ADOPT-A-SPOT PROGRAM
APPLICATION AND POLICY

Program Intent:
To encourage citizens to adopt an area in the City of Dunwoody by installing landscape features and/or planting and maintaining grass, annuals and/or perennials. Individuals, organizations, associations, groups or businesses, hereafter called groups, will agree to keep the designated area clear of litter and weeds for a minimum of two years. In exchange, a sign bearing their name will be posted in the area. At the completion of the time period, the volunteers will receive a special certificate of appreciation and may renew their agreement.

Name of Group: _____

Type of Group (Civic, Education, etc): _____

Number of Active Members: _____

Designated Representative/Title: _____

Address: _____

Phone Number: _____ Email: _____

Spot or Area Preference: _____

Alternative Spot: _____

I (we) have read and understand the terms of the **ADOPT-A-SPOT ADOPTION APPLICATION**. This APPLICATION has been explained to the membership of the groups, and there is a majority agreement with its terms. It is understood that our preference for a spot or area may have been assigned to another organization. It is also understood that our organization may decline to accept the spot or area assigned to it and may request a different spot or area.

Signature of Authorized Officer: _____

Date: _____

Please return this completed application to:
City of Dunwoody Public Works Department
41 Perimeter Center East, Suite 250
Atlanta, Georgia 30346

If there are any questions you may call 678-382-6850 or email Dana.Gravedoni@dunwoodyga.gov

I. Introduction and Purpose of the Adopt-A-Spot program.

Chapter 26, Article VII, Sec. 26-186 of the Dunwoody Code of Ordinances establishes an Adopt-a-Spot Program "whereby eligible citizens, businesses, and civic and community groups may apply to the city to adopt a section of the right-of-way of the city roads to plant and maintain landscaping and to provide for litter pickup, and to be recognized for their efforts." The purpose of this program is to allow the City to recognize participating groups for their contributions toward beautifying the public right of way, keeping this property clean and debris-free, and enhancing the City's overall aesthetics. Citizens, businesses, and civic and community groups (hereinafter "Groups") are encouraged to participate in the Adopt-A-Spot program to improve the aesthetics of the City.

II. Adopt-A-Spot Application Procedure.

1. Groups interested in participating in the Adopt-A-Spot program should contact the Department of Public Works to obtain a copy of the Adopt-A-Spot Policies and Procedures, Adopt-A-Spot Application, Map of Adopt-A-Spot Locations, and the Adopt-A-Spot Agreement. These materials are also available on the City's website.

2. To be considered for participation in the Adopt-A-Spot program, Groups shall submit an application to Public Works on the form provided by the Department. In order for an application to be considered by Public Works it must include all of the following materials and information:

    a. Name and type of Group;

    b. Name, address, telephone number, and email address of the Group's designated representative;

    c. Number of active members in the Group;

    d. Desired Adopt-A-Spot location and one alternative;

    e. An indication as to whether the Group seeks to conduct landscape development and maintenance, litter and debris collection, or both such activities on the adopted location;

    f. A landscape plan, if the Group intends to plant and maintain landscaping at the adopted location; and

    g. A layout/sketch/proof of the Group's proposed nameplate for an Adopt-A-Spot recognition sign.

3. Completed applications will be reviewed by Public Works on a first come, first serve basis. Public Works will review each application to determine 1) if the Group's desired location is available for adoption and 2) whether the application complies in all other respects with the policies, requirements, and guidelines set forth herein and all other applicable state laws and local ordinances. Additionally, any proposed landscape plan submitted as a part of the application will be reviewed and approved by the City Arborist.

4. Public Works shall approve or deny a Group's Adopt-A-Spot application within thirty (30) business days of receipt. A Group's application shall be approved by Public Works only if 1) the Group's desired location is available for adoption, 2) the Group's landscape plan, if one is submitted, is approved by the City Arborist, and 3) the application complies in all other respects with the policies and guidelines set forth herein and all other applicable state laws and local ordinances. Otherwise, the application shall be denied.

5. The Group's designated representative will be provided with written notice of the approval or denial of its application by Public Works by either mail or e-mail. If approved, the Group must sign and return the Adopt-A-Spot Agreement to Public Works within fourteen (14) days of receipt of notice that its application

was approved. Failure to return the signed Adopt-A-Spot agreement to Public Works within the time period provided will result in the revocation of approval of the Group's application.

III. Adopt-A-Spot Policies, Requirements, and Guidelines

1. The Dunwoody Homeowners Association is designated an active partner in the Adopt-A-Spot program with the City. The DHA will promote the Adopt-A-Spot program, identify and recruit participants, and help interested groups apply and submit plans for participation in the Adopt-A-Spot program.

2. Public Works shall maintain a map of locations available for adoption. Locations available for adoption may include corners, islands, triangles, medians, or other portions of City right-of-way, and may be combined with contiguous privately-owned property landscaping projects.

3. Groups are required to agree to and sign an Adopt-A-Spot Agreement upon approval of their application by Public Works. The term of the Adopt-A-Spot Agreement shall be two years. Upon expiration of this two year period, Groups will receive a certificate of recognition from the City. Groups desiring to continue with the program are required to reapply with Public Works upon expiration of the two year agreement period.

4. Groups shall maintain their adopted site in good condition, including any Adopt-A-Spot recognition sign erected on the site, for the entire two year period pursuant to the terms of the Adopt-A-Spot Agreement. If any aspect of the adopted site falls below the required standard of maintenance, then Public Works shall issue a warning to the Group of the maintenance deficiency. The Group shall then have thirty (30) days to cure the deficiency. Failure to cure the deficiency within thirty days will result in immediate termination of the Adopt-A-Spot Agreement and removal of any Adopt-A-Spot recognition sign installed on the adopted site.

5. Group members are required to wear reflective safety vests when performing work at the adopted location.

6. Groups engaging in litter control and debris collection should pick up litter and debris at their adopted location as often as is required, but NO LESS THAN FOUR TIMES DURING THE CALENDAR YEAR**.** Groups should contact Public Works for assistance in removing large, heavy, or hazardous items from the adopted location. The Group shall dispose of accumulated litter and debris in accordance with all state laws and City ordinances. If litter and debris collected at the adopted location requires pick up by the City, the Group shall prepare the waste material as required by applicable waste disposal rules and then call Public Works for assistance. Any materials, supplies, or equipment provided by the City for litter control and debris pickup shall be promptly returned to the City within one week of litter cleanup.

7. Groups shall bear all costs associated with installation of landscaping and maintenance of the adopted site. Landscape plans submitted by the Group shall comply with state law and all local ordinances and regulations in all respects, including installation practices. Additionally, the following general guidelines shall govern landscape plans submitted by Groups:

    a. Landscape plans must use plant materials that will tolerate dry, poor soils, are resistant to insects and diseases, and require low maintenance;

    b. Hard and soft landscape features are to be located so that they do not impede utilities; and

    c. Proposed landscaping shall not interfere with traffic, obscure traffic signs or signals, or impair roadway visibility for pedestrians or vehicles.

8. In recognition of a Group's participation in the Adopt-A-Spot program, the City may erect one Adopt-A-Spot recognition sign on the adopted site. The City shall pay for, design, and install the Adopt-A-Spot recognition sign. The sole purpose of Adopt-A-Spot recognition signs is to convey to the public the City's

recognition of and gratitude for the Group's participation in the Adopt-A-Spot program. Adopt-A-Spot recognition signs are not a forum for the Group's private speech or expression and shall strictly comply with the following sign criteria:

a. The size of the sign(s) should be 1.5"x24"x24" and the posts are 4"x4"x6' with an 8" square cap. Posts are to be embedded in the ground so that the cap is 48" high. Relief on the sign face is to be obtained by sandblasting. The colors of the sign are PMS 3435 green and Navaho white.

b. The copy of Adopt-A-Spot recognition signs shall contain the phrase "Dunwoody Adopt-A-Spot Program." The only other words or phrases permitted in the copy of Adopt-A-Spot recognition signs are:

   i. "Welcome to Dunwoody," provided that the adopted location is at a City gateway site;
   ii. "This [corner, median, park, triangle, right-of-way, road, spot, site, or location] is [maintained, landscaped, or adopted] by"; and
   iii. Group name, subject to the criteria set forth in subsection c.

c. Group names shall not exceed four words. Additionally, Group names on Adopt-A-Spot recognition sign may not contain, display, or convey any of the following:

   i. Copyrights or trademarks, absent the owner's written permission;
   ii. Profane or indecent language;
   iii. Obscenities or obscene content;
   iv. Defamation;
   v. Language that imitates official traffic control signs or devices;
   vi. Verbal attacks, insults, fighting words, or disparaging remarks; or
   vii. Support or opposition for any political campaign, piece of legislation, or candidate for political office.

9. All changes to an approved landscape plan must be submitted in writing to Public Works and approved before implementation by the Group. Failure to obtain prior approval from Public Works shall result in termination of the Adopt-A-Spot Agreement and removal of any Adopt-A-Spot recognition sign installed by the Group.

10. Landscaping, maintenance, litter clean-up, and all other Adopt-A-Spot activities on the adopted site shall take place only during daylight hours and may not be conducted during weekday rush hours or during City-approved special events.

11. Groups shall comply with all federal, state, and local laws, ordinances, and regulations in the performance of landscaping, maintenance, litter clean-up, and any other Adopt-A-Spot activities on the adopted site.

12. Groups shall furnish an adequate level of supervision to its members performing work at the adopted location taking into consideration all existing circumstances at the adopted location.

13. Groups are encouraged to separate and recycle appropriate materials when maintaining the adopted location.

14. The City is prohibited by law from expending any funds, directly or indirectly, through the Adopt-A-Spot program for the purpose of influencing the outcome of any election or the passage or defeat of any legislation.

15. The City reserves the right to revise the policies, procedures, and guidelines set forth herein as needed.