residential trash collection program or at the organization or participant’s place of business.



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8. Participants must follow the guidelines listed on the “Safety Guidelines.” The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Safety of volunteers is crucial.
9. Reporting volunteer hours and the amount of material collected is a key part of measuring success. Not only does the City track results, but these accomplishments are also reported to the state as part of the requirement for receiving the grant.
10. Participants are required to adopt for a minimum of two (2) years. Litter pick up will be done on both sides of the roadway four (4) times a year, more often if necessary. Participants are encouraged to schedule two (2) of their four (4) pick ups in April and October to coincide with statewide litter control cleanups and recycling month.
11. The City recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the City and update the records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify the City’s Program Coordinator and the agreement will be terminated.
12. Local community organizations such as civic, social or school groups and businesses will be allowed to adopt, as well as individuals 18 years or older. Groups with members less than 15 years old must be supervised by adults 18 years or older. There must be one (1) adult per eight (8) or fewer members. Each team should stay on one side of the road facing the traffic.



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13. The adopting group, business, or individual shall be responsible for obtaining and paying for the signs, if the City cannot obtain funding. The City will install them and perform routine maintenance, although if a sign is damaged it will be the responsibility of the adopting organization to purchase the replacement material.
14. The City of Petersburg reserves the right to revise these terms as needed and deny adoption. The adopting organization/individual will receive a copy of the completed agreement, the safety tips, program conditions and the activity reporting form upon request.



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**Frequently Asked Questions**

**What are the responsibilities of an adopting organization/individual?**

- The organization/individual agrees to maintain the spot/street through litter control.
- The organization agrees to maintain the grass cutting to meet city code requirements.
- The organization/individual may choose to beautify the spot/street by planting trees, shrubs or gardens.
  - The organization must provide a map with the locations of expected planting clearly marked with the name of the plant. The map must be approved before any planting can be performed.
- Coordinate regular cleanups to maintain a litter-free site.
- Participants will be required to adopt for a minimum of two (2) years, with at least four (4) cleanups per year.
- Participants should hold at least two (2) meetings a year to review safety and other guidelines. Meetings should be recorded with written minutes and an attendance sign in sheet. These documents should be forwarded to the Program Coordinator to be kept on file.
- Participants are encouraged to separate and recycle appropriate materials for their benefit.
- After each cleanup, adopting individuals/organizations must file an activity report detailing the number of people involved, number of bags of litter picked up, how many bags of recyclable material were separated out of the litter and debris, and the hours spent



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on the cleanup activity. Printed forms can be provided by the Program Coordinator.

Activity forms are also available online at:

<http://petersburgva.gov/index.aspx?NID=434>

**What are the responsibilities of the City of Petersburg?**

- The City will supply the participants with safety information and plastic trash bags. The materials can be picked up from the Street Operations Office located at 800 Arlington St. during normal work hours the week before the scheduled cleanup.
- Provide assistance to remove debris collected at the adopted site.
- Furnish appropriate forms for activity reports.

**How the Adopt-A-Street/Adopt-A-Spot agreement can be terminated?**

- The participating group or individual interferes with traffic.
- The participating group or individual is considered unsafe.
- There is clear notice of inadequate litter control or is inconsistent with the Adopt-A-Street Program.



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**Safety Tips**

**Do Not:**

- Horse around or distract workers.
- Participate in a clean up if using drugs or alcohol.
- Exert yourself.
- Pick up litter on construction sites.
- Pick up hazardous materials. Please contact your local Fire Department or Public Works Department to report the presence of the materials.
- Pick up litter during peak traffic times, if the designated area is a street.
- Use power tools such as lawn mowers, tractors, chain saws, etc.

**Do:**

- Wear an orange/yellow safety vest if involved in the cleanup.
- Do wear light and bright colored protective clothing, as well as hard-soled shoes and work gloves. Sandals and open toe shoes should not be worn.
- Work only during daylight hours and good weather.
- Provide adult supervision for group member less than 15 years of age.
- Contact the Program Coordinator for any questions or concerns.

**PLEASE FOLLOW THESE TIPS TO BE SURE YOUR LITTER PICKUP IS A SAFE ONE.**



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**Activity Form**

After Each Cleanup Activity Submit This Form and Return It To:

City of Petersburg  
Department of Public Works  
1340 E. Washington Street  
Petersburg, Virginia 23803  
Office: (804) 733-2415 x2523

Completed forms can also be emailed to [draigns@petersburg-va.org](mailto:draigns@petersburg-va.org)

Adopting Organization/Individual \_\_\_\_\_

Adopted Location \_\_\_\_\_  
(Address or Location)

Cleanup Date \_\_\_\_\_

Number of People Involved \_\_\_\_\_

Total Number of Hours \_\_\_\_\_

Total Number of Bags of Litter \_\_\_\_\_

**Recyclable Materials Collected:**

(Example): # Of Bags 4 Pounds 20 (if known) Recycled Yes or No

**Aluminum:**

# Of Bags \_\_\_\_\_ Pounds \_\_\_\_\_ Recycled \_\_\_\_\_

**Glass:**

# Of Bags \_\_\_\_\_ Pounds \_\_\_\_\_ Recycled \_\_\_\_\_

**Paper:**

# Of Bags \_\_\_\_\_ Pounds \_\_\_\_\_ Recycled \_\_\_\_\_



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**Plastic:**  
# Of Bags \_\_\_\_\_ Pounds \_\_\_\_\_ Recycled \_\_\_\_\_

**Other:**  
# Of Bags \_\_\_\_\_ Pounds \_\_\_\_\_ Recycled \_\_\_\_\_

**Totals:**  
\_\_\_\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Sign Request Form**

**A. Checklist**

Submitted two (2) "Activity Forms"

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Your Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name to appear on sign \_\_\_\_\_

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Grant Coordinator

**B. What Happens Next**

- ❖ Two (2) signs will be placed with the perimeter of the adopted section. One (1) sign will be placed if it relates to an adopted spot.
- ❖ The first sign will be a hinged, diamond shaped sign with the message, "Clean-Up Crew Working." When this sign is folded up, the back will display an anti-litter decal.
  - The participants will be responsible for opening this sign before starting the pickup and closing it after the completion of the pickup.
- ❖ The second sign will display the "Adopt-A-Street, Block, or Spot" message with the name of the adopting group, business, or individual.
- ❖ Only the name of the adopting group, business, or individual will be displayed on this sign.
- ❖ No slogans, logos, advertisements, or phrases will be allowed.
- ❖ These signs will be the only ones used to promote this program.