



Adopt-A-Roadway Encroachment Permits

Potential Adopt-A-Roadway participants should be directed to complete a standard Adopt-A-Roadway Permit Application. The Public Works Director may assist the applicant in determining the appropriate type of adoption and roadway segment prior to accepting an application.

Adopt-A-Roadway Encroachment Permits are issued by the City of Brentwood Department of Public Works. There shall be no encroachment permit fee charged for participation in the Adopt-A-Roadway program.

The term of the Adopt-A-Roadway permit is not limited, but shall be approved for a two year period, and may be renewed for additional two year increments, as often as desired by the Permittee so long as the terms of the permit are followed.



PERMIT NO. _____

ADOPT-A-ROADWAY PERMIT APPLICATION

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained by the City of Brentwood.

PERMISSION IS REQUESTED TO ENCROACH ON THE CITY OF BRENTWOOD/STATE ROUTE 4 BYPASS
AUTHORITY'S RIGHT-OF-WAY AS FOLLOWS:
Complete all items. NA if not applicable.

APPLICANT	ORGANIZATION OR APPLICANT	DATE OF APPLICATION
	ADDRESS	
	CITY, STATE & ZIP	
	PHONE NUMBER	
LOCATION	CITY	
	STREET/ROUTE/ETC.	POST MILES
	CROSS STREET <i>(Distance and direction from work site.)</i>	
	PORTION OF RIGHT-OF-WAY <input type="checkbox"/> Roadside <input type="checkbox"/> Other	
WORK	TO BE PERFORMED BY <input type="checkbox"/> Volunteers <input type="checkbox"/> Own Forces <input type="checkbox"/> Contract	
	TYPE OF WORK <input type="checkbox"/> Litter Removal <input type="checkbox"/> Wildflower <input type="checkbox"/> Other	
	ESTIMATED STARTING DATE	ESTIMATED COMPLETION DATE
AUTHORIZED	<i>THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL LAWS & REGULATIONS.</i>	
AUTHORIZED SIGNATURE		
PRINTED NAME		TITLE

ADOPT-A-ROADWAY PERMIT SPECIAL PROVISIONS

1. **LOCATION OF WORK:** Enter onto City road _____ to (circle one) pick-up litter / clean walls / paint walls / plant seedlings / plant wildflowers / control vegetation, or _____ within the City's right-of-way.

2. **BEGINNING OF WORK:** On each work occasion, the Permittee shall notify the Department's Representative, _____, at _____, 5 working days prior to start of any work authorized by this permit to ensure coordination with other operations.

Work shall not begin until the Permittee's Representative has been briefed on safety procedures by the Department's Representative.

If applicable to this permit type: (1) Litter shall be removed a minimum of _____ times per year. (2) Graffiti removal turn around shall be between 3 and 14 days.

3. **DURATION:** This permit is valid for _____ calendar year(s) from the date of issue and may be renewed upon receipt of an appropriate application. If the Permittee wishes to renew this permit, a notice of such intent shall be submitted to the City of Brentwood/State Route 4 Bypass Authority at least 30 days prior to expiration of this permit.

4. **PERMITTEE RESPONSIBILITY:** It is understood and agreed by the Permittee that performing work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.

5. **INDEMNIFICATION OF THE CITY OF BRENTWOOD/STATE ROUTE 4 BYPASS AUTHORITY:** The City of Brentwood/State Route 4 Bypass Authority and its officers and employees shall not be liable for any death, injury, or property damage claims which arise from any activities which are the subject of this encroachment permit that might have been reasonably prevented by the Permittee or those persons employed by or acting on behalf of the Permittee. If any claim arises out of the foregoing, the Permittee shall defend, indemnify, and save harmless the City of Brentwood/State Route 4 Bypass Authority.

No person shall enter the City's right-of-way to perform work under this permit until that person has been instructed in the requirements of this permit and the attached safety requirements.

6. **SHOULD A CONTRACTOR BE UTILIZED:** The contractor is required to obtain a separate permit. The contractor shall maintain and provide to the City of Brentwood/State Route 4 Bypass Authority a Certificate of Insurance for general liability in the minimum amount of three million dollars (\$3,000,000), including vehicular liability coverage and Workers' Compensation Insurance as required by law. Said certificate of insurance shall name the City of Brentwood/State Route 4 Bypass Authority as additional insured and shall require a 30 day minimum prior notice to the City of Brentwood/State Route 4 Bypass Authority before any reduction in coverage and/or cancellation of coverage may be effective. The contractor shall also maintain and provide to the City a certified copy of his/her professional license when required for the work being performed under this permit.

FAILURE TO PROVIDE AND MAINTAIN THE AFOREMENTIONED CERTIFICATION SHALL INVALIDATE THIS PERMIT.

7. **SAFETY PROCEDURES:** Each individual working on City right-of-way shall first attend a safety orientation conducted by the Permittee prior to entering the City's right-of-way. That orientation shall include a discussion and explanation of the attached "Safety Requirements for Participants." Individuals must participate in a safety orientation at least once during each calendar year when work is authorized under a permit.

ADOPT-A-ROADWAY PERMIT SPECIAL PROVISIONS *Continued*

All personnel performing work under this permit shall wear personal protective equipment including hard hats, orange vests, gloves, and safety glasses while on any City of Brentwood/State Route 4 Bypass Authority right-of-way. Any City furnished personal protective equipment, unused materials and tools shall be returned upon termination of the permitted work.

Permittee shall designate a spokesperson whom shall represent the group. In addition, not less than 1 adult supervisor shall be assigned for each 5 minors. No minor less than 11 years of age shall be allowed to participate without prior approval. Portable toilets, if necessary, shall be provided by the Permittee. Toilets shall not be placed on the shoulder of any roadway.

8. **TRAFFIC CONTROL:** All forms of traffic control are prohibited by this permit except for shoulder closures which may be authorized by the City's Representative, and in that event, equipment and personnel for any shoulder closures will be provided by the City.

Participants' personal vehicles shall not interfere with the free flow of traffic or pedestrians. On all roadways, vehicles shall be legally located at least 6 feet off the traveled way. Approved vehicle(s) used to transport participants or materials to and from the work site may be parked in the City's right-of-way if a copy of the permit or a sign indicating "Adopt-A-Roadway Crew at Work" is displayed in the windshield to advise the local Law Enforcement Agency.

9. **WORK DAYS AND HOURS:** Work shall not be conducted on legal holidays or holiday weekends, or within 24 hours preceding a legal holiday or holiday weekend unless specifically authorized elsewhere in this permit. If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

10. **WORK PROCEDURES:** Work shall not be performed within 6 feet of the traveled way, or within the center dividing median strips, upon bridges, culverts, or on structures of any kind.

Workers shall not cross the traveled way of access controlled roadway.

Permittee's work shall be subordinated to City operations and shall not interfere with City forces or City contractors.

The encroachment permit or a copy thereof shall be kept within a vehicle at the work site and must be shown to any representative of the City Police Department or City Public Works Department on demand. Work shall be suspended if a complete copy of the permit is not available at the work site.

11. **CITY FURNISHED:** The City may furnish, install, and maintain a sign indicating the nature of the work being performed in the work area for the duration of the permit. The Permittee may furnish a recognition panel in conformance with the City's sign specifications. The sign wording, size, display duration, placement, and any subsequent modifications shall be solely determined by the City. The Permittee shall furnish additional panels when required by the City's Maintenance Division.

The City furnished personal protective equipment, materials, and the necessary tools may be obtained from the Streets Division Manager, _____ at _____ during normal business hours.

12. **CANCELLATION:** This permit may be cancelled by the City for non-conformance with the permit provisions for the failure to adhere to direction given by the City's Representative.

SAFETY REQUIREMENTS FOR PARTICIPANTS

While on the roadside, remember to protect yourself and others:

- Stay off the roadway, paved shoulders, and unpaved shoulders.
- When working on State Route 4 Bypass, participants should not cross traffic lanes on foot.
- Use caution when crossing streets. Use crosswalks and signals where available.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly if necessary.
- On bridges or in tunnels do not work on the roadway or shoulders.
- Discontinue work before dusk.
- Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is icy or wet.
- Do not touch or attempt to remove materials which you suspect may be toxic or hazardous. Some items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, dead animals, and broken glass. Never touch or attempt to remove syringes or hypodermic needles. Notify the City of Brentwood Public Works Department or the Police Department of the location of weapons or suspected toxic substances immediately.
- Do not compact trash bags. Injuries occur from broken or jagged objects.
- Wear all City issued safety equipment, orange safety vests, hard hats, gloves, and safety glasses whenever you are on the roadside.
- Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities, or places from which you might fall. Light colored clothing, long sleeve shirts, and sunscreen lotion are recommended.
- Do not run, throw objects, or engage in horseplay or any other activity which may distract drivers.
- Avoid overexertion. Drink plenty of water especially on warm, humid days.
- Do not consume alcoholic beverages or drugs before entering to or while working on the roadside.
- Be alert to where snakes may be located. Also, be alert for stinging insects and poisonous plants (i.e. poison oak, etc.)

I have read, understand and agree to the forgoing safety requirements for the Adopt-a-Roadway Program.

Name (Print)

Date

Signature

Organization