



PINAL COUNTY

ADOPT-A-COUNTY ROAD VOLUNTEER PROGRAM & RIGHT-OF-WAY USE PERMIT APPLICATION

In order to participate in the Pinal County Adopt-A-County Road Volunteer program you must complete this application for usage in the Pinal County Right-of-Way. Volunteers agree to indemnify, defend, and hold harmless Pinal County and its departments, agencies, officers, officials, agents, and employees from and against any and all claims, demands, suits, actions, proceedings, liabilities, injuries, damages, losses, or expenses caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of volunteer in connection with or incidental to the performance of these activities. The volunteer's obligation under this permit shall not extend to any liability caused by the sole negligence of the County or its departments, agencies, officers, officials, agents, or employees. Volunteers also agree to waive any and all rights of subrogation against Pinal County for losses arising from the work performed by the volunteers on behalf of Pinal County.

Please Print or Type

Name of Applicant: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Requested County Road Segment: \_\_\_\_\_

(Segment of road not to exceed over a mile.)

Start Point: \_\_\_\_\_ End Point: \_\_\_\_\_

(Start and end points may be street intersections, mileposts, measurement in feet from an address point, etc.)

What message would you like to place on your Adopt-A-County Road acknowledgement sign? Please note your message will not be automatically accepted. It will be reviewed along with the request location.

Pinal County can only accommodate to one character per box. All punctuation and spaces will require the use of a character per box as well. Lettering can only be produced in capitals. The dimensions of the signs are 36" in width and 30" in height.

Example: [ J ] [ O ] [ E ] [ ' ] [ S ] [ ] [ C ] [ L ] [ E ] [ A ] [ N ] [ E ] [ R ] [ S ]
2.5" tall lettering will be used for your ADOPT A COUNTY ROAD sign
1st line: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
2nd line: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
3rd line: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]



## Adopt A County Road Permittee Guidelines

1. By signing the application for permit, the permittee/group leader agree to abide by all the requirements of the program.
2. If the permittee is not the group leader of the cleanup group, you must inform Pinal County who will be the group leader.
3. The permittee/group leader will not monetarily subcontract their duties to another organization or individual. Pinal County groups are advised to report, but not to interfere, with illegal dump sites. Certain illegal dump sites may be considered HazMat sites. Go to <http://www.pinalcountyz.gov/EnvironmentalHealth/Pages/ComplaintForm.aspx> or call 520-866-6864 to report illegal dumping.
4. The permittee/group leader must be of legal age of 18 years old to sign the application for permit. The permittee/group leader coordinates and represents the volunteer 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 Pinal County volunteer waiver form before work commences in the right of way. The permittee/group leader representing the group will ensure all participants sign the Pinal County waiver form prior to each litter cleanup activity. The permittee must also make sure all participants view the safety video from Arizona Department of Transportation (ADOT) <https://www.azdot.gov/business/programs-and-partnerships/AdoptaHighway/safety#safety-briefing>.
5. Adopt a Roadway 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 ATV's are permitted in the right of way during the cleanup activity.
6. Work shall be conducted during daylight hours, and shall be done at such time and in such a manner as is least inconvenient to the traveling public and as directed by Pinal County. Work shall not be conducted on holiday weekends, or within twenty-four hours proceeding a holiday weekend unless specifically authorized in writing as an amendment to this permit. All work done shall be done at no expense to Pinal County.
7. Litter pickup shall not be performed within six feet of the traveled way, upon bridges, culverts, or structures of any kind.
8. Volunteers performing work under this permit shall wear personal protective clothing, including safety vests, while in the County roadway right-of-way. Volunteers are expected to provide their own gloves.
9. The Adopt a County Road acknowledgment sign is the property of the department. The acknowledgement 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 that 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.
10. Volunteers' personal vehicles shall be legally located off the traveled ways so as not to interfere with the free flow of traffic or pedestrians; expect, approved vehicle(s) used to transport volunteers or materials to and from the work site may be parked off the roadway approved by the County.
11. This permit may be canceled by the County at any time for any reason, including failure to pick up litter according to this agreement or for nonconformance with other permit requirements.
12. No permits will be granted when site conditions are unsuitable or unsafe. No pickup on the medians is allowed, nor crossing the traveled way to access median areas.
13. The issued permit is good for a period of two years. If the participating organization would like to continue to maintain their segment of right-of-way, you must re-apply with Pinal County. Permits may be revoked at any time at the County's discretion for failure to comply with these Rules and Conditions.

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 on page 1 and 2 of this form. An approved permit consists of this application, final supporting documentation approved by Pinal County Public Works and any requirements set by Pinal County. **The permit is valid for two years, abiding the minimum of two cleanups per year.** Groups are encouraged to do additional cleanups beyond the minimum amount as long as Pinal County Public Works is contacted and requirements are fulfilled prior to cleanups. If groups wish to maintain segment of Right-of-Way the permittee must renew the application every two years in order to stay active in the system, and have proper usage in Pinal County Right-of-Away.

When you have completed your application you may either mail your application to PO BOX 727, Florence, AZ 85132 or scan your application and email the scan document to [PCRoadMaintenance@pinal.gov](mailto:PCRoadMaintenance@pinal.gov).

Applicants will be contacted once the application has been received and when the review process has been completed. Approved applications will be returned to applicants and will include all the following information below to be filled out by staff. A permit number will be given along with an issued date and expiration date. The application will then officially act as your active two-year use permit to work in the Pinal County Right-Of-Way for the section of roadway described in this application only. This permit must be with you at all cleanup events. You must contact Pinal County Public Works prior to each cleanup event. Failure to follow any of these guidelines may result in removal of your acknowledgement sign.

In addition to receiving your completed permit, you will also be sent a welcome packet to identify requirements and steps needed to have a safe and successful cleanup group.

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

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**THIS PORTION TO BE FILLED BY DEPARTMENT ONCE APPLICATION IS APPROVED**

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 Pinal County, this permit is valid for two calendar years from date of issue. Work is authorized only for the period of time indicated below.

**PERMIT No.** \_\_\_\_\_ (Permit to be visible at all times during cleanup.)

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

***This permit may be cancelled by the County at any time.***

Permittee shall before each work occasion notify the Pinal County Department of Public Works at telephone number 520-866-6411 five (5) working days prior to start of any work by this permit.

Right-of-Way location: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Main Road)(Intersected location)(Intersected Location)

Above Right-of-Way location is granted ONLY to the permittee named in this application and is subject to the rules and regulations contained in this application.