

Adopt-A-Ramp



Town of Trumbull Guidelines

TOWN OF TRUMBULL GUIDELINES FOR ADOPT-A-RAMP PROGRAM

The only costs associated with this program / application are those incurred for sign development / implementation and landscaping installation. Questions or concerns regarding your application can be directed to Rina Bakalar, Director of Economic & Community Development, at rbakalar@trumbull-ct.gov or 203-452-5043.

PURPOSE OF THE PROGRAM

The purpose of the Adopt-A-Ramp Program is to allow civic and private organizations the opportunity to contribute to the beautification of the Town of Trumbull while affording an opportunity to grow awareness for your organization. Additional planting using shrubs and flowers appropriate to the setting may be used upon approval. The sponsor may erect a sign meeting the Town's specifications with the primary message being civic in nature; for instance, "Welcome To Trumbull" and the secondary message being a credit to the sponsor.

REQUIREMENTS

A completed permit application and insurance form (copies attached) must be filed with and approved by the Town of Trumbull Public Works Department. If significant changes to the submitted plan are required, a revised application and plan must be resubmitted for approval. **Permits must be renewed annually with the Town.**

Permits issued for adopt-a-ramp participants are revocable immediately upon written notification to the permittee by the Town of Trumbull. Failure to maintain the adopted area may result in use of the space being revoked.

MAINTENANCE POLICY

It is expected that sponsors will maintain the adopted areas. If a sponsor is unable or unwilling to maintain the adopted area in the permitted manner, maintenance of the area will revert to the Town. 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 **sign maintenance**; **mowing** the grass during the growing season at intervals to ensure the height does not exceed 8 inches; regular **litter pick up** 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 Town / State will maintain highway fixtures; i.e., signs, guide rails, and existing major trees, etc.

PLANTING

A sketch containing the following information shall be included with the 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.
 - a. Plant species selected for the landscape design should be drought resistant and low growing. Plants should not be of a height that would cause a hazard for motorists or pedestrians. Garden art and boulders are not permitted.
 - b. Mulch should be spread in the spring.

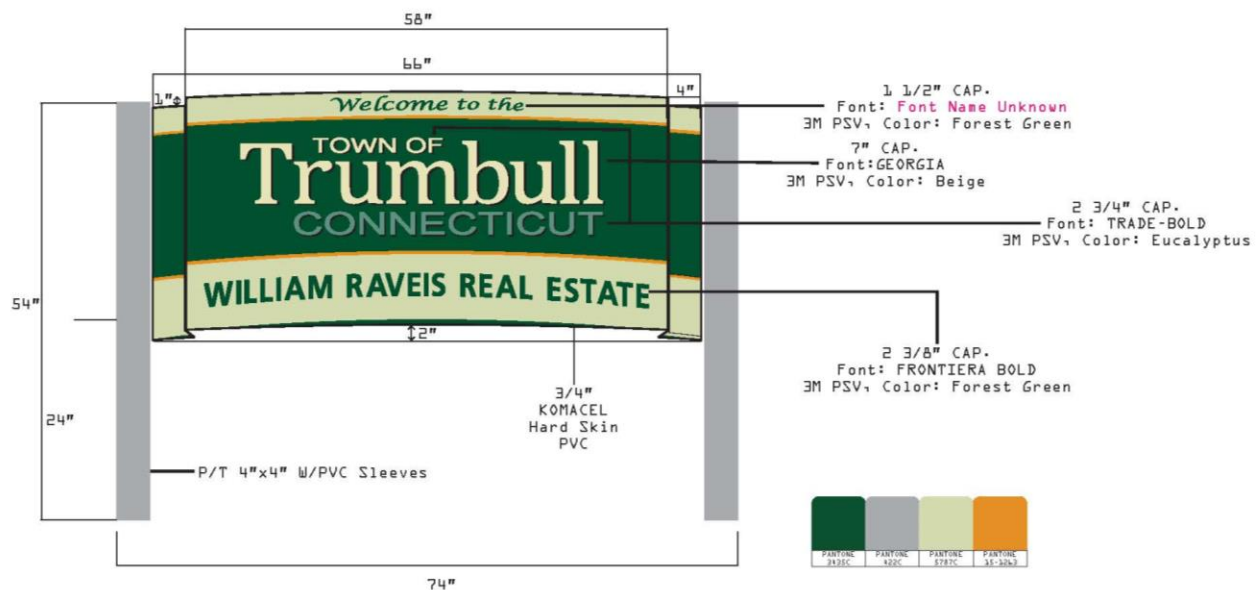
The Town of Trumbull is not responsible for loss of plants or flowers due to vandalism, theft, vehicular damage, road sand, salt, construction activities, or for any other reason.

SIGN

A **double-sided sign** of the following design will be allowed if the sponsor desires. The only main message allowed shall be “Welcome To The Town of Trumbull” with secondary message of “Area Maintained by – Name of Sponsor” (design below).

SAFETY DURING CONSTRUCTION

Proper traffic signing patterns and safety precautions 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

TOWN OF TRUMBULL
DEPARTMENT OF PUBLIC WORKS

Date: _____	Rev. 7/26/2024 Town of Trumbull CT Application for Welcome Signage
<i>*There is no fee associated with this application</i>	

LOCATION OF PROPOSED WORK:

Location: _____
(Complete street address, if none, provide map/block/lot information)

Developer/Applicant/Representative's Name: _____
(Please use additional forms if multiple business owners / applicants)

Street Address: _____

Town, State, Zip Code: _____

Telephone: _____

Email: _____

DESCRIPTION OF WORK

Application is hereby made to: Install / Replace (Circle One) _____

Permit to be issued to: Name: _____ & _____ DBA: _____ Address: _____ Town: _____ ZIP: _____	Party to whom insurance is issued: Name: _____ Signature: _____ Approximate Time Required: _____ Desired Start Date: _____ Complete plans and specification must be submitted along with this permit application.
<p>Please sign the line below as confirmation that you will adhere to the maintenance requirements as outlined in the adopt-a-ramp application package.</p> <p>Name: _____</p> <p>Signed: _____ Date: _____</p>	

Application must be filled in completely and mailed / delivered / emailed to:
Dmitri Paris at 5892 Main Street, Trumbull | dparis@trumbull-ct.gov | 203-452-5075

CERTIFICATE OF INSURANCE FORM

The Town of Trumbull 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.

OVERVIEW OF PROCESS

1. Download application for permit.
2. Enter all required information.
3. Mail or hand carry to Trumbull Department of Economic & Community Development or email to Rina Bakalar at rbakalar@trumbull-ct.gov

Once application is approved:

1. Install sign and landscaping
2. Maintain sign and landscaping as-needed
3. Renew application annually