

**CITY OF KENTWOOD  
ADOPT-A-STREET  
APPLICATION AND 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 NEXT PAGE FOR PERMIT CONDITIONS**

**DISTRIBUTION:** Original - City of Kentwood, COPY - Applicant

**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.

Free permits for litter pickup will be issued by the D.P.W. office. Permits will be issued to the group for a 2-year period. The D.P.W. Office will assign sections of roadways to adopting groups. Assignments will be made on a first come/first served basis.

A permit is required to be placed in file on the D.P.W. offices to participate in the ADOPT-A-STREET program. No permit fee will be charged to ADOPT-A-STREET. A minimum of information is required to complete this form. A performance bond and proof of insurance are not required for this permit.

**PRINT IN INK OR TYPE**

APPLICANT (Name of Organization/Company)	Permit #
MAILING ADDRESS (Street)	APPLICATION DATE DATE ISSUED
City, State, Zip	PERMIT EXPIRATION DATE
CONTACT (person in charge)	EMAIL
Day Phone Evening Phone	
LOCATION REQUESTED (Give distance & direction from nearest main Intersection & mile point, if known)	
NAME TO APPEAR ON SIGN (40 characters maximum)	

**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 10 days to the permit as issued 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 USE ONLY-DO NOT WRITE BELOW THIS LINE**

Street Name	Block From	Block To:
RECOMMENDED ISSUANCE		
REVIEWED BY (DPW Clerk)		DATE
REVIEWED BY (Streets Crew Leader)		DATE
APPROVED FOR KENTWOOD BY (DPW Supervisor)		DATE

**I hereby certify that I understand and accept the City of Kentwood Adopt-A-Street Safety Guidelines.**

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**Designated Group Leader**

**Date**

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**Printed name of designated group leader**

**CITY OF KENTWOOD**  
**ADOPT-A-STREET**

**PERMIT CONDITIONS**

**This permit is issued subject to the following conditions:**

1. This permit grants to the permittee only those rights specifically stated and no other.
2. Issuance of this permit does not relieve the permittee from meeting any and all requirements of the law, or of other public bodies or agencies.
3. Any operations in the right of way not covered by the permit and the appropriate specifications are in violation of the jurisdictional authority of the City of Kentwood with respect to the control of the right of way unless approved by the Utilities Manager. Any change or alteration in the permit activities requires prior approval of the Department of Public Works and may require a new permit.
4. The permittee shall be responsible for the cost of restoration of the street facilities and right of way if the Department determines there is damage as a result of the activities of the permittee.
5. The permittee shall save harmless the City of Kentwood and all officers, agents, and employees thereof, and those governmental bodies performing permit activities for the City of Kentwood and all officers, agents, and employees thereof, pursuant to a maintenance contract, against any and all claims for damages arising from operations covered by this permit.
6. This permit is neither assignable nor transferable unless specifically agreed to by the City of Kentwood.
7. The permittee, upon request of the City, shall immediately cease operations and surrender this permit.
8. Participants must hold a safety meeting at least once annually and prior to any pickup, conducted by the adopting group with Kentwood supplied literature. All participants must sign a form acknowledging the training. Forms shall be sent to the City of Kentwood annually and kept on file at the Public Works office.
9. All participants must wear a safety vest while working in the right of way. The City of Kentwood will supply safety vests. The adopting group shall replace any damaged, lost or stolen equipment at its own expense.
10. 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 1 adult to every 3 children.
11. All litter must be placed in bags provided by the City of Kentwood. Those objects too large/heavy shall be placed next to the bags. Full bags must be placed in designated locations for pickup.
12. The City of Kentwood will provide, install, and maintain signs noting the program and the participant. Only 2 identification signs per adopted section are allowed. These will be located near the beginning point from each direction. Groups wanting more signs will not be allowed to pay for additional signs.
13. Groups must consist of at least 6 people and 3 backups all identified by name, address, and phone to participate in the ADOPT-A-STREET program. Group contact person must be identified.
14. Groups failing to adhere to the guidelines or not participating in litter pick-ups for 2 periods of the year will have their permit revoked and the sign designation removed. The first pickup date missed will be followed by a warning; the second occurrence will result in the group's permit being revoked. That particular section of right of way will then be available for another group to adopt. The City of Kentwood shall retain the right to revoke any permit at any time.
15. Groups must notify The City of Kentwood immediately if they intend to drop the program. All safety vests, equipment and unused garbage bags must be returned to the City of Kentwood when a group withdraws from the program.

# City of Kentwood

## Adopt-A-Street Safety Guidelines

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The city of Kentwood wants to work together with your group to Adopt-A-Road. This is similar to the Michigan Department of Transportation's Adopt-A-Road program. The purpose of Adopt-A-Road is to involve the City of Kentwood citizens in keeping their local roads clean, safe, and attractive. Your group can adopt as little as one mile and as much as four miles.

### **Schedule**

Litter pick-up will be in the months of:

April  
June  
August  
October

You are also encouraged to pick up as needed through-out the year. Please notify the Department of Public Works if you are planning an additional pick-up.

### **Who Can Do It?**

Any group of people can adopt a road. 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 or older unless otherwise approved. All that we require from groups that want to participate in Adopt-A-Road is a time commitment to pick up roadside trash a minimum of four times per year. It's especially important to make sure the roads are clean during the spring and summer seasons. Dates and times for roadside clean up will be determined by the City of Kentwood. The City of Kentwood will also provide you with the trash bags needed for your group and pickup service for filled bags. All participants are required to wear a safety vest while cleaning up the roadside. The City of Kentwood Department of Public Works will supply the vests. The adopting group shall replace any damaged, lost or stolen equipment at their own expense.

### **Road Assignments**

Groups that request a specific roadside area will be assigned to that area on a first come, first serve basis. Every attempt will be made to assign you to your road of choice.

### **Recognition**

All groups that adopt a road will have a sign displayed on their portion of the road recognizing their involvement in the program. Each group will also receive a certificate to display in their lobby or business. The City of Kentwood Department of Public Works will supply the signs recognizing your group's involvement in the program. Only the initial set of signs will be provided at the City of Kentwood's expense. Any signs which are stolen, damaged, defaced or destroyed may be replaced at the adopting group's expense.

### **Permit**

- There is no charge for the permit. We pick up the trash four times a year which coincides with the State.
- We provide two signs for each permit application. If the sign is destroyed or comes up missing, the permit holder must replace. The cost of the sign is \$75.00. There are three pieces to the sign.

### **Safety**

All participants in this program must conduct a safety meeting once a year prior to their first pick up. The City of Kentwood Department of Public Works will provide a permit, rules and guidelines to insure that your group has a safe, worthwhile experience.

### **General Safety Rules**

- Most drivers don't expect to see a crew working along the roadside. Be alert and use good common sense at all times.
- Crew members should be in good health with good sight and hearing.
- Crew members must be at least 12 years old unless otherwise approved.
- One person should be designated crew leader to ensure safety rules are followed by everyone.

### **Safety Rules**

1. Carpool to the location to reduce the number of vehicles on the roadside.
2. All vehicles should be parked well off the right shoulder. Do not park on paved shoulders.
3. Parking is not allowed along curves, bridges, near or under overpasses, or in medians.
4. All occupants in vehicles should exit and enter the vehicle on the side opposite traffic.
5. Keep vehicles on the same side of the road as crew members.
6. Work only one side of the road at a time.
7. Knives, machetes, axes, etc. should not be carried by crew members.
8. Crew members should not use or possess illegal drugs or alcohol during clean up.
9. 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.
10. Keep crew members together for better visibility to motorists.
11. Work in small groups.

### **Protect Yourself and Other Crew Members**

- Face oncoming traffic as your work whenever possible. Be prepared to move out of the vehicles way in an emergency. Stop working in bad weather, especially when there is poor visibility and wet or icy roads.
- Work during daylight hours.
- Avoid overexertion. Drink lots of water, especially on hot, humid days.
- Post a person to look out for traffic dangers.
- Have a refresher session on safety awareness each time a crew goes out.
- Never walk out on the road.
- Do not pick up trash in medians.
- Avoid the use of headsets.
- All workers should wear safety vests while working on the roadside. Other clothing should be light-colored for increased visibility.
- Wear heavy gloves.
- Watch your footing. Wear substantial leather shoes or boots with good ankle support. Avoid loose stones and steep slopes.
- Wear a hat and long-sleeved top to avoid sunburn. Sunscreen lotion is recommended on sunny days.
- Be alert for snakes and stinging insects.
- Do not remove hazardous substances or dead animals.
- Use proper lifting techniques.

### **Be Prepared for Emergencies**

- Carry an adequate first-aid kit.
- Make sure at least one crew member carries a cell phone.
- Transportation should always be immediately accessible.
- Select the nearest emergency room or hospital and know the route from the work area.

**Avoid**

- Contact with poison ivy, poison oak, and/or noxious weeds.
- Areas which are being mowed, or where there is other construction or maintenance activities being conducted.

**And Please Do Not**

- Don't pick up discarded syringes or hypodermic needles.
- Don't try to remove unknown or suspected drug substances. Notify the Department of Public Works or the Police of these substances.
- Don't pick up items on bridges, in tunnels or overpasses. These areas are especially dangerous to workers on foot.
- Don't enter the roadway or shoulder area to pick up trash.

## City of Kentwood – Adopt-A-Street

### Bulletin:

## ***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 different 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 Department or the Kentwood 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 pillow cases 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.

***If you come across what appears to be meth lab waste, do not touch it, and report the location to your supervisor and the Kentwood Public Works Department or the Kentwood Police Department.***