



APPLICATION AND PERMIT FOR ADOPT-A-HIGHWAY PROGRAM

Highway Division



See Oregon Administrative Rules Chapter 734, Division 29

Applicant, complete only Section 1 and send to the appropriate ODOT District Office.

ODOT USE ONLY
PERMIT NUMBER
AMENDMENT

Section 1: Application (Please type or print)

TO BE COMPLETED BY APPLICANT	APPLICANT NAME (1)	APPLICANT REPRESENTATIVE NAME (SPOKESPERSON) (2)		
	ADDRESS (3)	PHONE (4)	FAX	
	CITY, STATE, ZIP	E-MAIL ADDRESS (5)		
	PROPOSED LOCATION			
	ROUTE NUMBER AND HIGHWAY NAME (6)	BEGIN MILE POINT (7)	END MILE POINT (8)	
	BETWEEN OR NEAR LANDMARKS (9)	COUNTY (10)	SIDE OF HIGHWAY (11) <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both	
	PURPOSE OF APPLICATION			
	PURPOSE (12) <input type="checkbox"/> Litter pick up <input type="checkbox"/> Noxious weed removal <input type="checkbox"/> Landscape maintenance* <input checked="" type="checkbox"/> Graffiti removal*			
	* Note: Litter pick up or noxious weed removal must be included with graffiti removal and landscape maintenance activities.			
	DESCRIPTION OF ACTIVITY (ATTACH DRAWING OR ADDITIONAL PAGES AS NEEDED.) (13)			
	PROPOSED START DATE (14)	PROPOSED END DATE (15)		
	By signing below, the Applicant acknowledges that the Applicant is subject to and accepts the terms and provisions of Oregon Administrative Rule Chapter 734, Division 29. Further the Applicant understands it has 30 days from permit approval, or the beginning of work whichever is less to question any modifications or additions to the permit terms and provisions made by the Department.			
	APPLICANT OR REPRESENTATIVE SIGNATURE X (16)	APPLICANT REPRESENTATIVE TITLE (17)	DATE (18)	

Section 2: Permit

The Applicant is granted permission to perform the Activity as described herein including any modifications or attachments.

The Applicant is subject to the terms and provisions contained which by this reference are made a part of this Permit. The Applicant shall notify the Department Contact at least 48 hours before beginning the permitted Activity to obtain material, supplies, and work area signs provided by the Department and within 48 hours of completion of the Activity to return unused materials, supplies and all work area signs. Supplies and work area signs furnished by the Department must be picked up and returned to the Department Contact during regular business hours.

A copy of this Permit must be physically available at the Activity site during on-site work.

SPECIAL PROVISIONS (ATTACH ADDITIONAL PAGES IF NEEDED)

TO BE COMPLETED BY DEPARTMENT	NO. PAGES ATTACHED	DEPARTMENT CONTACT NAME	DEPARTMENT CONTACT PHONE	PERMIT EXPIRATION DATE	
	DEPT DISTRICT MANAGER OR REPRESENTATIVE NAME	DEPT DISTRICT MANAGER OR REPRESENTATIVE SIGNATURE X		DATE	
	DEPARTMENT DISTRICT USE ONLY				
	LIABILITY RELEASE ON FILE	ENTERED IN UPERMITS	WORK PLAN ON FILE	COMMENTS	

APPLICATION AND PERMIT FOR ADOPT-A-HIGHWAY PROGRAM

APPLICANT INSTRUCTIONS

Section 1 of the application to be completed by the Applicant

1	Applicant Name	Use the name of the individual or organization adopting the section of highway.
2	Applicant Representative Name (Spokesperson)	If the Applicant is an organization, include the name of the individual that is acting as the spokesperson for the organization.
3	Address/City, State, ZIP	Use the mailing address for the Applicant.
4	Phone/Fax	Use the daytime phone and fax numbers for the Applicant. If the Applicant is an organization, use the phone and fax numbers for the Applicant Representative.
5	E-Mail Address	Use the e-mail address of the Applicant. If the Applicant is an organization, use the e-mail address for the Applicant Representative.
6	Route Number/Highway Name	Use the posted route number and the common name of the highway. You may enter the information in or select the Route and Highway from the drop down list. If there is more than one route number, use the primary route number. For assistance in determining the route number go to www.oregon.gov/ODOT/TD/TDATA/rics/docs/NumRouteMap.pdf
7	Begin Mile Point	Use the nearest mile point to the location where the work area will begin.
8	End Mile Point	Use the nearest mile point to the location where the work area will end.
9	Between or Near Landmarks	Use the nearest permanent landmarks such as cross street, river, etc.
10	County	Select the county where the work will take place from the drop down list.
11	Side of Highway	Use "Left", "Right" or "Both" depending on the side of the highway where the work will occur. "Left" or "Right" is determined when facing the direction of increasing mile points.
12	Purpose of Application	Select the type of work desired, may select more than one. Work must include litter pick up or noxious weed removal.
13	Description of Activity	Describe in detail the purpose of the activity. Attach a drawing or additional pages as necessary to adequately describe the activity and location. If noxious weed removal is a planned activity, a work plan approved by the Department of Agriculture or other organizations listed at www.oregon.gov/ODA/PLANT/WEEDS/county_contacts.shtml must be attached.
14	Proposed Start Date	Use the date (MM-DD-YYYY i.e. 08-22-2009) of the desired start for the work.
15	Proposed End Date	Use the date (MM-DD-YYYY i.e. 08-22-2009) of the desired end for the work. May be one, two or three years.
16	Applicant or Representative Signature	The original signature of the Applicant or their Representative
17	Applicant Representative Title	The title of the Applicant Representative that is signing the application. If the Applicant is an individual mark this box as "N/A".
18	Date	Use the date the Applicant signed the application.

Section 2 of the application to be completed by the Department of Transportation.