

Adopt-A-Spot/Street Program

Information Packet: Introduction

City of Petersburg
Department of Planning and Community Development
City Hall – Room 304
135 N. Union Street
Petersburg, Virginia 23803

Phone: 804.733.2308 Fax: 804.863.2772

Dear Petersburg Citizen:

The Departments of Planning/CD and Public Works are the points of technical assistance and resources to support Adopt-A-Spot/Street projects to help overcome the litter and beautification issues in our city. Adopt-A-Spot/Street is a litter control and cleanup program which encourages citizens and organizations to demonstrate their commitment to the environment of the City of Petersburg. This program has been tailored for citizens and organizations who desire to contribute to the beautification and maintenance of the City and fulfill a variety of community service project requirements.

Included in this packet is information detailing the requirements of the Adopt-A-Spot program. Please review the material and if you or an organization you represent are interested in participating, please fill out and return the program agreement to this office. We will process the agreement and return it to you as well as order the sign(s).

Thank you for your commitment to the environment of the City of Petersburg. This is a very worthwhile program and your support is greatly appreciated.

Sincerely,



Leonard A. Muse

Acting Litter Prevention Program Coordinator

Adopt-A-Spot/Street Program

Please review and complete this agreement and submit it to:

City of Petersburg
Department of Planning and Community Development
Litter Prevention Program
City Hall – Room 304
135 N. Union Street
Petersburg, Virginia 23803

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Information Packet: **Agreement**

In order to enhance the environment and the appearance of our community, the undersigned adopting individual or organization requests permission to Adopt-A-Spot/Street at the following location (address or boundary description):

Said work to be performed under and in accordance with the City of Petersburg terms attached hereto and incorporated herein by reference.

Applicants/adopting organizations with whom agreements are signed shall at all times indemnify and save harmless the City of Petersburg, all employees, agents, and officers of the City, from responsibility, damage, or liability arising from the exercise of the Privileges granted under this agreement.

This agreement may be terminated by the City of Petersburg at any time the adopting individual/organization does not comply with this agreement or at any time the adopting individual's/organization's work effort is considered unsafe. The City of Petersburg reserves the right to revise or discontinue this program at any time.

Adopting Individual or organization:

Name (print or type): _____

Signature: _____

Title: _____

Address:

Telephone:

Adopt-A-Spot/Street Sign(s):

As part of the Adopt-A-Spot/Street program, the City of Petersburg will provide a maximum of two signs which the adopting organization or individual, in coordination with the City of Petersburg, must erect at the adopted spot or along the adopted street.

Please provide (print) the exact name of the organization or person to appear on the sign:

This agreement form has been reviewed and is recommended to the Director of Public Works for final authorization.

Litter Prevention Program Coordinator

Date

The undersigned, Director of Public Works or his/her official designee, has the legal authority for the property location named in the aforementioned agreement to hereby give permission for the adopting organization/individual identified above to be involved with and designated in the Adopt-A-Spot/Street Program.

Director of Public Works

Date

Adopt-A-Spot/Street Program

Beautification Program Guidelines

Please review these guidelines and follow the listed steps for creating a new **Beautification Project**.

Steps for creating new Adopt-A-Spot Beautification Projects:

1. Adopting organization/individual submits a sketch of the planting plan, along with the completed Agreement document. The planting plan should:
 - Clearly identify the location of the proposed project;
 - List plant species you wish to use;
 - Provide a detailed planting and soil preparation schedule;
 - Provide a detailed maintenance program/schedule;
 - Include a detailed illustration of the planting plan.
2. City staff will review the plan, taking into consideration a number of factors, including traffic impact, public safety, suitability of proposed planting material, maintenance requirements. If the City staff has changes or suggestions, they will be shared with you and the City staff will work with you to alter the plan, if deemed necessary.
3. A notice to proceed with the agreed upon plan will be provided, from the Litter Prevention Program Coordinator, upon review and approval from the Department of Public Works and the Department of Planning/CD.

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Information Packet: Program Conditions

1. The Adopt-A-Spot/Street Agreement must be approved by the City of Petersburg prior to the commencement of any activities.
2. If there is a question of safety or health, the proposed adoption will not be approved by the City of Petersburg.
3. Any local community organization, business or individual (18 years or older) may be allowed to adopt a spot/street. However, the City of Petersburg reserves the right to deny adoption requests for signs or other supportive program material for any reason whatsoever.
4. The Agreement form provided by the City of Petersburg must be used as written. If necessary, write "see attached" on the agreement form and on a separate page write an addendum of terms covering additional concerns. The adopting organization/individual must sign the addendum page, as well as the agreement form.
5. Participants are required to adopt for a minimum of two (2) years, with a minimum of four (4) cleanups per year.
6. Organization members less than 15 years of age must be supervised by an adult. Large groups should be divided into teams of eight or fewer members.
7. Participants must hold at least two (2) meetings a year to review safety and other guidelines. No participants should be involved in a litter cleanup unless they have attended at least one such safety meeting. Safety meetings may occur immediately prior to an activity. Participants should document such meetings and provide assurances to the program coordinator that such meetings have been held.
8. The Litter Prevention program Coordinator will work with participants to supply safety information and trash bags and safety vests if the cleanup involves a street. The materials will be distributed by the Coordinator prior to the cleanup.
9. The Coordinator will assist in scheduling the disposal of filled trash bags and pick-up of debris

with the Public Works Director.

10. Participants will be encouraged to separate and recycle appropriate materials for their benefit.
11. A sign or signs noting the program "Adopt-A-Spot" and the participant's name will be provided for installation in the cleanup area. Signs will be made according to specifications and art work supplied by the City of Petersburg.
12. After each cleanup, adopting organizations must file an activity report detailing the number of people involved, number of bags of litter picked up, how many bags of recyclable materials were picked up and hours spent. Printed forms will be provided by the Coordinator. Completed forms must be delivered to the Coordinator.
13. Adopting organizations/individuals will be encouraged to schedule to of their four cleanup activities in April and October to coincide with statewide litter control cleanups and Recycling Month.
14. The City of Petersburg reserves the right to revise these terms as needed. The adopting organization/individual will receive a copy of the completed agreement, the safety tips, program conditions and the activity reporting form.

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Information Packet: Program Guidelines/Safety Tips

Do:

1. Do wear an orange safety vest if involved in a street cleanup.
2. Do wear light or bright colored protective clothing, as well as hard soled shoed and work gloves. Sandals or open toe shoes should not be worn.
3. Do work only during daylight hours and good weather.
4. Do provide adult supervision for group members less than 15 years of age.

Do Not:

1. Do not horse around or distract workers.
2. Do not participate in a cleanup if using drugs or alcohol.
3. Do not exert yourself.
4. Do not pick up litter on construction sites.
5. Do not pick up any hazardous materials. Contact your local Fire Department or Public Works Department to report the presence of the materials.
6. Do not pick up litter during peak traffic times, if the designated area is a street.
7. Do not use power tools such as lawn mowers, tractors, chain saws, etc.

Adopt-A-Spot/Street Program

Information Packet: Activity Form

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Adopt-A-Spot/Street Activity Form

Submit After Each Cleanup Activity

Please complete this form and return it to:

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Litter Prevention program Coordinator
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Adopting organization/Individual: _____

Adopted Spot/Street: _____
(Address or Location)

Cleanup Date: _____

Number of People Involved: _____

Total Number of Hours: _____

Total Number of Bags of Litter: _____

Recyclable Materials Collected:

	# of Bags	Pounds (if known)	Recycled		
			Yes	No	
Aluminum	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Glass	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Paper	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Plastic	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Other	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
					(Specify)
Totals	_____	_____	_____	_____	

Comments:

Signature: _____

Name/Title: _____
(Please Print)

Date: _____

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Information Packet: Program Information

The Adopt-A-Spot/Street Program is a litter control and beautification program coordinated by the City of Petersburg through its Departments of Planning/CD and Public Works, to attract public involvement in picking up litter on city right-of-ways, public open spaces and other designated areas of the community at regular intervals. Individuals, organizations, businesses, may agree to keep a designated area, other than a highway, cleared of litter for a two-year period.

The presence and proliferation of litter in the community is unacceptable. Keeping our city and its neighborhoods clear of litter has proven to be a very time consuming and expensive operation for the City of Petersburg.

Program Qualification:

If you would like to participate in the Adopt-A-Spot Program, there are three (3) levels of activity to maximize your contributions to the City. Please review the options listed below and select the level of activity that you fell most appropriate for your involvement.

- Level 1:** “Adopt-A-Spot” in the City of Petersburg and clear the spot of litter and debris at least four (4) times a year for a minimum of two (2) years.
- Level 2:** “Adopt-A-Spot” in the City of Petersburg and clear the street of litter and debris at least four (4) times a year for a minimum of two (2) years.
- Level 3:** “Adopt-A-Spot” in the City of Petersburg and beautify the spot with appropriate plant material while clearing the spot of litter and debris at least four (4) times a year for a minimum of two years.

Who may Adopt?

Any civic minded organization, such as Neighborhood Organizations, Neighborhood Watch Associations, Garden Clubs, Businesses, Boy Scouts, Girl Scouts, Church Groups, Rotary Clubs, Civic Clubs, etc., may adopt a spot/street or publicly controlled area of land which needs attention.

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

- The organization/individual agrees to maintain the spot/street through litter control.
- The organization/individual may chose to beautify the spot/street by planting trees, shrubs or gardens.
- Coordinate regular cleanups to maintain a litter-free site.
- Participants will be required to adopt for a minimum of two (2) years, with four (4) cleanups per year.
- Participants should hold at least two (2) meetings a year to review safety and other guidelines.
- 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 on the cleanup activity. Printed forms will be provided by the Litter Prevention Program Coordinator.

What are the responsibilities of the City of Petersburg Adopt-A-Spot program?

The City of Petersburg will:

- Furnish a sign stating the responsible organization/individual, to be posted at the adopted spot/street.
- Provide assistance to remove debris collected at the adopted site.
- Provide safety vests, gloves and plastic bags to aid in litter removal activities.
- Furnish appropriate forms for activity reports.
- Coordinate through the Department of Public Works for the timely removal of collected litter and debris from an adopted site after a cleanup activity.

What are the benefits to the City and community?

The obvious benefit is the beautification and enhancement of previously littered or blighted areas. Volunteers removing the litter and maintaining a site saves the City of Petersburg Department of Public Works person-hours cleaning and inspecting littered areas, thus saving public tax dollars. The increased citizen involvement in litter control and beautification will strengthen community and neighborhood pride.

How does an organization/individual adopt?

Any interested party should contact the Litter Prevention Program Coordinator at:

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