

**CITY OF MEQUON  
ADOPT-A-ROADWAY  
APPLICATION/PERMIT**



# Adopt-A-Roadway

Please complete this form and submit it to the City of Mequon Engineering Department. We prefer that you send your completed form via email (bvento@ci.mequon.wi.us). You may also send it via FAX (262-242-9655) or the U.S Postal Service or submit it to the Engineering Department at Mequon City Hall, 11333 N. Cedarburg Road 60W, Mequon, WI 53092.

Does your group wish installation of a sponsorship sign? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes - Group Name as it should appear on the sign (3 lines with 12 space maximum on each)


NOTE: Sign installation for new groups will occur only after the group performs a minimum of two clean-ups.

Group Name	
Mailing Address	(Area Code) Fax Number (Optional)
City, State, Zip Code	(Area Code) Telephone Number – Daytime
Contact Person Name (First, MI, Last)	(Area Code) Telephone Number – Evening
Contact Email Address	
Mailing Address	Approximate Number of People Participating in Each Cleanup
City, State, Zip Code	Number of Times Your Group Plans to Pick up Litter this Year (Min. 2 Times)

Enter the roadway section you want to adopt.

\* Please check the map on the city website to confirm that your segment is available prior to submitting this application.

ROADWAY NAME	FROM	TO

By electronic signature below, the Group acknowledges the hazardous nature of the work and agrees to the terms and conditions stated on the page attached to this form. The Group understands there are no fees for participating in the program. This permit is valid until such time the Group notifies the City of abandonment of their segment.

**X**

\_\_\_\_\_  
Signature of Authorized Group Representative - Must be 18 years or older

\_\_\_\_\_  
Date (m/d/yyyy)

\_\_\_\_\_  
Title

**DO NOT WRITE BELOW THIS LINE**

PERMIT APPROVAL: The City approves this permit for the Group to participate in the Adopt-A-Roadway Program for the section identified above. The Group accepts the responsibility of picking up litter on this section of roadway. The City reserves the right to modify or cancel this permit at any time. Please notify the Adopt-A-Roadway Coordinator with any group information change.

**X**

\_\_\_\_\_  
Signature of Adopt-A-Roadway Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Group Number

## **ADOPT-A-ROADWAY PROGRAM TERMS AND CONDITIONS**

1. The Group and its members are to be considered as volunteers and not as officers, employees, or agents to the City of Mequon. Any injuries, claims, liabilities, suits or costs arising from Group or Group members' activities relating to this permit shall be the sole responsibility of the Group or its individual members.
2. The Group agrees to indemnify and hold harmless the City of Mequon from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Group.
3. Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City for special conditions that may exist on a particular adopted section.
4. The Group agrees to abide by terms and conditions set forth in a [Work Plan Form](#). The Group agrees to submit a completed work plan and Application before approval to begin. The City will then complete and return the approved work plan to the address provided.
5. The Group shall pick up litter a minimum of twice a year between April 1 and November 1. The Group shall not work beyond its section limits.
6. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.
7. The Group shall supply one adult supervisor for every 5 to 6 workers.
8. Each participant shall have reviewed the Wisconsin Department of Transportation Adopt-A-Highway Safety Training Video prior to participation. A link to this video is available on the city website. The Group leader shall review the safety rules with all participants before proceeding to the highway segment.
9. All participants shall be at least 11 years of age or in the 6<sup>th</sup> grade. No other persons shall be present at the work site.
10. The Group shall work only during daylight hours and in good weather.
11. Both traffic safety signs shall be displayed properly during litter pickup. Groups shall work on only one side of the road at a time.
12. All participants shall wear safety vests.
13. When the Group encounters closed containers or items suspected to be hazardous, these items shall not be touched. Items of serious concern should be noted on the group's cleanup report.
14. The Group shall place filled trash bags at the designated pickup site and shall recycle trash as required by the City.
15. The Group shall check out required supplies and materials from the City Highway Department by contacting the AAR Coordinator.
16. Materials supplied by the City shall be returned to the City after roadway cleanup so other groups may use them.
17. The Group shall not collect litter during the following holiday periods, Memorial Day extended weekend, July 3–5 and Labor Day extended weekend.
18. Within 24 hours of a collection, the Group shall email or mail the completed [Clean-Up Report Form](#), to the City AAR Coordinator.
19. The Group shall make arrangements for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be parked at least 3 feet from the pavement when parking on the highway.
20. The Group may keep any recyclable materials.
21. Partisan political groups (groups of people with common political opinions and purposes organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.
22. The Group shall notify the City of abandonment of their segment. This permit is valid until such time the Group notifies the City of abandonment.

### **The City agrees to as follows:**

1. Provide safety vests, trash bags, traffic safety signs and a link to the safety training video.
2. Remove the filled trash bags as soon as possible after the pickup.
3. The City reserves the right to refuse or revise acronyms of Group names when preparing signs.