PLEASE COMPLETE

NAME OF GROUP: _____
(Please print clearly Individual or Group Name)

CONTACT (Group Coordinator):

_____ _____ _____
(First/Last Name)   (Daytime Phone)   (Email Address)

_____
(Street Address, City, State, Zip)

NAME OF "SPOT" TO ADOPT: _____

LOCATION: _____
(please include street names, intersections, directions, etc.)

_____

MONTGOMERY COUNTY ADC MAP BOOK LOCATION: _____ (*Example 5282 :K2*)

SIGN REQUESTED: _____ YES _____ NO (See front cover photo for placement of name)

NAME TO APPEAR ON SIGN:

_____
(Name will print exactly as shown above)

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:

SIGNATURE: _____ DATE: _____

How did you hear about this Program?: _____

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

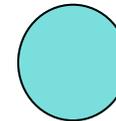LOG NUMBER: _____ DATE: _____ ADOPTABLE: YES / NO

ADC MAP: _____ COMMENTS: _____

APPROVED BY: _____ DATE:_____

Mail Application to: Community Outreach Office
Executive Office Building (EOB)
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

ADOPT A SPOT PROGRAM

Montgomery County Department of Transportation (MCDOT)
COMMUNITY OUTREACH OFFICE
Phone: 240-777-7155 (leave a detailed message) **Fax:** 240-777-7178
Email: mcdot.outreach@montgomerycountymd.gov
www.montgomerycountymd.gov/mcdotcommunityoutreach

√ A commonly owned area located within the County may be adopted. Examples of such locations would include parks, landmarks, schools, vacant lots, walkways or trails, campuses, public grounds, or other sites prone to litter. Montgomery County facilities, such as parking garages and lots, or Highway and Transit depots, cannot be adopted for liability and safety reasons. Locations within municipalities or under the jurisdiction of the Maryland State Highway Administration cannot be adopted.

√ Litter should be picked up from the adopted spot. In addition, if you choose and have permission to install landscaping materials, please remember to maintain it (water, weeding, etc.). At a minimum, we request the adopted spot be maintained/cleaned TWELVE (12) times a year (or every month). Montgomery County reserves the right to reassign an adopted spot should it receive two or more complaints within a six month period regarding the spot's condition (litter, overgrown weeds, etc.).

√ Small amounts of litter (2-3 bags) should be disposed of through your normal trash collection. For larger amounts (4 or more bags) or large items that you cannot handle contact MC311 by dialing 311 or visit www.montgomerycountymd.gov/311. Advise them that you are a participant of the Adopt A Spot program and request a one-time trash pick up.

√ Participants are required to report their cleanings to the Community Outreach Office. This information will assist us when complaints arise.

√ A sign will be provided by MCDOT for the participant to install at the adopted spot. This sign does not require a permit. **It is the participant's responsibility for the installation of the sign and to secure permission from the adopted spot's owner before installing.**

√ All signs will be a standard 10 inches wide x 7.75 inches tall. We do not require that a sign be posted to participate in the program.

√ Should you become unable to continue in the program please notify the Community Outreach Office.

√ The Group Coordinator must be at least 21 years old. Individuals 17 years or younger should be supervised by an adult.

√ For Safety - clean-up activities should be performed during daylight hours and in favorable weather conditions.

1. The Adopt A Spot Program ("Program") is open to individuals, non profit or civic organizations, businesses, and governmental entities. Individuals who wish to participate in the Program must reside in Montgomery County ("County"). Organizations, businesses, and governmental entities that wish to participate in the Program must be located within the County or conduct substantial activities within the County.

2. Individuals, organizations, businesses, and governmental entities that do not comply with County's nondiscrimination laws, including Chapter 27 of the County Code, 1994, are ineligible.

3. An individual who desires to participate in the Program must sign the application form and provide his or her name, phone number, email and mailing address.

4. An officer, manager, director, or principal of any business or governmental entity wanting to participate in the program must sign the application form and provide his or her name, phone number, email and mailing address.

5. The County reserves the right to contact the person on the application to verify participation and discuss issues or concerns as they arise.

6. Participation in the program conveys no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business , or entity to participate in the Program. Use of the sign in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.

Indemnification

All participants in the Program hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business, or entity that adopts a spot agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from the Program.

Notice

The individual, organization, business, or entity that joins the Adopt A Spot program agrees to inform all his or her team participants of the foregoing terms.