This program helps in minimizing the accumulation of litter in the public rights-of-way of County-owned roads. When left uncollected, litter and debris is washed into the storm drains, and ultimately into the watersheds that feed into other water systems including the Chesapeake Bay. Since MCDOT has no funded litter collection program, the Adopt A Road program is a valuable tool in helping to keep our roads and streams environmentally healthy as well as ensuring a high quality of life in Montgomery County.

Take time to review the following information before submitting your application. Applications can also be submitted online at montgomerycountymd.gov/adoptaroad.
1. AAR volunteers may adopt a road segment for an unlimited amount of time as long as they are meeting the reporting requirements. Only one road segment can be adopted for the first six months of participation. Roads within business districts or municipalities such as Rockville, Gaithersburg and Takoma Park cities, or State-maintained roads (designated by a route number) are not eligible. When filling out the application include two road segments (should the first choice not be available). AAR volunteers are required to clean their adopted road segment (including bus stops/shelters) as needed, but no fewer than six times a year (the equivalent to every other month), including one major cleaning in the spring. Road segments that fall under .60 miles require twelve cleanings a year (the equivalent to every month).

2. AAR volunteers can adopt a second road segment after six months of active participation (submitting cleaning reports).

3. AAR volunteers are to report their cleaning efforts to MCDOT. If cleanings are performed more often, a combined monthly report can be submitted, or if the road segment does not require a cleaning, we would still like the AAR volunteer to submit a report. CLEANING REPORTS ARE MANADATORY to remain active in the program. These reports let MCDOT know that program guidelines are being met and that the volunteer is still actively participating in the program. Cleaning reports also serve as a record of volunteer activities should a complaint arise on the condition of an adopted road segment. MCDOT does provide a limited amount of cleaning equipment upon request (reflective vests, pick sticks, bags, gloves, etc.). When reporting a cleaning, the following information is required:
   - volunteer name and name of road segment adopted;
   - date of cleaning;
   - total number of volunteers involved;
   - total number of bags of trash (and recyclables) collected; and
   - type or gallon of bag used (such as tall kitchen trash bag, lawn/leaf bag, small grocery store bag or blue/orange AAR provided trash bags).

Many options are available when submitting a cleaning report, either by phone at 240-777-7155 (press # to bypass the greeting when leaving a message), by email at mcdot.outreach@montgomerycountymd.gov or online at montgomerycountymd.gov/adoptaroad.

4. AAR volunteers are responsible for the disposal of trash collected. If four or more large/heavy bags of trash or debris are collected, or large items like appliances, tires, or animal carcasses, call contact MC311 to arrange a one-time trash pickup. Place all trash and debris in one location and dial 3-1-1 (or 240-777-0311). If you chose to collect recyclables, use a separate bag (AAR program provides blue handle bags) and empty into your own household or business recycling bin. MC311 will not pick up recyclables.

5. Do not touch or try to remove materials that you suspect may be toxic or hazardous, such as batteries, powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or needles and dead animal carcasses. Report hazardous materials to MC311.

6. The County reserves the right to reassign an adopted road or terminate participation for any reason, including failure to maintain cleanliness of the adopted road segment, failure to report cleanings regularly, failure to comply with Montgomery County law or complaints received from residents.

7. If application is approved a letter and packet of program information will be mailed to the applicant. In recognition for volunteer’s cleaning and reporting efforts, within 10-12 weeks, two AAR signs with nameplates will be fabricated and installed. Normally, one AAR sign will be installed at the beginning and at the ending of the adopted road segment.

8. Nameplates will display the volunteer, organization or business name. The nameplates are limited in size to 13 characters (including spaces) per line, two lines max. Slogans, messages, phone numbers, website addresses or other information besides the name of the volunteer is prohibited. Signs are not required in order to adopt a road.
The Adopt-A-Road Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses and governmental entities located within Montgomery County or that are active in Montgomery County. Individuals, organizations, and businesses that do not comply with Montgomery County’s laws, including the County’s nondiscrimination laws, are ineligible to participate in the AAR program.

By signing the application form, the officer, manager or director of any business or governmental entity attests that they have read and agree to the Program & Safety Guidelines and Eligibility Requirements. A Team Leader/Coordinator must be designated and provide his or her name, mailing address and email address to MCDOT.

Participation in the program confers 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 printed publications, commercials, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination of the AAR volunteer’s participation in the Program.

INDEMNIFICATION

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

NOTICE

The individual, organization, business or entity that joins the Program agrees to notify all his or her team participants of the following terms.

* For safety, designate a Team Coordinator for your group. Coordinators must be at least 21 years old. Individuals younger than 16 years of age require adult supervision. Carpooling is encouraged to keep the number of vehicles to a minimum and be sure to park completely off the road.

* Do not consume alcoholic beverages or drugs before or during your cleaning session and make sure to watch out for ticks, bees and snakes.

* Clean-up activities should be performed off the roadway, during daylight hours and in good weather conditions. Avoid peak traffic times. Avoid overexertion and drink plenty of water. Members should face oncoming traffic and stay clear of the roadway at all times. Maintain a complete first aid kit and have it available at all times.

* Report illegally posted signs, including those on traffic signs, telephone poles and/or in medians to the Department of Permitting Services (DPS) by contacting MC311 either online at www.montgomerycountymd.gov/311 or by dialing 3-1-1, or 240-777-0311 from outside the County. If the signs are legal, they will display a permit number, usually on the back (do not confront a sign owner).

* Clean-up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. A limited supply of safety vests, gloves, traffic cones, trash bags, and pick sticks are available from MCDOT upon request. Fill out the Equipment Distribution form bring with you to when picking up equipment, Monday through Friday between 9 a.m. to 4 p.m., at 101 Monroe Street, 10th Floor, Rockville, MD 20850.

* Montgomery County’s Green Business Certification Program is designed to recognize businesses that have taken voluntary steps to protect, preserve and improve the environment. A certified green business demonstrates a commitment to environmental stewardship by conserving energy and water, reducing its carbon footprint, generating less waste and recycling more. If you are interested in becoming a Certified Green Business or would like more information, visit www.mcgreenbiz.org.
ADOPT A ROAD PROGRAM
APPLICATION

NAME OF ORGANIZATION: ____________________________________________

Please print clearly (Daytime Phone) ____________________

CONTACT PERSON: ________________________________________________

(Contact's Full Name, Street Address, City, Zip) ____________________

(Email Address)

1st Choice To Adopt: ______
NAME OF ROAD: ____________________________
Beginning at: ____________________________
Ending at: ____________________________

2nd Choice To Adopt: ______
NAME OF ROAD: ____________________________
Beginning at: ____________________________
Ending at: ____________________________

GREEN BIZ CERTIFICATION:  YES _____ NO _____
Please check YES if you are working towards your certification. The Green Business logo will be affixed to the left of the nameplate. For more information visit www.mcgreenbiz.org

DO YOU ALREADY ADOPT A ROAD?  YES _____ NO _____ NAME OF ROAD: ____________________________

SIGNS WITH NAMEPLATES REQUESTED: _______YES _______NO

NAME TO APPEAR ON NAMEPLATE: ____________________________________________
13-character limit per line; 2 lines maximum

I have read, understand and agree to comply with program guidelines, eligibility criteria, indemnification and notice:

SIGNATURE: ____________________________________________ DATE: ____________________________

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

Log Number: ___________ Date: _____________ Rustic Road: ____Yes ____No  Total Miles: ______
Master Plan Roadway Type: ____________________________ Road Adoptable: ____Yes ____No

Comments: ____________________________________________________________________________________

Approved by: ____________________________________________ Date: ____________________________
(Signature)

MAIL APPLICATION TO:
MCDOT
Adopt A Road Program
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

QUESTIONS?
PHONE: 240-777-7155 (Press # to bypass greeting)
FAX: 240-777-7178 (Attn: AAR Program)
EMAIL: mcdot.outreach@montgomerycountymd.gov

Save time by submitting the application online at montgomerycountymd.gov/adoptaroad.