

DEPARTMENT OF TRANSPORTATION  
GUIDELINES FOR  
ADOPT-A-RAMP PROGRAM

PURPOSE OF THE PROGRAM

The purpose of the Adopt-A-Ramp Program is to allow civic and private organizations the opportunity to maintain state-owned land abutting highway ramps in a more intensive manner than provided by the department's regular maintenance program. Additional planting using shrubs and flowers appropriate to the setting may be used upon Department of Transportation (DOT) approval. The sponsor may erect a sign meeting the department specifications with the primary message being civic in nature; for instance, "Welcome To - Town Name" and the secondary message being a credit to the sponsor.

STATE REQUIREMENTS

Adopting is accomplished through the permit process. A completed permit application and insurance form (copies attached) must be filed with and approved by the State of Connecticut DOT. Bonding and fees are waived if the permit is signed by the town. The insurance requirements are as follows:

If the city/town employees maintain the area, no insurance is required;

if a nonprofit group maintains the area, then liability coverage in the amount of \$750,000 for all persons/all damages is required for each accident or occurrence to a total or aggregate of \$1,500,000; and,

if a contractor is hired to perform the work, then the insurance, bonding and fees are the same as any other permit to work within the right of way.

No third party permits will be issued.

If significant changes to the submitted plan are required, a revised application and plan must be resubmitted for approval.

MAINTENANCE POLICY

The DOT expects that sponsors will maintain the adopted ramp areas in the manner described in the permit. If a sponsor is unable or unwilling to maintain the adopted area in the permitted manner, maintenance of the area will revert to the department. The sign, if present, will be removed and the area may be turned over to another sponsor.

Maintenance of an adopted ramp includes the entire ramp area and is not limited to the portion occupied by plantings and the sponsor's sign. Maintenance activities include: mowing the grass during the growing season at intervals to sustain the height between a minimum of three inches and a maximum of six inches; litter pickup at ten-day intervals or as needed on a year round basis; and, pruning, weeding and removal of dead plants as required.

Vandalism and damage caused by errant vehicles in adopted areas are the responsibility of the sponsor and should be repaired in a reasonable length of time. The department will maintain highway fixtures; i.e., signs, guide rails, and existing major trees, etc.

Any permit issued by the Commissioner of the Department of Transportation is revocable immediately upon written notification to the permittee by the Transportation Maintenance Director.

#### PLANTING

A sketch containing the following information shall be included with the permit application.

1. A location map of the ramp to be adopted.
2. A plot plan showing the size and locations of plant materials including flower beds.
3. Botanical and common names for all plant materials.

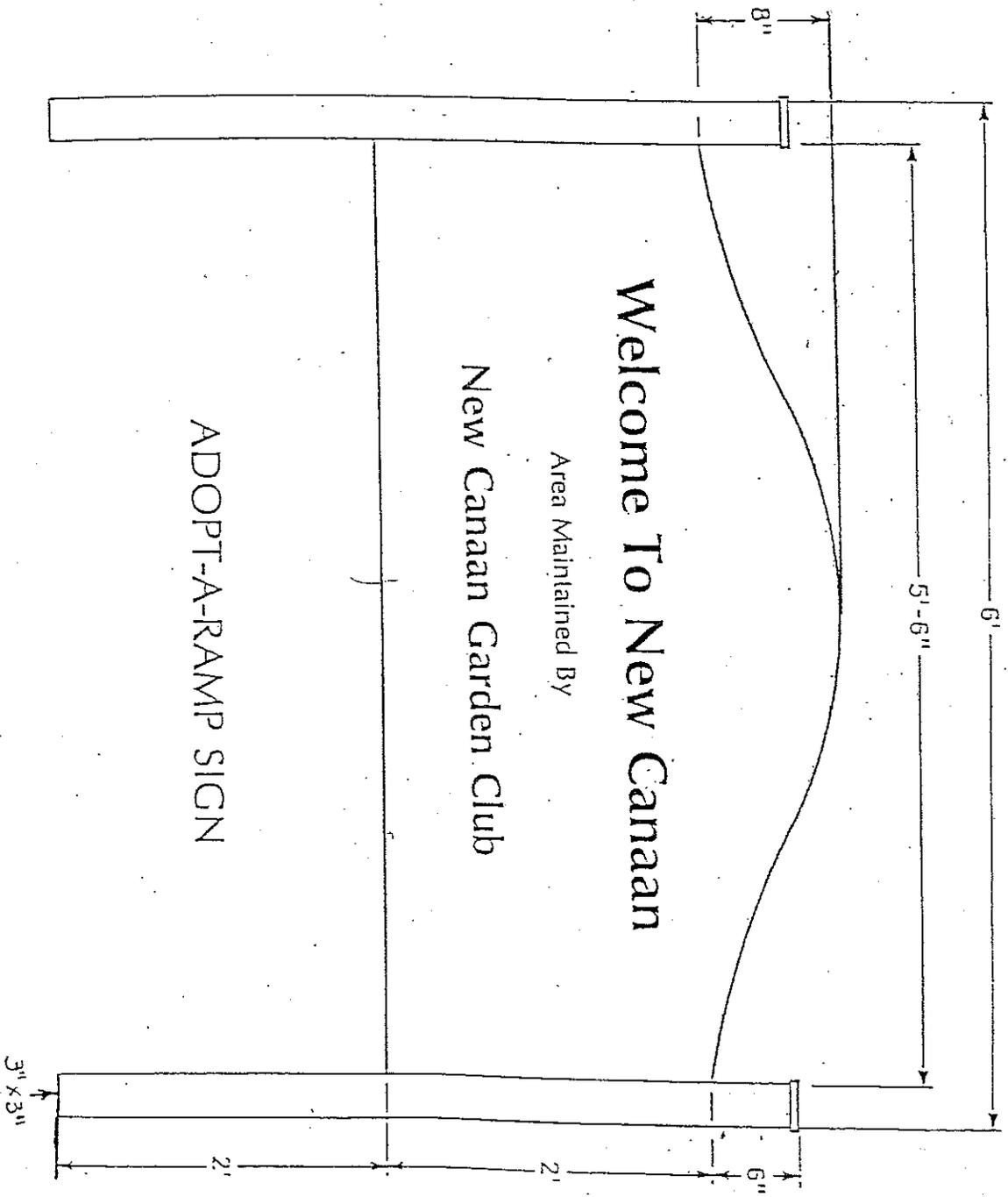
The State of Connecticut is not responsible for loss of plants or flowers due to vandalism, theft, vehicular damage, road sand, salt, construction activities or for any other reason.

#### SIGN

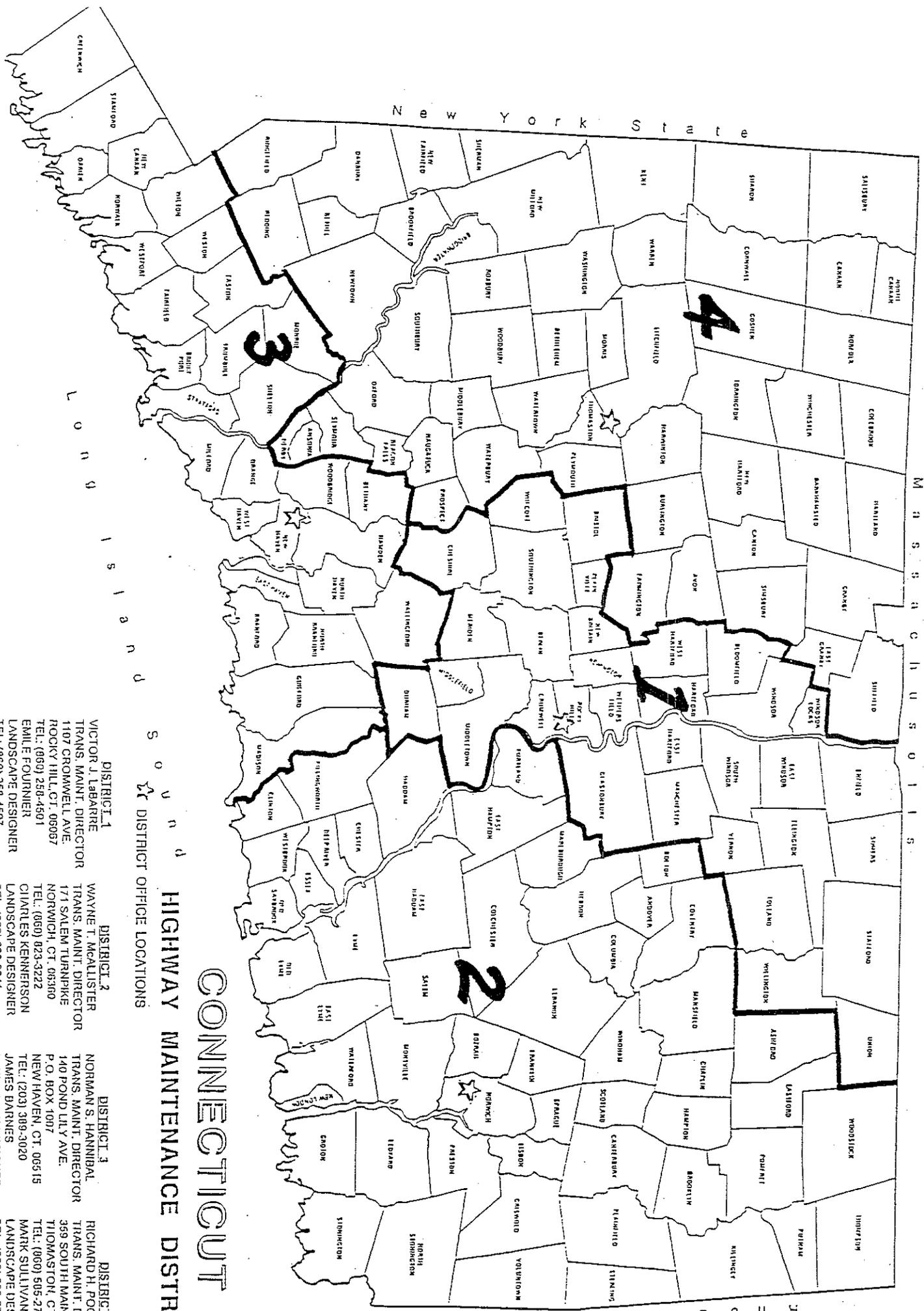
A sign, designed as shown on the attached sheet, will be allowed if the sponsor so desires. The only main message allowed shall be " Welcome To - Town Name" with a secondary message of " Area Maintained by - Name Of Sponsor."

#### SAFETY DURING CONSTRUCTION

Proper traffic signing patterns and safety precautions will be outlined in the permit and shall be adhered to whenever work is being performed in an adopted area.



ADOPT-A-RAMP SIGN



New York State

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HIGHWAY MAINTENANCE DISTRICT

CONNECTICUT

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STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
BUREAU OF ENGINEERING AND HIGHWAY OPERATIONS

## ADOPT-A-HIGHWAY PROGRAM CONCURRENCE

The \_\_\_\_\_ (Town or Adopting Group) recognize the need and the desirability of litter-free and visually-improved highways. Accordingly, the Department of Transportation Adopt-A-Highway Program has been established for community and civic organizations as well as private businesses to contribute toward the effort of maintaining cleaner and aesthetically pleasing highways.

### RESPONSIBILITIES OF TOWN AND/OR ADOPTING GROUP

The Town and/or Adopting Group will:

1. Limit the activity to litter removal and beautification activities.
2. Limit the duration of the activity between the hours of 9:00 a.m. and 3:00 p.m. No activity will take place during inclement weather or poor visibility. No workers will be allowed in areas that are within the limits of a construction or maintenance project.
3. Appoint a Group Leader to supervise the volunteer workers and submit a detailed report (on the next working day) of any injury incurred, or unusual occurrence to the District Office that issued the Encroachment Permit. Any injury requiring hospitalization shall be reported to the District Maintenance Manager immediately at the numbers provided in the permit.
4. Provide orange safety vests to every member of the volunteer group. Safety vests will be worn by every participating member for the duration of each activity.
5. Limit work activities to the right side and non-travel portion of the road. Park vehicles well away from the travel portion of the road.
6. Adhere to the Connecticut Department of Transportation Traffic Control Plan (attached). ConnDOT will furnish the appropriate signs.
7. Place all litter collected in the bags provided by the Town and/or Adopting Group, tie and leave by the roadside, well clear of the actual pavement surface.
8. Have a First Aid Kit at the work location.
9. Provide adult supervision for youth groups at a ratio of one (1) adult for every four (4) youths. A youth is a person under sixteen (16) years of age. No person under the age of twelve (12) will be permitted to participate.

10. Be dressed appropriately. It is suggested that hard soled footwear, shirts, long pants and work gloves be worn. Clothing which distracts the attention of the motoring public, or headsets, may not be worn.
11. Each participating member of the volunteer group will enter their name and signature on the last page of this attachment, in the spaces provided, under the title "SIGNATURES OF VOLUNTEERS" prior to the work activity and procurement of the Encroachment Permit.
12. If any material suspected of being hazardous is discovered, notify the local police promptly.
13. Call the District Office as soon as a section of road is complete so that bagged litter may be scheduled to be picked up by State crews.
14. Groups will be required to adopt for a two-year period.
15. Litter pickup will be performed at least four times per year.
16. The group will be required to pick up litter when the appearance of the adopted section is objectional.

The Connecticut Department of Transportation will:

1. Provide the actual sign (ie: Litter Removal, Road Work Ahead) which will be available at the time the Encroachment Permit is issued.
2. Will remove the bagged litter from the roadside and dispose of same at the earliest practicable time.
3. Erect an identification sign at each end of the adopted highway section to recognize the adopting organizations' activities and effort.

\_\_\_\_\_  
NAME OF TOWN

NAME OF ADOPTING GROUP

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER