

ADOPT-A-RAMM



CONNECTICUT DEPARTMENT OF TRANSPORTATION GUIDELINES

Rev. 5/22/12

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's 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

A completed permit application and insurance form (copies attached) must be filed with and approved by the State of Connecticut Department of Transportation. A \$10,000 bond will also need to be posted with the State. If significant changes to the submitted plan are required, a revised application and plan must be resubmitted for approval.

MAINTENANCE POLICY

The Department of Transportation expects that sponsor's 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 the adopted ramp includes the entire ramp area and is not limited to the portion occupied by plantings and 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 eight inches; litter pickup at 21-day intervals, or as needed, on a year-round basis excluding winter months; 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 Maintenance District Manager.

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 location of plant materials, including flower beds.
3. Botanical and common names of all plant materials.

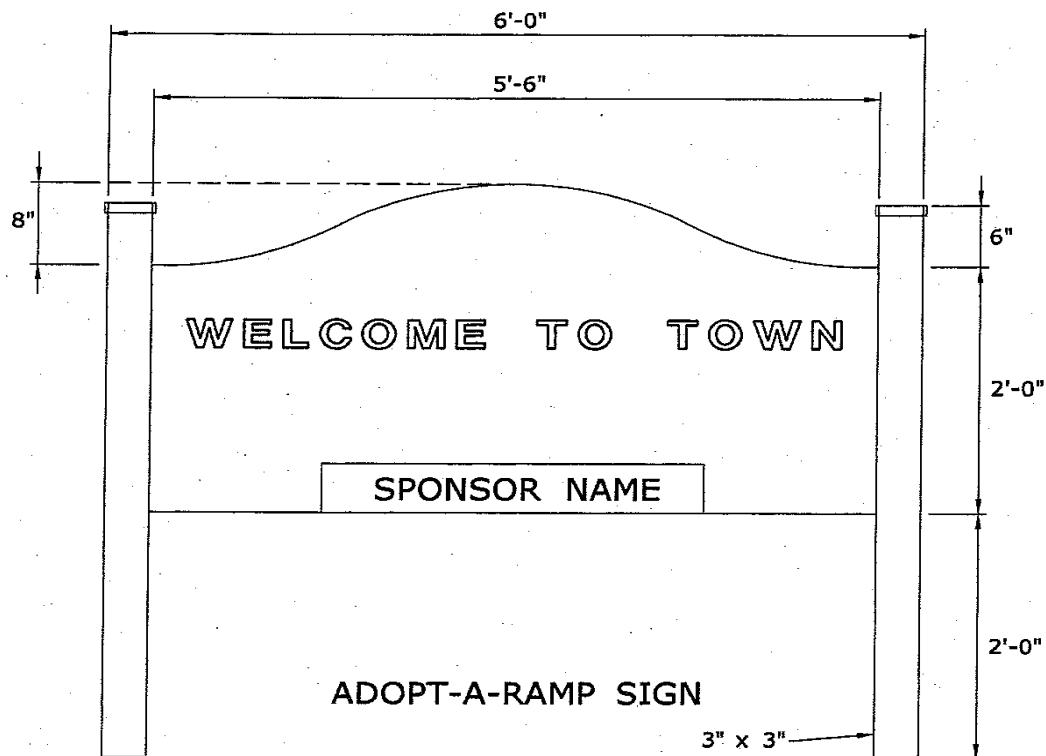
The State of Connecticut is not responsible for loss of plants or flowers due to vandalism, theft, vehicular damage, road sand, salt, construction activities, or for any other reason.

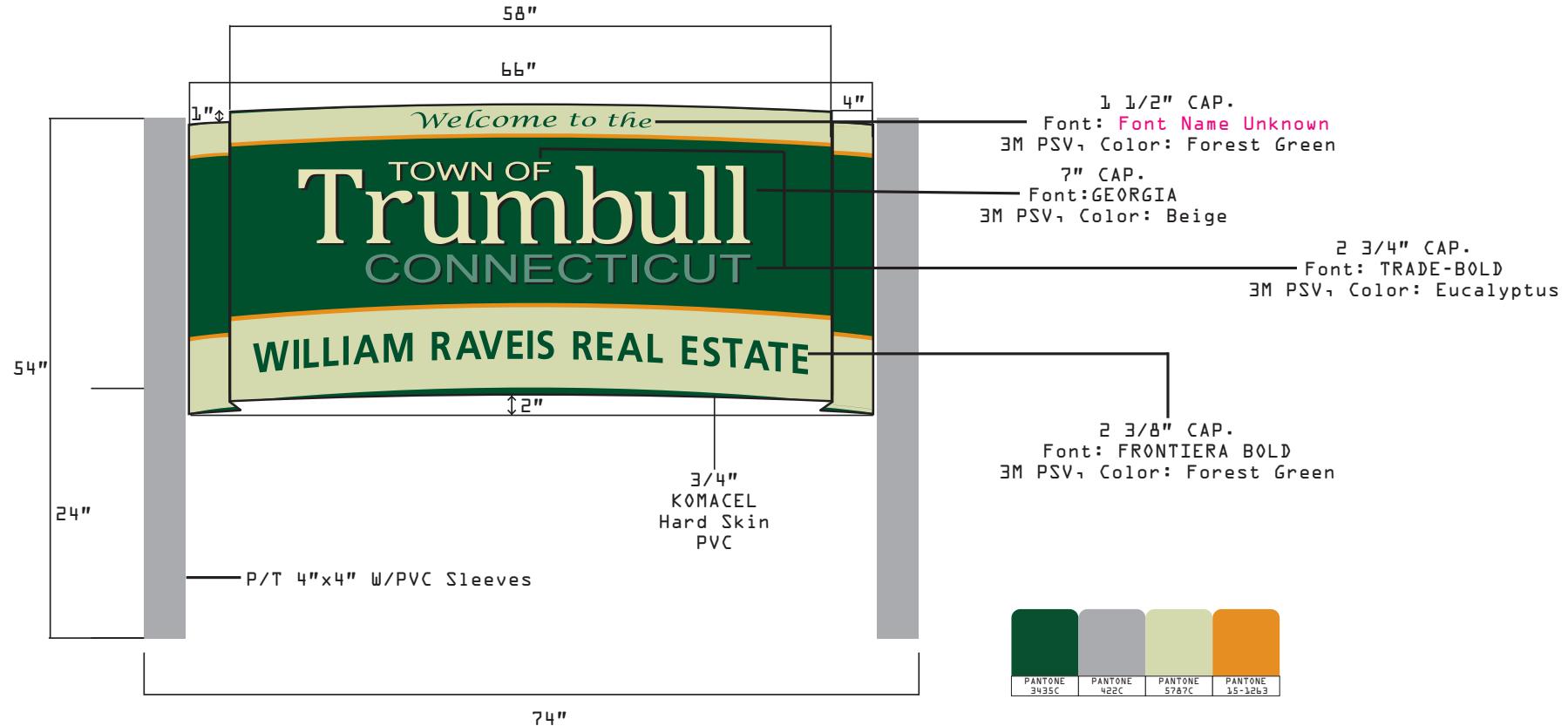
SIGN

A sign of the following design will be allowed if the sponsor desires. The only main message allowed shall be "Welcome To – Town Name" with secondary message of "Area Maintained by – Name of Sponsor" (design on attached sheet).

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.





*All paint finishes are Matthews Acrylic Polyurethane

SIGN MUST BE DOUBLE SIDED

Evergreen Tree
Deciduous Tree
Ornamental/Understory Tree
Shrub
Perennial/Ground Cover

Species		Species	
Botanical Name	Common Name	Botanical Name	Common Name
<i>Acer freemanii</i>	Freeman Maple	<i>Prunus serotina</i>	Black Cherry
<i>Acer rubrum</i>	Red Maple	<i>Quercus alba</i>	White Oak
<i>Acer saccharum</i>	Sugar Maple	<i>Quercus bicolor</i>	Swamp White Oak
<i>Achillea millefolium</i>	Common Yarrow	<i>Quercus borealis</i>	Northern Red Oak
<i>Amelanchier canadensis</i>	Shadblow Serviceberry	<i>Quercus coccinea</i>	Scarlet Oak
<i>Amelanchier laevis</i>	Allegheny Serviceberry	<i>Quercus montana</i>	Chestnut Oak
<i>Aronia arbifolia</i>	Red Chokeberry	<i>Quercus palustris</i>	Pin Oak
<i>Betula lenta</i>	Sweet Birch	<i>Quercus phellos</i>	Willow Oak
<i>Betula nigra</i>	River Birch	<i>Quercus rubra</i>	Red Oak
<i>Betula papyrifera</i>	Paper Birch	<i>Quercus x macDanielli 'Clemons'</i>	Heritage Oak
<i>Betula populifolia</i>	Grey Birch	<i>Rhododendron catawbiense</i>	Catawba Rhododendron
<i>Carpinus caroliniana</i>	American Hornbeam	<i>Rhododendron I. 'Wilsoni'</i>	Wilson Rhododendron
<i>Celtis occidentalis</i>	Hackberry	<i>Rhododendron maximum</i>	Rosebay Rhododendron
<i>Cephalanthus occidentalis</i>	Buttonbush	<i>Rhododendron periclymenoides</i>	Pinkster Flower
<i>Clethra alnifolia</i>	Summersweet	<i>Rhododendron vaseyi</i>	Pinkshell Azalea
<i>Comptonia peregrina</i>	Sweetfern	<i>Rhododendron viscosum</i>	Swamp Azalea
<i>Coreopsis lanceolata</i>	Coreopsis	<i>Rhus aromatica 'Gro-Low'</i>	Fragrant Sumac 'Low Grow'
<i>Cornus alternifolia</i>	Pagoda Dogwood	<i>Rosa 'Sea Foam'</i>	Sea Foam
<i>Cornus amomum</i>	Silky Dogwood	<i>Rudbeckia hirta</i>	Black Eyed Susan
<i>Cornus florida</i>	Flowering Dogwood	<i>Salix discolor</i>	Pussy Willow
<i>Cornus florida 'Appalachian Mist'</i>	Appalachian King	<i>Sambucus canadensis</i>	American Elder
<i>Cornus 'Kn30 8' Venus</i>	Venus Dogwood	<i>Thuja occidentalis 'Nigra'</i>	Arborvitae
<i>Cornus racemosa</i>	Grey Dogwood	<i>Tilia americana</i>	Basswood
<i>Cornus x constellation</i>	Rutgers Hybrid	<i>Tilia americana 'McKSentry'</i>	American Sentry Linden
<i>Crataegus crusgalli</i>	Cockspur Hawthorn	<i>Ulmus americana 'Pioneer'</i>	Pioneer Elm
<i>Crataegus phaeopyrum</i>	Washington Hawthorn	<i>Ulmus americana 'Princeton'</i>	Princeton Elm
<i>Euonymus alatus</i>	Burning Bush	<i>Ulmus carpinifolia 'Homestead'</i>	Homestead Elm
<i>Eupatorium purpureum</i>	Joe-Pye-Weed	<i>Vaccinium corymbosum</i>	Highbush Blueberry
<i>Fagus grandifolia</i>	American Beech	<i>Vernonia noveboracensis</i>	Ironweed
<i>Fraxinus pennsylvanica</i>	Green Ash	<i>Viburnum acerifolium</i>	Mapleleaf Viburnum
<i>Gleditsia triacanthos inermis</i>	Honey Locust	<i>Viburnum cassinoides</i>	Witherod Viburnum
<i>Hamamelis virginiana</i>	Common Witchhazel	<i>Viburnum dentatum</i>	Arrowwood
<i>Hemerocallis species</i>	Day Lily	<i>Viburnum lentago</i>	Nannyberry
<i>Ilex verticillata</i>	Winterberry	<i>Viburnum prunifolium</i>	Blackhaw
<i>Juniperus communis</i>	Common Juniper	<i>Viburnum tomentosum 'Mariesii'</i>	Doublefile Viburnum
<i>Juniperus pfitzeriana 'Compacta'</i>	Pfitzer Juniper	<i>Viburnum trilobum</i>	Highbush Cranberry
<i>Juniperus virginiana</i>	Eastern Red Cedar	<i>Vinca minor 'Bowles'</i>	Periwinkle
<i>Kalmia latifolia</i>	Mountain Laurel	<i>Viola cornuta</i>	Johnny Jump-Up
<i>Leucanthemum x superbum species</i>	Shasta Daisy		
<i>Lindera benzoin</i>	Spicebush		
<i>Liquidambar styraciflua</i>	Sweetgum		
<i>Liriodendron tulipifera</i>	Tulip Tree		
<i>Myrica pensylvanica</i>	Northern Bayberry		
<i>Nyssa sylvatica</i>	Black Tupelo		
<i>Parthenocissus quinquefolia</i>	Virginia Creeper		
<i>Picea abies</i>	Norway Spruce		
<i>Picea mariana</i>	Black Spruce		
<i>Pinus strobus</i>	Eastern White Pine		
<i>Platanus acerifolia</i>	London Planetree		

OVERVIEW OF PROCESS

1. Download application for permit (or visit website listed below).
2. Enter all required information.
3. Mail or hand carry to the appropriate district office (listed below) or use the "Online Application & Payment" option.

DISTRICT OFFICE INFORMATION

The Town of Trumbull is located in District 3 of the Connecticut Office of Maintenance and Highway Operations. The Application for Permit form must be filled in completely and mailed or delivered to this district office. You may also choose to submit this form electronically using the following website:

<https://egov.ct.gov/encroachmentpermit>

The District 3 contact information is as follows:

Addresses: 140 Pond Lily Avenue
 New Haven, CT 06515

Phone Number: 203-389-3011



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



DISTRICT 1 (1107 Cromwell Avenue, Rocky Hill, CT 06067) (860) 258-4544 DISTRICT 3 (140 Pond Lily Avenue, New Haven, CT 06515) (203) 389-3000

DISTRICT 2 (171 Salem Turnpike, Norwich, CT 06360) (860) 823-3230 DISTRICT 4 (359 South Main Street, Thomaston, CT 06787) (203) 591-3627

Date: _____ **APPLICATION FOR REVIEW OF ENCROACHMENT PERMIT**

The attached check list is to be included with and considered part of the application.
(PLEASE FILL OUT COMPLETELY. NOTE: **ORIGINAL SIGNATURE OF OWNER REQUIRED - BLUE INK**)

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Description of Project: _____

Location: _____
(complete street address, if none, provide map/block/lot information and provide plan(s) as needed)

Town and Zip Code: _____

FOR COMMERCIAL PROPOSALS ONLY

Proposed Gross Floor Area (GSF) and Land Use: _____ Total Parking Spaces: _____

Planning and Zoning Approval:

Date Received: _____ Date Expected: _____ Not Required:

Property Owner's Name as noted in the Municipal Land Records: _____
(If there is more than one land owner, a separate application page shall be shown for each)

Street Address: _____

Town, State, & Zip Code: _____

Telephone: _____ Mobile Number: _____

Email: _____

Developer/Applicant/Representative's Name (if different from Owner): _____

Street Address: _____

Town, State, & Zip Code: _____

Telephone: _____ Mobile Number: _____

Email: _____

By signing this form, the owner indicates that the authorized representative designated below is conferred general authority to act on behalf of the owner/developer with respect to all matters arising from the review of this application.

Property Owner's Signature (Original/Blue Ink)

Developer/Applicant/Representative's Signature (Original)

Property Owner's Name

Developer/Applicant/Representative's Name (Typed)

Fee: (for DOT use) #
\$ Rec'd:

Developer/Applicant/Representative's Title

Name of Surety Company: _____

Bond Amount: _____ Required Amount for Job: _____ Bond #: _____

Name of Party to whom Bond is Issued: _____

Phone Number: _____

Insurance Policy Number: _____ Expiration: _____

Name of Party to whom Insurance is Issued: _____

Phone Number: _____

In evaluating this application, the Office of Maintenance will rely on the information provided by the applicant. If such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, the Department reserves the right to deny the reviewed application and require a resubmission.

OSTA

TRAFFIC

DRAINAGE

PDU

DISTRICT

PUBLIC TRANS.

OTHER

CERTIFICATE OF INSURANCE FORM

A State of Connecticut Department of Transportation accepts industry standard accord forms.

Coverage and Limits of Liability for the Certificate of Insurance are as follows:

Bodily Injury Liability and Property Damage Liability:

Each Accident or Occurrence: \$1,000,000

Aggregate: \$2,000,000

Item A (Required)	\$1,000,000	\$2,000,000
Item B (Required)	\$1,000,000	\$2,000,000 (This is required only)
Item C (If Required)	\$1,000,000	\$2,000,000
Item H (If Required)	\$1,000,000	\$2,000,000

Item I – If item I does not apply type N/A

- The form must be complete with effective dates and policy numbers.
- Policy numbers for Item A and Item B cannot be the same.
- This form must be typed. It cannot be hand written.
- If umbrella coverage is needed to meet the insurance requirements for the Encroachment Permit, the amount must be \$5,000,000 and **must** name the State of Connecticut as additional insured.