MAINTENANCE AGREEMENT
FOR COMMUNITY-BASED PROJECTS
ON THE PUBLIC RIGHT-OF-WAY

PROJECT INITIATED/SPONSORED BY:
ORGANIZATION: __________________________________________________________

CONTACT PERSON: ________________________________________________________

ADDRESS, CITY, ZIP CODE: ______________________________________________

PHONE #: ___________________________ E-MAIL: ______________________________

COUNCIL DISTRICT: ___ COUNCIL OFFICE CONTACT NAME & PHONE #: __________

PROJECT SITE (Please be as specific as possible. If there is to be more than one site maintained by the same entity, include one copy of the Maintenance Agreement and attach an extra page with a list of all locations.)
________________________________________________________________________________

SCOPE OF WORK (Please use the same verbiage as on the Neighborhood Partnership Agreement)
________________________________________________________________________________

ENTITY MAINTAINING PROJECT SITE/STREET FURNITURE (if different from above):
BUSINESS NAME: __________________________________________________________

CONTACT PERSON & POSITION: _____________________________________________

PHONE #: ___________________________ E-MAIL: ______________________________

SITE IMPROVEMENTS INCLUDE (CHECK ALL THAT APPLY):

☐ BENCH(ES) ☐ MURAL ☐ PLANTER(S) ☐ COMMUNITY SIGNAGE ☐ TRASH RECEPTACLE(S)
☐ TABLE(S) ☐ TREE(S) ☐ VEGETATION ☐ ART SCULPTURE ☐ MOSAIC
☐ OTHER __________________________

HOW WILL THE SITE BE MAINTAINED, AND HOW OFTEN?
________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signature of Maintenance Entity Representative ________________________________ Date ________________________________

(PLEASE SEE REVERSE)

OCB Office use only:
Intake date: ____________ Initials: ____________________________
AAM Application #: ____________________________________________

PLEASE ADDRESS ALL INQUIRIES TO:
City of Los Angeles, Board of Public Works, Office of Community Beautification
200 North Spring Street, Room 356, Los Angeles, CA 90012    Phone: (213) 978-0225 / FAX (213) 978-0241
FORM VERSION: OCTOBER, 2019
(GROUP) agree(s) to maintain the site improvements installed through the Adopt-a-Median Program, in perpetuity, or until the City requests that they be removed. If the site improvements are damaged, destroyed, or become hazardous, I understand that it is the group’s responsibility to immediately remove them, to the satisfaction of the City. I understand that the group may replace damaged, destroyed or hazardous items in-kind and that the City is not responsible for such replacement. I understand that permits issued for this project are revocable, and that the City does not guarantee permission to install and maintain these site improvements indefinitely. I understand that the City may request that the permitted items at this location may be removed and/or relocated at any time by the City of Los Angeles, without prior notice. The group agrees to immediately comply with any such request by the City when/if asked to do so. Should the group maintaining this project, desire to relinquish their responsibility to maintain said project, I understand that the group responsible for the maintenance of this project is responsible for restoring the project site to its original state, and will comply with any directives or advisement from the City of Los Angeles.

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

- Assist community groups through the project review, Board of Public Works adoption, and permitting processes
- Waive the fees for the A-Permit and Revocable Permit associated with the project.
- Provide liners upon request for the trash receptacles.
- Provide graffiti removal services, free of charge, when possible.
- Provide short term loans on hand tools for use on the beautification project.
- Provide limited liability coverage through the City of Los Angeles:

  Commercial general liability--Hazard (2) Coverage applies to all facets of the project approved by the City of Los Angeles.

I understand that the following conditions are part of the process to obtain permission to install any Adopt-a-Median Project:

- The majority of Adopt-a-Median projects must undergo review by StreetsLA / Bureau of Street Services prior to any approval being given. Components reviewed will include, but are not limited to, any vegetation, ground cover, and irrigation.
- Projects that may pose a visibility issue must undergo review by the Department of Transportation.
- Structural components/anything permanently affixed to the public right-of-way, or usage of any materials deemed as “non-standard,” must be reviewed and approved by the Bureau of Engineering.
- Any lighting/electrical or any involvement with a street light pole, must be reviewed and approved by the Bureau of Street Lighting
- MURALS: Apply for mural registration with the City of L.A. Department of Cultural Affairs. Application of an anti-graffiti coating (up to 450 sq.’), is required, after mural is installed and can be administered through the registration process. Please call 311 to report graffiti.
- TREES: Must comply with guidelines established by the City of L.A. Urban Forestry Division, Department of Public Works. Trees are to be watered on a regular basis, and trimmed as needed.
- VEGETATION: Group will maintain the vegetation and keep the site free from weeds, debris, and litter.
- TRASH RECEPTACLE: Group will empty trash receptacle as needed and replace the plastic liner.
- BENCHES/TABLES/OTHER STATIONARY OBJECTS: Group will provide periodic cleaning.
- PLANTERS: Group will water on a regular basis and provide periodic cleaning.
- COMMUNITY SIGNAGE: Group will provide periodic cleaning, and maintenance of lighting (if necessary).
- IRRIGATION SYSTEMS: Group will conduct repairs and replacement of irrigation components, if necessary.
- LIGHTING/ELECTRICAL: Group will maintain and report any issues/difficulties to OCB immediately