

GRAND TRAVERSE COUNTY ROAD COMMISSION

ADOPT-A-ROAD

Individual Application and Permit

For Use of County Road Right-of Way

All types of roadways may be adopted including two lane, boulevards, and business routes. Permits will be issued to the group for a two (2) year period. Groups wishing to continue pickup after the 2 year period are required to update their application. Assignments will be made on a first come/first serve basis. Groups agree to pick up litter a minimum of three (3) times a year during designated dates in April, July, and September. The actual pickup dates will correspond with Michigan Department of Transportation dates. Participants are required to adopt, at a minimum, a two-mile section of road (both sides). Less than two-mile sections may be adopted with Road Commission approval, but identification of group/organization may not be provided.

A permit is required to be placed on file at the Road commission office to participate in the Adopt-A-Road program. No permit fee shall be charged. A minimal amount of information is required to complete this form. A performance bond and proof of insurance are not required to complete this permit.

Applicant (Name of Organization):		
Mailing Address:		
City :	State:	Zip:
Contact Person:	Daytime Phone No.	Evening Phone No.
Email Address:		
Location:	From:	To:
Township:	Route No.	

I hereby certify that I am acting as an authorized Agent on behalf of the named applicant.

Applicant/Authorized Agent Signature

Date

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 of other public bodies or agencies.
3. Any operations in the county road right-of-way not covered by permit and the appropriate Road Commission specifications are in violation of the jurisdictional authority of the Road Commission with respect to the control of the county road right-of-way unless approved by the County Road right-of-way permit Agent. Any change or alteration in the permit activities requires prior approval of the road commission and may require a new permit.
4. The permittee shall be responsible for the cost of restoration of the Road Commission Facilities and right- of-way determined by the commission to be damaged as result of the activities of the permittee.
5. The permittee shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the Road Commission and its commissioners, officers, agents, and employees from and against any and all claims, for damages arising from operations covered by this permit.
6. This permit is not assignable and not transferable unless specifically agreed to by the Road Commission.
7. The permittee, upon request of the Road Commission, shall immediately cease operations and surrender this permit.
8. Participants must hold a safety meeting once a year prior to the first pickup, conducted by the adopting group. 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 a high visibility vest while working in the right-of-way. The Road Commission will supply safety vests. The adopting group may keep vest in their possession while completing their minimal two-year commitment, when route is surrendered the vest are to be returned to the Grand Traverse County Road Commission.
10. Group participants must be a minimum of twelve (12) years old unless otherwise approved.
11. All trash must be placed in bags provided. Those objects too large/heavy shall be placed next to bags. Full bags are to be placed in designated locations for pickup. No bags or larger objects shall be piled on the shoulders.
12. The Road Commission will provide, install and maintain signs, noting the program and participants. 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. Groups must supply contact information on the permit application and notify the Road Commission of any changes.
14. Groups failing to follow the guidelines or not participating in the trash pickups for two periods of the year will have their permit revoked and the sign designation removed. The first pick up date missed will be followed by a warning, the second occurrence will result in the groups permit being revoked. That particular section of right-of-way will then be available for another group to adopt. The Road Commission retains 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 and in accordance with posted restrictions.
16. Groups must notify the road Commission if they intend to drop the program.
17. After each pickup, groups must inform the Road Commission of litter picked up, whether the Road Commission is to pick up the litter or not.

ADOPT-A-ROAD

Grand Traverse County Road Commission
1881 LaFranier Rd.
Traverse City, MI 49696
(231) 922-4848 fax (231) 929-1836

**SAFETY MEETING
ATTENDANCE
RECORD**

**Fax, mail or email this completed form yearly
to: info@gtrc.org**

ORGANIZATION/NAME: _____ **MEETING DATE** ____/____/____

ROAD NAME: _____ **ROUTE #:** _____

Name (no initials)	Address	Age if minor	Rec'd Rules	View Video

THIS INFORMATION IS REQUIRED AS PART OF THE PERMIT CONDITIONS AND IS TO BE SUBMITTED AFTER EACH SAFETY MEETING, PRIOR TO THE SPRING PICK UP.

Attach additional sheets if needed. Please send in the above information by facsimile, mail or email. Thank you for your time and dedication!

Wording of Adopt-A-Road Sign

Please indicate below the exact wording as it is to appear on the road sign for your organization. The Adopt-A-Road Committee will review and prepare your sign as indicated below. You are allowed a total of 45 characters, including spaces; a maximum of three lines, with 3" letters.

If you wish to not have a sign, please indicate that as well. If you have any questions, please feel free to call before returning the form for processing.

Sincerely,

Grand Traverse County
Adopt-A-Road Coordinator
231-922-4848
info@gtcrc.org

[illegible]

Adopt-A-Road Road Sign Approval Form

ROAD NAME: _____

ROUTE # _____

_____ I do not wish to have a sign.

I verify that the above listing is the correct wording and spelling to be used on our Adopt-A-Road sign.

Name _____

Organization
RETURN TO:

G.T. COUNTY ROAD COMMISSION
1881 LAFRANIER RD
TRAVERSE CITY, MI. 49696