MONROE COUNTY HIGHWAY DEPARTMENT
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SPARTA, WISCONSIN 54656
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highways@co.monroe.wi.us

DAVID H. OHNSTAD
HIGHWAY
COMMISSIONER

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ADOPT-A-HIGHWAY PROGRAM

Application/Permit

(Valid for 5 years from signature date)

The Monroe County Highway Department (**The** "**Department**") and the volunteer group (**The** "**Group**") named below, recognize the need and the desirability of litter free highways. The Group is hereby applying for a permit in the Adopt-A-Highway Program. Please complete this application and submit to the Monroe County Highway Department at: **803 Washington Street, Sparta, WI 54656** or email to **highways@co.monroe.wi.us**.

- Name of Organization: _____
- Group name as it should appear on the Adopt-A Highway sign: *(14 spaces on each of the 3 lines. If you have more than 14, the letters will be smaller).*

- Mailing Address of Organization: _____

  _____

- Contact Person(s): _____

  Phone #: _____

  Email: _____

- Approximate # of people participating in each clean up: _____
- # of times your group plans to pick up litter each year: _____ *(minimum 3)*

- Highway Section you are interested in adopting:

  CTH _____ from _____ to _____

  in the Township of _____

- **Alternate** sections in order of preference:

  CTH _____ from _____ to _____

  in the Township of _____

  CTH _____ from _____ to _____

  in the Township of _____

By signing below, the Group acknowledges the hazardous nature of the work and agrees to the terms & conditions included in this application. *(Please initial the terms and conditions on page 4)* The Group accepts the responsibility of picking up litter on this section of the highway and understands that there are no fees for participating in this program. This permit is valid for **5 years** from the signature date, and may be renewed at that time.

Group's authorized signature _____

(Must be 18 years or older)

Title: _____ Date: _____

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ Monroe County Use Only ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

The Monroe County Highway Department approves this application, for the group and section identified above, to participate in the Adopt-A-Highway program. The department reserves the right to modify or cancel this permit at any time.

_____	_____	_____
Monroe County Highway Department Representative	Date	Permit #

Adopt-A-Highway Program Terms & Conditions

The Group agrees to as follows:

1. The Group and its members are to be considered as volunteers and not as officers, employees or agents of Monroe County. Any injuries, claims, liabilities, suits or costs thereof, whatsoever, arising from Group or Group members activities relating to this permit shall be the sole responsibility of the Group or its individual members.

2. The Group agrees to indemnify and hold harmless the county of Monroe, from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Group.

3. Participants in the Group agree to obey and abide by all laws & regulations relating to safety and such terms & conditions as may be required by the department for special conditions that may exist on a particular adopted section.

4. The Group shall pick up litter a **minimum of 3 times per year**, between **April 1 and November 1.** *(Trash bags provided by the Department)* The Group shall not work beyond its section limits.

5. The Group shall **not** pick up litter on medians, shoulders, bridges, in tunnels, on steep slopes, on overpasses or around other structures that would pose a danger.

6. Each participant shall be at **least 11 years of age or in the 6th grade**, shall have watched the **Adopt-A-Highway Safety Training Video** and read the **Safety Guidelines** before participation. *(Both can be found on the Monroe County Wisconsin web page, under Departments, Highway)* No other persons shall be present at the work site.

7. The Group shall supply **1 adult supervisor for every 6 workers** who shall review the safety rules with all participants before proceeding to the highway segment.

8. The Group shall work only during daylight hours, and in good weather.

9. Both traffic safety signs shall be displayed properly during litter pickup. *(Signs provided by the Department)* The Group shall work on only one side of the highway at a time.

10. All participants shall wear safety vests. *(Provided by the Department)*

11. When the Group encounters closed containers or items suspected to be hazardous, these items shall **not** be touched. Items of concern should be noted on the Group's cleanup report.

12. All items found that might be considered valuable are to be reported or turned over to the Department or to the Monroe County Sheriff's Department. The Group may keep any recyclable materials.

13. Any trash or debris too large to pick up or move shall be reported to the Department.

14. The Group shall place filled trash bags at the designated pickup site.

15. The Group shall obtain required supplies and materials from the Department.

16. Unused supplies and materials furnished by the Department may be retained by the Group, but if the Group abandons their segment or is removed from the program, all supplies and materials must be returned to the Department.

17. The Group shall **submit a tentative schedule of pickup dates** to the Department. *(These can be emailed, mailed or delivered)* The Group shall **not collect litter during Memorial Day extended weekend, July 3 – 5 or Labor Day extended weekend.**

18. Within 24 hours of collection, the Group shall **submit a cleanup report** to the Department. *(Forms available at the Monroe County Highway Department office or found on the Monroe County Wisconsin web page, under Departments, Highway. These completed forms can be emailed, mailed or delivered)*

19. The Group shall make arrangements for off-road parking or shuttle vehicle type of travel to the worksite. All vehicles at the pickup site shall be parked at the nearest cross road, if possible, or at least 3 feet from the pavement when parking on the highway.

20. Partisan political Groups *(Groups of people with common political opinions and purposes organized for gaining political influence, government control and for directing government policies)* shall not be permitted to participate.

21. The Group shall notify the Department of abandonment of their segment.

22. The **permit is valid for 5 years** from the signature date, at which time it may be renewed.

_____ ***To be initialed by the person completing this application/permit, verifying that the Group agrees to the above terms & conditions.***

The Department agrees to as follows:

1. Provide a posted Adopt-A-Highway sign, displaying the group's name. *(The Department reserves the right to refuse or revise acronyms of Group names when preparing the signs)*

2. Provide access to a Safety Training Video and Safety Guidelines.

3. Provide safety vests, trash bags and traffic safety signs.

4. Remove the filled trash bags as soon as possible after the pickup.

THANK YOU FOR YOUR CONTRIBUTION TO YOUR COMMUNITY!