

## **ADOPT-A-ROADWAY**

### **INDIVIDUAL APPLICATION AND PERMIT FOR USE OF COUNTY ROAD RIGHT OF WAY**

Information required by Act 368 of 1925 and Act 51 of 1951  
to authorize use of County Road Right of Way .  
See Page 3 for Permit Conditions.

1. Any County primary Road may be adopted.
2. Free Permits for litter pickup will be issued by Board of County Road Commissioners or Superintendent. Permits will be issued for a three (3) year period.
3. The County Road Commission will assign sections of roadway to adopting groups. Assignments will be made on a first come/first serve basis.
4. Groups must agree to pick up litter a minimum of TWO times a year during designated dates. Any alternate pickup dates must be coordinated with the Road Commission. One week notice must be given to Road Commission prior to unscheduled pick ups.
5. Participants are required to adopt, at a minimum, a two (2) mile section of road (both sides). Less than two (2) mile sections may be adopted with Commission approval, but identification signs will not be provided.
6. A Permit is required to be placed on file at the Road Commission Office to participate in the Adopt-A-Roadway program.
7. No Permit fee shall be charged, however if the permit is forfeited prior to expiration date the permittee group or organization will be charged the cost of the signs. A performance bond and proof of insurance is not required.

## PERMIT CONDITIONS

This permit issued subject to the following conditions

1. This permit grants to the permittee only those rights specifically stated and no other.
2. Issuance of this permit does not relieve permittee from meeting any and all requirements of law, or other public bodies or agencies.
3. Any operations in the Road right of way not covered by permit and the appropriate department specifications are in violation of the jurisdictional authority of the department with respect to the control of the Road right of way unless approved by commission. Any change or alteration in the permit activities requires prior approval of the Lake County Road Commission and may require a new permit.
4. The permittee shall be responsible for the cost of restoration of the roadway facilities and right of way determined by department to be damaged as a result of the activities of the permittee.
5. The permittee shall save harmless the Lake County Road Commission, the department and all officers, agents and employees thereof and those governmental bodies performing permit activities for the department all officers, agents and employees thereof, pursuant to a maintenance contract, against any and all claims for damages arising from operations covered by this permit.
6. This permit is not assignable and transferable unless specifically agreed to by the department.
7. The permittee, upon request of the department, shall immediately cease operations and surrender this permit.
8. Participants must hold a safety meeting as necessary prior to any pickup, conducted by the adopting group with MDOT supplied literature and video. All participants must sign a form acknowledging the training. Forms shall be kept on file at the Road Commission office.
9. All participants must wear orange or hunter's orange vest while working in the right of way. Lake County Road Commission will supply safety vests for the first pickup. Thereafter, the adopting group shall replace any vests at its own expense.
10. Group participants must be a minimum of sixteen (16) years old unless otherwise approved.
11. All litter must be placed in bags provided by Lake County Road Commission. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup. No bags or larger objects shall be piled on the shoulders.
12. Lake County Road Commission will provide, install, and maintain signs, noting the program and the participant. Only two identification signs per adopted section are allowed. These will be located near the beginning point from each direction. Groups wanting more signs will not be allowed to pay for additional signs.
13. Group contact person and one (1) back up person must be identified by name, address, and phone number to participate in ADOPT-A-ROADWAY program.
14. Groups failing to follow the guidelines or not participating in litter pickups for two periods of the year will have their permit revoked and the sign designation removed. The first pickup date missed will be followed by a warning, the second occurrence will result in the group's permit being revoked. That particular section of right of way will then be available for another group to adopt. Lake County Road Commission shall retain the right to revoke any permit at any time.
15. All vehicles shall be parked well off the right-hand shoulder so as not to obstruct traffic.
16. Groups must notify Lake County Road Commission immediately if they intend to drop the program.
17. After each pickup, adopting groups will file reports detailing the number of people involved, number of bags of litter picked up, hours spent, etc. Pre-printed forms will be furnished by the Lake County Road Commission for making the reports, which will be submitted to the Lake County Road Commission.



**SAFETY RULES**

**GENERAL SAFETY RULES**

HIGHWAY TRAFFIC TRAVELS AT HIGH SPEEDS, AND MOST DRIVERS DON'T EXPECT TO SEE CREWS WORKING ALONG THE ROADSIDE. BE ALERT AND USE GOOD COMMON SENSE AT ALL TIMES!

CREW MEMBERS SHOULD BE IN GOOD HEALTH WITH GOOD SIGHT AND HEARING.

CREW MEMBERS MUST BE AT LEAST 16 YEARS OLD UNLESS OTHERWISE APPROVED.

ONE PERSON SHOULD BE DESIGNATED CREW LEADER TO ENSURE SAFETY RULES ARE FOLLOWED BY EVERYONE.

**SAFETY RULES**

1. CARPOOL TO THE SITE TO REDUCE THE NUMBER OF VEHICLES ON THE ROADSIDE.
2. ALL VEHICLES SHOULD BE PARKED WELL OFF THE RIGHT SHOULDER. DO NOT PARK ON PAVED SHOULDERS.
3. PARKING IS NOT ALLOWED ALONG CURVES, ON BRIDGES, NEAR OR UNDER OVERPASSES, OR IN ROADWAY MEDIANS.
4. ALL OCCUPANTS IN VEHICLES SHOULD EXIT AND ENTER THE VEHICLE ON THE SIDE OPPOSITE TRAFFIC.
5. KEEP VEHICLES ON THE SAME SIDE OF THE ROADWAY AS CREW MEMBERS.
6. WORK ONLY ONE SIDE OF THE ROADWAY AT A TIME.
7. KNIVES, MACHETES, AXES, ETC. SHOULD NOT BE CARRIED BY CREW MEMBERS.
8. DON'T OVERFILL OR COMPACT TRASH BAGS BECAUSE OF THE DANGER OF INJURIES FROM BROKEN OR JAGGED OBJECTS. FILL BAGS WITH WHAT GOES IN EASILY, THEN START WITH A NEW BAG.
9. KEEP CREWS TOGETHER FOR BETTER VISIBILITY TO MOTORISTS.
10. DO NOT USE CROSSOVERS IN THE MEDIAN TO GET TO THE OTHER SIDE; INSTEAD, USE THE NEAREST EXIT RAMP.

**PROTECT YOURSELF AND OTHER CREW MEMBERS**

FACE ONCOMING TRAFFIC AS YOU WORK WHENEVER POSSIBLE. BE PREPARED TO MOVE OUT OF THE WAY OF VEHICLES IN AN EMERGENCY.

STOP WORKING IN BAD WEATHER, ESPECIALLY WHEN THERE IS POOR VISIBILITY AND WET OR ICY ROADS.

WORK DURING DAYLIGHT HOURS.

AVOID OVEREXERTION. DRINK LOTS OF WATER, ESPECIALLY ON HOT, HUMID DAYS.

POST A PERSON TO LOOK OUT FOR TRAFFIC DANGERS.

HAVE A REFRESHER SESSION ON SAFETY AWARENESS EACH TIME A CREW GOES OUT.

NEVER WALK OUT ON THE ROADWAY.

AVOID THE USE OF HEADSETS.

ALL WORKERS SHOULD WEAR ORANGE VESTS WHILE WORKING ON THE ROADSIDE. OTHER CLOTHING SHOULD BE LIGHT-COLORED FOR INCREASED VISIBILITY.

WEAR HEAVY GLOVES.

WATCH YOUR FOOTING. WEAR SUBSTANTIAL LEATHER SHOES OR BOOTS WITH GOOD ANKLE SUPPORT. STAY OFF LOOSE STONES AND STEEP SLOPES.

WEAR A HAT AND LONG-SLEEVED TOP TO AVOID SUNBURN. SUNSCREEN LOTION IS RECOMMENDED FOR SUNNY DAYS.

**AVOID**

CONTACT WITH POISON IVY, POISON OAK AND OTHER NOXIOUS WEEDS. AREAS WHICH ARE BEING MOWED OR THERE ARE OTHER CONSTRUCTION OR MAINTENANCE ACTIVITIES BEING CONDUCTED.

**AND PLEASE DO NOT**

DON'T PICK UP DISCARDED SYRINGES OR HYPODERMIC NEEDLES.

DON'T TRY TO REMOVE UNKNOWN OR SUSPECTED TOXIC SUBSTANCES. NOTIFY THE LAKE COUNTY ROAD COMMISSION OR THE POLICE OF THE LOCATION OF THESE ITEMS IMMEDIATELY.

DON'T PICK UP ITEMS ON BRIDGES, IN TUNNELS OR ON OVERPASSES. THESE AREAS ARE ESPECIALLY DANGEROUS TO WORKERS ON FOOT.

DON'T ENTER THE ROADWAY OF THE SHOULDER AREAS TO PICK UP TRASH.

**IN CASE OF EMERGENCY**

EVERY CREW MEMBER SHOULD HAVE AN ADEQUATE FIRST-AID KIT. BE PREPARED FOR SERIOUS INJURY. SELECT AN EMERGENCY ROOM/HOSPITAL AND KNOW THE ROUTE TO IT FROM THE WORK AREA. EVERY CREW MEMBER SHOULD HAVE TRANSPORTATION IMMEDIATELY AVAILABLE. USE A VEHICLE WITH A MOBILE OR CB RADIO IF AVAILABLE.

# ADOPT-A-ROADWAY

## INDIVIDUAL APPLICATION & PERMIT FOR USE OF COUNTY ROAD RIGHT OF WAY

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

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

### DESCRIPTION OF AREA (ROAD) REQUESTED:

Road Name: \_\_\_\_\_

Location: \_\_\_\_\_

Village or Township: \_\_\_\_\_

**PURPOSE:** Lake County Road Commission Adopt-A-Roadway Program for litter pick up.

Please print name below as to how it is to be printed on sign. 40 Characters maximum.

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I certify that I accept the following:

Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.

Failure to object within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.

If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.

Applicant Signature: \_\_\_\_\_

Permit Starting Point: \_\_\_\_\_

Permit Ending Point: \_\_\_\_\_

Length (Miles) of Permit: \_\_\_\_\_

### APPROVED FOR ISSUE BY:

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Signature

Title

Date

# ADOPT-A-ROADWAY

## LITTER PICKUP REPORT

DATE OF PICKUP: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

NAME OF ROAD WHERE PICKUP WAS  
DONE: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

NUMBER OF TRASH BAGS USED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send the above information to :

LAKE COUNTY ROAD COMMISSION  
P. O. BOX 790  
BALDWIN, MICHIGAN 49304





# ADOPT-A-HIGHWAY

## SAFETY MEETING ATTENDANCE RECORD

DATE \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

GROUP NAME \_\_\_\_\_ COUNTY \_\_\_\_\_

AUTHORIZED GROUP REPRESENTATIVE \_\_\_\_\_

NAME - no initials	ADDRESS	AGE	REC'D RULES	VIEW VIDEO
1				
2				
3				
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SUBMITTED BY \_\_\_\_\_