

ADOPT-A-HIGHWAY APPLICATION/PERMIT

Manitowoc County Highway Department
3500 STH 310
Manitowoc, WI 54220
(920) 683-4345

Please complete this application and submit it to the Manitowoc County Highway Department by US Mail or by email to RachelShedal@manitowocountywi.gov

GROUP NAME AS IT SHOULD APPEAR ON THE SIGN (3 lines with 14 spaces on each of the 3 lines)

If you have more than 14, the letters will be smaller

Group Name	(Area Code) Daytime Phone Number
Mailing Address	(Area Code) Evening Phone Number
City, State, Zip Code	(Area Code) Fax Number (Optional)
Contact Person's Name	(Area Code) Cell Phone
Mailing Address	Approximate No. of People Participating in Group
City, State, Zip Code	Number of Times Group Plans to Pick Up Litter – minimum 3 times per year

First enter the highway section you want to adopt. Then list an alternate section in order of preference. Contact your AAH Coordinator to confirm that your segment is available prior to submitting this application.

Highway Name or Number	FROM	TO

The WisDOT Adopt-A-Highway Safety Video is now available on the internet

www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm

By authorizing its representative to sign this Application, the Group acknowledges the hazardous nature of the work and agrees to the attached Adopt-a-Highway Terms and Conditions. The Group understands there are no fees for participating in the program. This permit is valid until such time the Group notifies the Highway Department of its intention to abandon its segment or until the Highway Department cancels the permit.

Signature of Authorized Group Representative
(Must be 18 years or older)

Date

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL: The Manitowoc County Highway Department approves this permit for the Group to participate in the Adopt-A-Highway Program for the section identified above. The Group accepts the responsibility of picking up litter on this section of highway. The Manitowoc County Highway Department reserves the right to modify or cancel this permit at any time. Please notify the Manitowoc County Highway Department of any change in the Group information by calling (920) 683-4345.

Signature of Highway Commissioner

Date

(See Other Side For The Terms & Conditions)

ADOPT-A-HIGHWAY PROGRAM TERMS AND CONDITIONS

1. The Group and its members are considered volunteers and are not agents, employees, officers, or officials of Manitowoc County or its Highway Department. Any injuries, claims, liabilities, suits, or costs arising from Group or individual Group member activities relating to this permit are the sole responsibility of the Group, its individual members, or both.
2. The Group agrees to defend, hold harmless, and indemnify Manitowoc County from any and all liability, including attorney fees, awards, costs, charges, claims, damages, expenses, fees, liens, losses, penalties, or settlements of every kind and character for injury to any person, death, or damage to property arising in connection with, or directly or indirectly out of, the issuance of this permit; the performance of any activity under this permit; the breach of any agreement, covenant, representation, or warranty made by the Group; or in connection with any litigation between the Group and Manitowoc County. The Group agrees that its duty to defend, hold harmless, and indemnify Manitowoc County applies to all claims whether it is alleged that the County was negligent and without regard to whether such claims are groundless, false, or fraudulent. In the event that the County is determined to be negligent, the Group may be relieved of its duty to indemnify Manitowoc County only to the extent of the County's negligence as determined by mutual agreement or by judgment entered by a court of competent jurisdiction. The Group agrees that its duty to defend, hold harmless, and indemnify Manitowoc County will survive the termination of this permit.
3. The Group and its participants agree to obey and abide by all laws and regulations relating to safety and to such terms and conditions as may be required by the Highway Department for special conditions that may exist on a particular section.
4. The Group agrees to abide by terms and conditions set forth in a work plan for all freeways, interstates, and interchanges. The Group agrees to submit a completed Application and work plan for approval before work begins. The Highway Department will return the work plan, if approved, to the address provided.
5. The Group agrees to pick up litter a minimum of three times a year between April 1 and November 1.
6. The Group will work on only one side of the road at a time and will not work beyond its section limits or pick up litter on medians, bridges, in tunnels, on overpasses, or around other structures that would pose a danger.
7. The Group will supply one adult supervisor for every 5 to 6 workers.
8. Each participant must review the Adopt-A-Highway Safety Training Video before participation. The Group leader must review the safety rules with all participants before proceeding to the highway segment.
9. A person must be at least 11 years old or in the 6th grade to participate in the program, but must be at least 16 years of age to work along any freeway, interstate, or interchange segment. No other persons may be present at the work site.
10. The Group will only work during daylight hours and in good weather.
11. All traffic safety signs provided by the Highway Department must be displayed properly during litter pickup.
12. All participants will wear safety vests, which will be provided by the Highway Department.
13. Any closed container or other item suspected of being hazardous will not be touched. Any item that raises a serious concern must be reported to the Highway Department at (920) 683-4345.
14. The Group will place filled trash bags at the designated pickup site and will recycle trash as required by the Highway Department.
15. The Group shall order required supplies and materials from the Highway Department.
16. Unused materials and supplies furnished by the Highway Department may be retained by the Group during the agreement period, but must be returned at the end of the period as instructed by the Highway Department. If the Group stops participating in the program, all materials must be returned to the Highway Department.
17. The Group will not collect litter during the following holiday periods: Memorial Day extended weekend, July 3 – 5, and Labor Day extended weekend.
18. The Group must **contact the Highway Department for pickup within 24 hours of a collection by filling out the Clean Up Form or calling 920-683-4345 with their group name/phone number/adopted highway section with the number of bags picked up.**
19. The Group shall make arrangements for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pick up site must be parked at the nearest cross street, if possible, or at least 3 feet from the pavement when parking along the highway.
20. The Group may keep any recyclable materials.
21. Partisan political groups (groups of people with common political opinions and purposes organized for gaining political influence, governmental control, or directing government policies) are not be permitted to participate.
22. The Group must notify the Highway Department if it abandons its highway segment. **This permit is valid until such time the Group notifies the Highway Department of abandonment.**
23. The Highway Department agrees to provide safety vests, trash bags, traffic safety signs, and a safety training video.
24. The Highway Department will remove filled trash bags as soon as possible after the pickup.

25. The Highway Department reserves the right to revise or refuse to use acronyms of Group names when preparing signs.