

ADOPT-A-MEDIAN INFORMATION PACKET

Thank you for your interest in the Adopt-A-Median Program with the Board of Public Works, Office of Community Beautification. Originally established in 1988, under the authority of the Board of Public Works, this program was designed as a way to empower neighborhoods to engage in community improvement efforts. As part of the Office of Community Beautification (OCB), the program has evolved into a tool for the community to:

- Beautify and increase the quality of life in neighborhoods;
- Promote community involvement through landscape and streetscape projects;
- Promote a sense of ownership by community members through “sweat equity” on their projects; and
- Infuse the landscape of the City of Los Angeles with color, culture, and creativity.

WHAT THE ADOPT-A-MEDIAN (AAM) IS:

1. OCB acts a ‘conduit’ between the constituent group and the various City entities that are responsible for reviewing and approving a proposed project. OCB staff serve as the main point of contact for the City in regards to project status, and its navigation through the process of approval and permitting.
2. OCB is responsible for overseeing community improvement projects in the City of L.A., where a Maintenance Agreement between a constituent group and the City exists, in exchange for the City waiving the project permit fees.
3. The AAM Program is a “customer-friendly” method of having a project permitted, in that OCB staff will guide the group and act as intermediary in all aspects of the project review and permitting.

WHAT THE ADOPT-A-MEDIAN PROGRAM (AAM) IS NOT:

1. The AAM is NOT a permitting authority. Permits are not issued by the Office of Community Beautification. All permit issuance is handled primarily by the Bureau of Engineering.
2. The AAM is NOT a technical advisory agency. OCB staff are not technical personnel. Any questions specifically related to: landscape architecture/design, allowable plants/foilage, structural parameters, visibility restrictions, or similar questions of a technical nature should be directed to the appropriate City entity overseeing those areas of knowledge.
3. The AAM is NOT an option for “expedited permitting.” OCB staff do not conduct plan review—projects are forwarded to various City bureaus and departments for plan review. Projects are then absorbed into that bureau/department’s queue and are reviewed on their basis of priority dependent upon staff availability. Constituent groups should allow a minimum of 3 months for an initial review to be completed.

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

TYPES OF ADOPT-A-MEDIAN PROJECTS

The following are examples of projects previously approved through the AAM:

**Street Furniture / Community signage / Trash receptacles / Murals
Statues/obelisks / Landscape improvements (plants/trees/boulders/walkways)**

HOW DO I KNOW IF MY PROJECT QUALIFIES AS AN AAM PROJECT?

Your proposal must fall under certain criteria to be accepted as an AAM project. All the following should have a “YES” response, to be accepted into the AAM Program:

1. Is the project to be undertaken/constructed completely in the public-right-of-way?
2. Does the project have positive aesthetic, cultural, practical, educational, or artistic qualities that will benefit the area of the City where it is being proposed?
3. Is the project sponsored and submitted by a neighborhood-based organization such as a homeowners’ association, Neighborhood Council, improvement association, block club, neighborhood watch group, chamber of commerce, beautification committee, and/or City of L.A. Council Office* (*a City Council Office applying to Adopt-a-Median must partner with a community group willing to provide maintenance in perpetuity)?
4. Is this sponsoring entity willing to assume the maintenance of the project in PERPETUITY, and willing to sign a Maintenance Agreement to that effect?
5. Is the total project cost under \$100,000?
6. Does the project maintain structures below 36” in height from the road surface, for freestanding objects, such as street furniture or signage? (Acceptable exceptions to this requirement include, but are not limited to, murals (see section on murals) on existing walls and/or new trees).
7. Is the project free of improvements requiring extensive technical review such as: alterations to the horizontal alignment of the street (i.e. changes to street width, curbs, gutters, median locations/shapes, or traffic lanes), alterations to water drainage patterns on the street, alterations to traffic lane alignment(s) or street parking, high voltage (120V) electrical equipment drawing in excess of 330 watts, fountains/water features requiring pump equipment, etc...?

If you answered “NO” to any of the above questions, please contact the Bureau of Engineering office in your district for information on the permitting process.

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

GUIDELINES

Please read the following before you submit your package. Be sure that your plans adhere to the following:

All the following items must be submitted in DIGITAL form, .PDF file format. You may email the following items to Adopt-A-Median Program Manager, Gerry Valido at gerry.valido@lacity.org

1. A signed/completed "Adopt-A-Median Neighborhood Beautification Partnership" Agreement.
2. A signed/completed Maintenance Agreement .
3. A signed/completed Waiver and Release of Claims form.
4. A signed letter of support from the Council Member presiding over the project location, on the Councilmember's City letterhead.
5. (OPTIONAL) A signed letter of support from the Neighborhood Council (NHC) presiding over the project location on NHC letterhead.
6. (OPTIONAL) Signed letters of support from business/home owners in the immediate area.
7. Current photographs of the project site from multiple angles.
8. A rendering of what the completed project will look like.
9. A cost listing of the materials (costs can be estimated) that will be used for the proposed improvement.
10. (For landscaping projects) A plant listing including plant species, quantities, container sizes and spacing, irrigation equipment/system components, decorative paving materials, street furniture, community signage, etc.

The following must be submitted in a **hard copy format**. PLEASE SUBMIT 3 COPIES.

Please mail copies to: ***Adopt-A-Median***
200 N. Spring Street, Room 356
Los Angeles, CA 90012

1. (For landscaping projects) A planting diagram indicating the positioning of all plants.
2. (For landscaping projects) An irrigation plan.
3. Scaled (measurable) 24" x 36" project plans showing the proposed encroachments and/or improvements in relation to property lines and existing infrastructure, such as: power poles, light poles, traffic signals, utility boxes, sidewalks, curbs, storm drains, trees, etc. Proposed improvements such as decorative paving, community signage, or furniture will require additional detail drawings or instructions that show or note how these proposed elements will be secured to the site (*please refer to the sample .pdf files on this website*).

***NOTE - If any of the above mentioned items are missing from the application at time of submittal, applications will be placed on a pending status until all necessary items are received.**

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

All projects will require a Revocable Permit and either an “A” or “B”-permit. The Revocable permit and an A-permit shall be obtained on your behalf by Board of Public Works, Office of Community Beautification (OCB) staff. All fees associated with a revocable permit and an A-permit shall be waived. For projects requiring a B-permit, your organization is required to apply for a B-permit with the Bureau of Engineering, and pay all applicable permit fees.

TRASH RECEPTACLE PROJECTS

Neighborhoods wishing to improve quality of life issues with the installation of new trash receptacles may apply to do so through the Adopt-A-Median Program. The following list is what you will need to submit to the Office of Community Beautification:

- **Adopt-A-Median Neighborhood Partnership Agreement**
- **Adopt-A-Median Waiver of Liability**
- **A Maintenance Agreement signed by the maintenance entity(s)**
- **A one-page listing of each trash receptacle to be placed.** Each receptacle should be numbered. Also include the approximate address of the receptacle.
ie: RECEPTACLE 5 – 347 E. 1st St Los Angeles, CA 90012
- **A map of the general area and placement locations of each receptacle.** A mapping program such as Google or NavigateLA (navigate.lacity.org) is acceptable. This can also be drawn. Add red dots on the map to indicate where the receptacles will be placed.
- **A photo showing the placement of the receptacle at each location.** An oval should be drawn on the picture in red to show where the base of the receptacle will be placed.
- **Technical information about the receptacles.** This should include the receptacle's dimensions, weight, type, and vendor contact information. A picture of the receptacle should be included as well.
- **Information detailing how the trash receptacle will be anchored to the ground.** Please include the type of bolt, the size of the bolt, and the information for the contractor performing the work.

~EXTRA INFORMATION~

- All requests will be reviewed to determine that there is no conflict with the City's Coordinated Street Furniture Program or other existing City agreements or contracts.
- All receptacles placed on the public right-of-way must be approved by the Bureau of Engineering.
- Once the Adopt-A-Median process has been cleared (see flowchart on page 6 of this packet), the Bureau of Engineering will issue a “Revocable” Permit (granting conditional encroachment of the public right-of-way by private parties) and an “A” Permit (allowing the cutting into the sidewalk).
- All receptacle placements must follow Americans with Disabilities Act (ADA) regulations to allow wheel chair access in the sidewalk area around the receptacle:

Suggested 5 feet (minimum 4 feet) required from the receptacle to the nearest obstructions and subgrade equipment (tree wells, poles, traffic control boxes, news racks, hydrants etc...).

Minimum 2 feet required from the receptacle to the curb face.

Minimum 4 feet required from the far-end of the receptacle to the property line.

Minimum 6 feet from edge of driveways

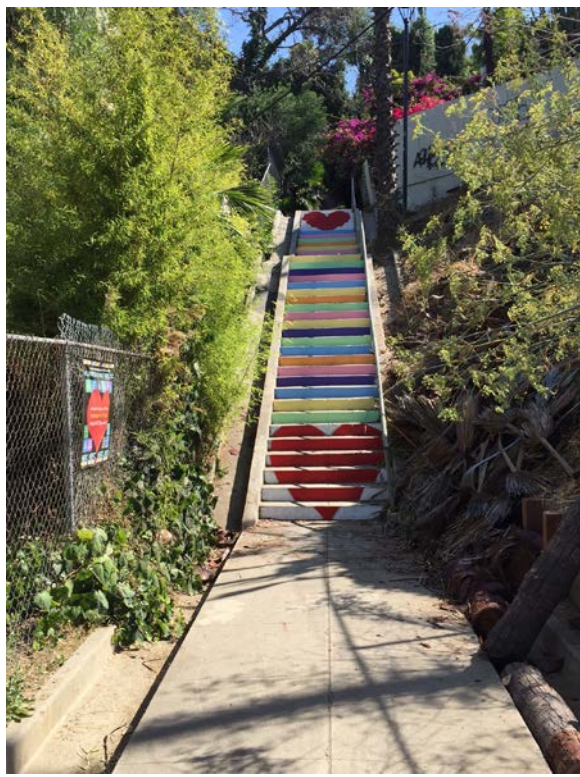
ADOPT-A-MEDIAN INFORMATION PACKET (continued)

MURAL PROJECTS

The AAM Program will accept a mural project if it is to be painted on City-owned property. City owned property primarily consists of: public staircases, bridges, and retaining walls. Although murals do not need to have any permits issued, they must be registered with the City of L.A. Department of Cultural Affairs, and be approved by the Bureau of Engineering's Bridge Group. Since the AAM is a program with the Board of Public Works, we act as the intermediary between the constituent group and the Bureau of Engineering.

The process begins by registering the mural with the Department of Cultural Affairs. Please visit: <http://culturela.org/murals/>

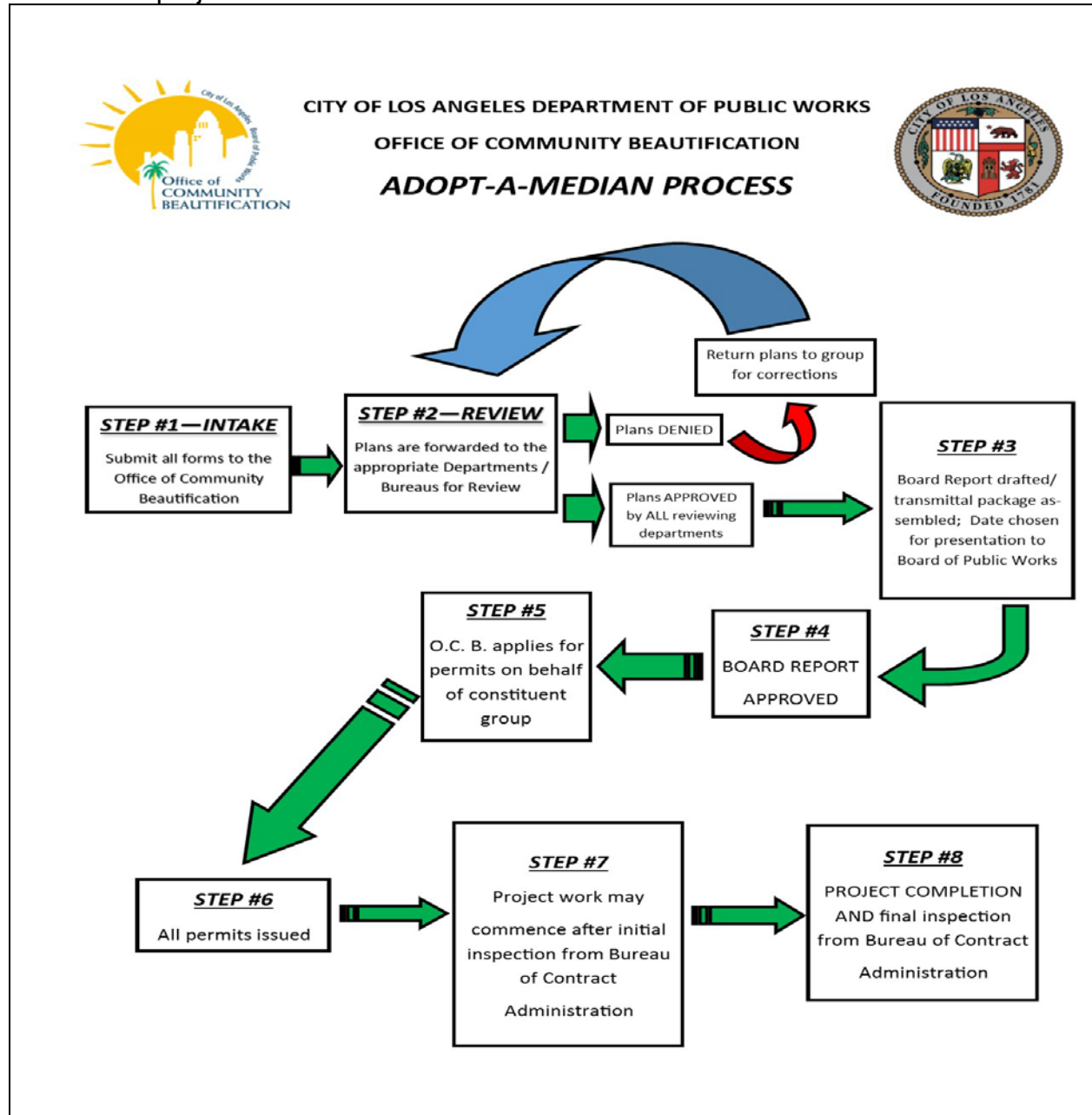
Cultural Affairs will then contact our office and forward all the necessary information to initiate the AAM review process for the proposed mural project.



ADOPT-A-MEDIAN INFORMATION PACKET (continued)

THE PROCESS

The Adopt-A-Median process will follow an 8-step sequence, from proposal of the project, through its completion. The length of time it takes to navigate this sequence is dependent upon many factors, which include, but are not limited to, the overall scope of the project, its design complexity, current backlog of projects, and available City review staff. It is also important to note, that if plans need modification to conform to City standards, the time that the constituent group spends on plan revision can also be a factor in a project's life span. The following graphic shows the general 8 step sequence for an AAM project:



ADOPT-A-MEDIAN INFORMATION PACKET (continued)

Please allow a minimum of 3 months completion of an initial review. Once the project has been adopted by the Board of Public Works, there is a period of up to 3 weeks until permits are issued. Once you receive permits and all conditions are met, please contact the Bureau of Contract Administration prior to commencing work, for inspection. If the improvements involve digging, please contact DIG-Alert prior to digging. Please refer to the reverse side of the A permit for further instructions regarding this.

For further information, please contact the Office of Community Beautification, Adopt-A-Median Program Manager, Gerry Valido, at (213) 978-0225.

THE AAM “FAST TRACK”

Currently, this option exists for an expedited review process for ROADWAY MEDIAN ISLANDS, ONLY. This option allows for simple planting and decomposed granite ground cover on either an oblong, triangular, or turning lane median. Constituent groups would agree to conform to PRE-APPROVED designs/specifications, and the review and permitting process would take approximately 30 business days to complete. For more information on this option, please review the links on the Adopt-A-Median webpage for AAM “FAST TRACK.” If you need further assistance, please phone (213) 978-0225.



“ADOPT-A-MEDIAN” PROGRAM NEIGHBORHOOD BEAUTIFICATION PARTNERSHIP AGREEMENT



This agreement between the City of Los Angeles and

(Community Group)

is to provide a means of improving, beautifying and maintaining City owned property (median strip or other public right of way) located at:

(Location – Please provide as specific an address as possible)

Please describe the proposal/scope of work below, including means to complete the project and desired completion time. Please refer to the guidelines in the Adopt-A-Median information packet and include all components with this agreement form (Please use a separate sheet if necessary).

Please check ONLY if applicable to your project (Please attach a separate sheet explaining any that apply):

- Construction of a new sidewalk Repair an existing driveway Installing/repairing an ADA access ramp
- Installing curb drains Widening an existing driveway Closing an existing driveway & repair curb
- Repair an existing gutter Replace existing asphalt in roadway or alley

The Community Group agrees to:

- Provide the labor and materials required to improve the adopted area,
- Maintain the project and area in perpetuity (upkeep, litter removal, watering, etc.).
- Follow the plan as approved by the City with any special conditions or requirements.

The City of Los Angeles/Department of Public Works agrees to:

- Navigate community groups through the process of obtaining approval for this proposal.
- Pay for costs incurred by the City to investigate this proposal.
- Waive any associated Public Works permit fees for the Revocable permit and A-permit ONLY.
- Provide hand tools, on a LOAN basis to the group working on the beautification project. Items may include rakes, brooms, shovels, hoes, etc.
- Provide liability coverage through the City of Los Angeles SPARTA INSURANCE PROGRAM, only during the period of the project's construction
Commercial general liability-Hazard 2. Coverage applies to all facets of the project approved by the City of Los Angeles.
- Consider performing such jobs as the situation may require, to the extent that resources are available.

Community Group Representative

(Title)

Date

City of Los Angeles Representative

(Title)

Date

**ATTACHMENT I
CITY OF LOS ANGELES
AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE
WAIVER AND RELEASE OF CLAIMS
BY PARTICIPANTS**

In consideration of the City of Los Angeles (hereinafter "City") permitting (check one):

ME (an individual)

the GROUP, known as:

(Name of Participant Adopting the Project)

(Name of Group Adopting the Project)

to participate in the Board of Public Works, Adopt-A-Median Program, I do hereby agree for myself, my heirs, executors, assigns and administrators:

That the City, its officers, agents, and employees shall not be responsible or liable for any injury, damage, loss or expense either to me/our group or my/our property incurred while I/we am cleaning, raking, shoveling, planting, or otherwise improving and beautifying public parkways and median strips, or engaged in similar activities.

I/We further agree to defend, indemnify and hold harmless the City, its officers, agents and employees from all injuries, damages, costs and expenses (including reasonable attorney's fees) that may arise out of, result from, or in any way be connected with the issuance of this permit for purposes described above. This waiver does not apply to injuries and damages that are solely due to the gross negligence or willful misconduct of the City or its officers, agents or employees.

I/We hereby represent that I/we have carefully read and understand the contents of this document and sign the same of my/our own free will.

Signature of Representative on Behalf of Group: _____

Signature of Individual: _____

Signature of Parent/Guardian if Participant is under 18 y/o: _____

Date: _____

City of L.A. Office Use Only:

Cognizant City Department: _____

Department Contact: _____