



Application & Permit for Use of City Trunkline Right-Of-Way

Information required by Act 368 of 1925 and Act 51 of 1951 to authorize use of trunk right of way.

See Permit Conditions and Safety Guidelines

INSTRUCTIONS

All types of City Streets may be adopted, including 2-lane, limited access, boulevards, and business routes. No litter shall be removed from the median areas. Kentwood Department of Public Works office will assign sections of roadways in its sole discretion following the submittal of this application and review. It will then issue a permit to that group, which will expire in two (2) years from the approval date unless terminated earlier. Assignments will be made on a first come/first served basis. A permit is required to be reviewed and approved prior to participate in the ADOPT-A-STREET program. No permit fee is applied; neither a performance bond nor proof of insurance is required. Please fill in and sign the application (2 pages) and mail the completed form to **Kentwood - Public Works** (5068 Breton Ave. SE - Kentwood, MI 49508) or email to epublicworks@kentwood.us.

PRINT IN INK OR TYPE

Applicant (Name of Group/Organization/Company)	Application Date
Name to Display on Street Sign (40-character max)	Permit Expiration Date (Office)
Contact Name (Group Leader)	Permit # (Office)
Contact Info (Email / Phone)	Location Requested (Street name between block to block) ↓

I certify that I accept the following:

Commencement of work set forth in the permit application constitutes acceptance of the permit as issued. Failure to object within ten (10) days to the permit constitutes acceptance of the permit as issued. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.

Signature	Date
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Kentwood Public Works Use Only – DO NOT WRITE BELOW THIS LINE

Street Name	Block From	Block To
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RECOMMENDED ISSUANCE

Office Specialist - Signature	Date
Streets Crew Leader - Signature	Date
Public Works Supervisor - Signature	Date

Application & Permit for Use of City Trunkline Right-Of-Way

Safety Guidelines and Permit Conditions Agreement

I affirm that consistent with the Adopt-A-Street guidelines and conditions, copies of which are attached to this application. I have read, understand, and agree to conform to the City of Kentwood's Adopt-A-Street Safety Guidelines and Conditions at all times while any resulting permit is in effect.

Group Name	
Signature of Group Leader	Date
Printed Name of Group Leader	



PERMIT CONDITIONS

This permit is issued subject to the following conditions:

1. This permit only authorizes the permittee whose name is on the application and his/her affiliated group the right to participate in the City of Kentwood's Adopt-A-Street program. Issuance of this permit does not relieve the permittee or members of his/her group from meeting all requirements of the law, or of other public bodies or agencies. Each application must identify a contact person (group leader).
2. This permit is neither assignable nor transferable. Upon the request of the City, the permittee shall immediately cease operations and surrender the permit.
3. Unless approved by the Public Works Director, any operations in the right-of-way (ROW) not covered by the permit and the appropriate specifications are in violation of the jurisdictional authority of City of Kentwood. And the City of Kentwood denies any responsibilities for, or duty towards such operations. Any change or alteration in the permit activities requires prior written approval of Public Works department and may require a new permit.
4. The permittee shall be responsible for the cost of restoration of the street, facilities, and ROW if Public Works Department determines there is damage because of the permittee's activities.
5. The permittee shall indemnify and hold harmless the City of Kentwood and its officers, agents, employees, and associated governmental bodies, against all claims for damages or injuries arising from operations covered by this permit.
6. Participants are required to attend a safety meeting at least once annually and prior to any pickup, conducted by the group leader using Kentwood's supplied safety guidelines. Each group must sign an acceptance of these guidelines on the second page of the permit application.
7. All participants must wear a safety vest while working in the ROW. City of Kentwood will supply safety vests, gloves, and trash bags. The adopting group shall replace any damaged, lost or stolen equipment at its own expense.
8. Group participants must be a minimum of 12 years old unless otherwise approved. Children between the ages of 12 to 15 must have adult supervision at a ratio of one adult to every three children.
9. All litter must be placed in bags provided by Kentwood Public Works. Large/heavy objects can be placed next to the bags in designated locations. Upon the completion of the activities, return the supplied safety vests, unused gloves, and unused trash bags to the Public Works building (5068 Breton Road SE) and notify the Public Works office for trash pickup.
10. City of Kentwood will provide, install, and maintain two (2) recognition signs (per adopted section) noting the program and the participant as long as the adopting group maintains an active permit. These signs will be placed near the beginning point from each direction. No additional signage is allowed.
11. Groups failing to adhere to the guidelines or not participating in trash pickups for two periods of the year will have their permit revoked and recognition signs removed. The first pickup date missed will be followed by a warning; the second occurrence will result in the group's permit being revoked. The adopted section of ROW will then be available for a new group to adopt. City of Kentwood shall retain the right to revoke any permit at any time.
12. Groups must notify City of Kentwood – Public Works (616.554.0817) immediately of the intention to leave the program and are expected to return all safety vests, unused gloves, trash pickers, and unused bags to the Public Works building.
13. All participants operating under the permit do so in recognition that the permitted activities involve potentially dangerous conditions or characteristics. The permittee pledges that he/she will advise all participants operating under this permit as to the risks associated with such conditions or characteristics. The permittee, on behalf of himself/herself as well as all participants operating under this permit, affirmatively and voluntarily releases the City of Kentwood and its officers, employees, and agents from claims of any nature arising out of such voluntary undertakings and participation in the Adopt-A- Street program.



Safety Guidelines

The City of Kentwood would like to partner with you to Adopt-A-Street. This program is modeled after Michigan Department of Transportation's Adopt-A-Highway program. The purpose is to involve Kentwood citizens in keeping the local roads clean, safe, and attractive. A group can adopt any street section that is still available and up to four miles.

Schedule

Generally, trash pickup is scheduled between the months of April through October. However, each group can schedule its pickup dates during the year, then notify City of Kentwood - Department of Public Works (616.554.0817) of your cleanup schedule.

Who can participate?

Any group of people can adopt a street. We encourage service organizations, schools, scout troops, senior groups, and businesses to get involved in the program. Group participants must be at least 12 years of age unless otherwise approved. The requirement to participate in Adopt-A-Street program is a time commitment to pick up trash in the right-of-way (ROW) at least two (2) times per year, especially during the spring and fall seasons.

Road Assignments

Groups that request a specific ROW section will be assigned to that area on a first come, first serve basis. The Public Works department will make every attempt to assign you to your road of choice, but no guarantee can be made.

Permit and Recognition

Permits are free of charge. Each adopting group is required to apply for a permit which can be found online at Kentwood.us under City Departments – Public Works. The application can also be obtained by emailing epublicworks@kentwood.us or picked up at the Public Works building. The department supervisors will review and approve each application. Upon approval, the permit is granted to the applicant and effective for two (2) years. The City of Kentwood shall retain the right to revoke any permit at any time. All groups that adopt a road will have two (2) signs installed and maintained on their portion of the road recognizing their involvement in the program as long as the adopting group maintains an active permit. These signs will be placed near the beginning point from each direction.

Safety

All participants in Adopt-A-Street program must conduct a safety meeting once a year prior to their first pickup using Kentwood's safety guidelines. All participants are required to wear a safety vest while cleaning up the roadside. To ensure that your group has a safe, worthwhile experience, Department of Public Works will provide safety vests, gloves, and trash bags for the group members. We will also pick up the filled trash bags upon the group's completion. Safety equipment and unused bags shall be returned to the Public Works office as soon as possible. Any damaged, lost, or stolen equipment must be replaced by the adopting group at their own expense.

Safety Guidelines

Safety Rules

- Each group must designate a group leader to ensure safety rules are followed by all group members.
- All members should be in good health with good sight/hearing and must be at least 12 years old unless otherwise approved.
- Carpool to the location to reduce the number of vehicles on the roadside.
- All vehicles should be parked well off the right shoulder. Do not park on paved shoulders, along curves, bridges, near or under overpasses, or in medians. Keep vehicles on the same side of the road as crew members. All occupants in vehicles should exit and enter the vehicle on the side opposite traffic.
- Work in small groups and only on one side of the road at a time.
- Group members are not allowed to carry knives, machetes, axes, etc. and must not use or possess illegal drugs or alcohol during cleanup.
- Don't overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily then start with a new bag.
- Keep crew members together for better visibility to motorists. Most drivers do not expect to see a crew working along the roadside. Be alert and always use good common sense.

Protect Yourself and Other Crew Members

- Face oncoming traffic as your work whenever possible. Be prepared to move out of the vehicle's way in an emergency. Stop working in bad weather, especially when there is poor visibility and wet or icy roads.
- Work during daylight hours.
- Post a person to look out for traffic dangers. Never walk out on the road.
- Have a refresher session on safety awareness each time a crew goes out.
- Avoid the use of headsets. All workers must wear safety vests and gloves while working.
- Other clothing should be light-colored for increased visibility.
- Watch your footing. Wear substantial leather shoes or boots with good ankle support. Avoid loose stones and steep slopes.
- Avoid overexertion. Drink lots of water, especially on hot/humid days.
- Wear a hat and long-sleeved top to avoid sunburn. Sunscreen lotion is always recommended.
- Use proper lifting techniques.

Be Prepared for Emergencies

- Carry an adequate first-aid kit and fully charged cell phones.
- Transportation should always be immediately accessible.
- Identify the nearest emergency room or hospital and know the route from the work area.

Additional Personal Safety Guidelines

- Avoid touching poison ivy/oak and/or noxious weeds. Be alert for snakes and stinging insects.
- Avoid areas which are being mowed, or where there is other construction or maintenance activities being conducted.
- Do not pick up discarded syringes or hypodermic needles.
- Do not remove unknown or suspected drug substances, hazardous substances, or dead animals. Notify the Public Works or Police department of these items.
- Do not enter the roadway or shoulder areas to pick up trash.
- Do not pick up items on bridges, in tunnels or overpasses, or in medians. These areas are especially dangerous to workers on foot.

Safety Guidelines

METH LAB TRASH

Methamphetamine is made in illegal laboratories and has a high potential for abuse and addiction. Methamphetamine is closely related chemically to amphetamine, but the central nervous system effects of methamphetamine are greater. Street methamphetamine is referred to by many names, such as "speed," "meth," and "chalk." Methamphetamine hydrochloride, clear chunky crystals resembling ice, which can be inhaled by smoking, is referred to as "ice," "crystal," "glass," and "tina." Over 300 different chemicals can be used in the production of the drug depending on the procedure used. The waste can be disposed of in many ways, sometimes on the side of the road.

The following reviews some of the waste generated by Methamphetamine Labs:

- Plastic pop/juice/water bottles with tubing coming out of the top.
- Propane cylinders (typical of gas grills) used to transport anhydrous ammonia. This ammonia can burn your skin and cause very severe respiratory damage. These tanks, when used with the brass fitting, can explode when moved. The ammonia degrades the brass to the point where it can blow the fitting out of the tank, endangering individuals in the area. The brass fittings on the tanks will turn a blue to blue-green color as shown in the picture on the left. Some tanks have been modified with other fittings. If you find cylinders, **DO NOT TOUCH** but note location and report it to the City of Kentwood Public Works or Police Department.
- Coffee filters with red stains/powder or white residue
- Empty medicine boxes and blister packs for over the counter cold and asthma medicines (products that contain ephedrine or pseudoephedrine)
- Lithium batteries that appear to be unrolled
- Bags containing a reddish/white powder
- Respirator masks
- Rubber gloves
- Plastic or rubber tubing, hoses, and clamps
- Pyrex glass, Corning ware, or other glass cookware
- Bed sheets or pillowcases stained red or containing a white powdery residue
- Engine starting fluid cans (punctured and drained of ethyl ether)
- Empty drain cleaner containers (lye)
- Kitty litter
- Empty bottles of 'rubbing' alcohol, acetone, toluene, or paint thinner
- Empty cans of Coleman/Camping fuel (naphtha)
- Empty containers of sulfuric, muriatic, or phosphoric acid

In case you find what appears to be meth lab waste, **DO NOT TOUCH**, report the location to your supervisor and the Kentwood Public Works (616.554.0817) or Police Department (616.698.6580).