



Adopt a Highway

15-0101 R07/23 azdot.gov

ADOPT A HIGHWAY VOLUNTEER HIGHWAY ENCROACHMENT PERMIT APPLICATION

This is a request for a permit to work in Arizona State Highway Right of Way to participate in the Adopt a Highway Volunteer Program. Volunteer agrees to hold harmless the State of Arizona and the Arizona Department of Transportation from and against any and all claims, actions, liabilities, injuries, damages, losses, or expenses arising out of these activities. Volunteer also agrees to waive any and all rights of subrogation against the State of Arizona and the Department of Transportation for losses arising from the work performed by the volunteer on behalf of the State of Arizona.

Please print or type.

Name of Applicant (Permittee): \_\_\_\_\_

Name of Group (if applicable): \_\_\_\_\_

Mailing Address of Applicant (Permittee): \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ For information about current inventory and descriptions of scenic roads throughout Arizona click this link. PHSRAC

Highway Route No.: \_\_\_\_\_ Milepost \_\_\_\_\_ to Milepost \_\_\_\_\_ Is your highway scenic or historic? Mark the box S or H

Closest City/Town Near Requested Road: \_\_\_\_\_

\*Please use the boxes below to PRINT your message for the Adopt a Highway Acknowledgment sign(s). ADOT can accommodate only the text that fits within the boxes (one character per box); Space(s) require the use of a box. NOTE: The use of special characters or punctuation is not allowed. Adopt a Highway volunteer program recognition panels are 24"X18" or 24"X24" depending on the number of characters in the name on the sign. Please see sign sizes for details.

3" tall lettering will be used for your ADOPT A HIGHWAY sign.

Table with 12 columns for characters and 4 rows for lines. Example row: M, r, space, J, space, H, a, w, k, s, space, space.

The applicant for this permit is the permittee. By signing this application, the permittee acknowledges that the information given and statements made in this application are true and correct to the best of their knowledge. The applicant agrees as the permittee to accept the general obligations and responsibilities as described below and on the back (page 2) of this form. By accepting an approved permit, the permittee agrees to the requirements described in the permit and will comply with ADOT's requirements as set out in the permit. An approved permit consists of this application, final supporting documentation approved by ADOT and any requirements set by ADOT. If the permittee disagrees with the requirements, the permittee shall return the permit immediately to the district office.

Signature of Applicant: \_\_\_\_\_ Your signature indicates that you have read BOTH sides of this permit thoroughly.

TO BE FILLED OUT BY THE DEPARTMENT

This application to pick up litter \_\_\_\_\_ times a year on \_\_\_\_\_ from milepost \_\_\_\_\_ to \_\_\_\_\_ on the right of way ONLY is granted to the applicant named above subject to the rules and regulations contained in this application.

The permittee shall notify the authorized contact person, \_\_\_\_\_ (Name of ADOT district office designee)

at \_\_\_\_\_, \_\_\_\_\_ working days prior to the start of any Adopt a Highway work. (Phone)

PERMIT AND LICENSE Permit No. \_\_\_\_\_

A permit is hereby issued to the permittee for the purpose stated above and upon the expressed condition that every agreement and all provisions contained herein are faithfully performed. Unless otherwise terminated by ADOT this permit is valid for two calendar years from date of issue and may be renewed with the department's written approval. Work is authorized only for the period of time indicated below.

Date Permit Issued: \_\_\_\_\_ Date Permit Expires: \_\_\_\_\_

By: \_\_\_\_\_ (signature) By: \_\_\_\_\_ (signature)

This permit may be canceled by the state at any time.



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### General Obligations and Responsibilities

1. By signing the application for permit, the volunteer group and the permittee's representation agree to abide by all the requirements of the program.
2. Only after the permittee's group performs a cleanup activity will ADOT initiate the process of fabricating and installing recognition panels. A group has six months to perform a cleanup before a road segment returns to AVAILABLE status, and the permit is canceled.
3. Adopt a Highway groups are advised to report, but not to interfere, with illegal dump sites. Certain illegal dump sites may be considered Hazardous Material sites. Volunteers should report illegal dump sites in ADOT right of way to the designated office.
4. The permittee agrees to schedule litter cleanup activities with the ADOT authorized contact person prior to the start of any work authorized by this permit. The permittee should notify the authorized contact person within five business days BEFORE initiating cleanup activities so that a litter bag pickup can be scheduled by ADOT staff in a timely manner.
5. Work shall only be conducted during daylight hours. Work shall not be conducted on holiday weekends or within 24 hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit.
6. The permittee must be of legal age (in AZ, 18 years old) to sign the Application for Permit. The permittee coordinates and represents the volunteer group. Children younger than 12 years old shall not participate or be permitted in the right of way for any reason. The group shall provide at least one adult 21 years of age or older to supervise every ten participants between 12 and 18 years of age. Each participant (or parent or guardian of a minor participant) must sign the ADOT Volunteer Registration Form before work commences in the right of way. The volunteer coordinator representing the group will ensure all participants sign the ADOT Volunteer Registration Form prior to each litter cleanup activity.
7. The permittee agrees all volunteers in their group will watch the Safety Video and read the Safety Brief BEFORE they pick up roadside litter for the first time. The permittee agrees to REQUIRE ALL volunteers to read the Adopt a Highway Safety Brief before every cleanup activity.
8. Adopt a Highway activities are limited to litter cleanups and do not include any sign maintenance, road maintenance, landscape trimming, weed control or rest areas. Volunteers are to perform their cleanup activity by walking on foot. No animals (pets, horses, etc.) and no motorized or off- road vehicles such as ATVs are permitted in the right of way during the cleanup activity.
9. Volunteers are required to stay out of the roadway at all times. Adopt a Highway cleanups shall not be performed within 6 feet of the roadway, in medians, upon bridges, culverts, or structures of any kind. Permittee shall not cross the travel lanes of the highway.
10. Segments of highway in the Adopt a Highway program are adopted on a first-come, first-served basis at the department's discretion and authority.
11. The Adopt a Highway acknowledgment sign is the property of the department. The acknowledgment sign is not intended to be an advertising medium or any kind of public forum for public speech or political opinion. It is intended to identify and recognize the volunteer organization group that is responsible for the periodic litter cleanup in the area. The department reserves the right to edit the wording of the sign and has final approval of the sign content and location.
12. The permittee agrees to report litter cleanup activities within three (3) days using the Activity Report form on the ADOT website. The Activity Report may be used by the department as a means to measure program compliance and/or effectiveness.
13. ADOT provides safety orientation, vests and litter bags. ADOT will pick up filled litter bags as soon as possible upon notification of completion of cleanup activity. Unused litter bags remain the property of ADOT and should be returned upon completion of the litter cleanup activity. Litter bags will be available for pickup from ADOT by contacting the authorized contact person named on the permit application.
14. The permittee must be of legal age (in AZ, 18 years old) to sign the Application for Permit. The permittee may represent a family neighborhood, employees or any other collection of individuals forming a group of volunteers.
15. LIABILITY COVERAGE: Volunteers are individuals authorized to do State of Arizona work/activities and are not being paid. Liability coverage may be extended to volunteers acting pursuant to the terms of the applicable permit within the course and scope of their state-authorized activities. Volunteers of the state may be provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their state-authorized activities may be covered for their liability exposure as authorized volunteers of the state. If volunteers have concerns about liability coverage, they are encouraged to consult with their own legal and/or insurance counsel.
16. WORKERS' COMPENSATION IS NOT COVERED: **Volunteers are NOT covered by the state's workers' compensation plan if injured while participating in this program** (except for volunteers covered pursuant to A.R.S. 23-901). Volunteers must read the Safety Briefing before each cleanup. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place, Risk Management has purchased a volunteer accident medical and AD&D program. However, you must supply specific information about your medical insurance prior to making a claim. Claim forms can be obtained from the Risk Management website at [www.risk.az.gov](http://www.risk.az.gov). If volunteers have concerns about workers compensation, they are encouraged to consult with their own legal and/or insurance counsel.
17. Political sign removal time frames are established by city and county ordinances. Please research and understand the applicable ordinances for political sign removal before interfering with them. Volunteers should report political signs in ADOT right of way to the designated office.
18. This permit may be canceled by the state at any time for any reason, including failure to pick up litter according to this agreement or for nonconformance with other permit requirements.
19. If your section contains roadside barriers, leave your bags at the barrier terminal and do not cover any object marker or reflector at the beginning or the end of the barrier. Leave all bags tied and at least 6 feet from the roadway within your section.
20. The permittee will not monetarily subcontract their duties to another organization or individual.