

COMMISSIONERS OF ST. MARY'S COUNTY  
LEONARDTOWN, MARYLAND

## ***ADOPT - A - ROAD PROGRAM***

**“Help Keep St. Mary’s County Clean”**



Adoption Date: October 20, 1998  
Updated: December 2025

DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION  
POST OFFICE BOX 508  
CALIFORNIA, MARYLAND 20619

ST. MARY'S COUNTY GOVERNMENT  
DEPARTMENT OF  
PUBLIC WORKS & TRANSPORTATION  
*John B. Norris III, Esq.*  
*Director*



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President  
Michael R. Alderson, Jr., Commissioner  
Eric S. Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Scott R. Ostrow, Commissioner

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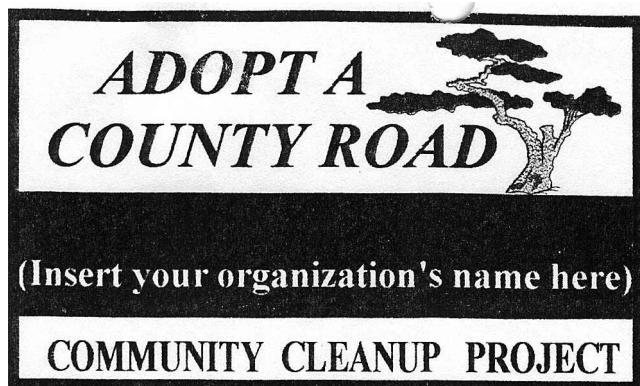
Dear St. Mary's County Resident:

Thank you for showing an interest in St. Mary's County's "Adopt-A-Road Program". This program is intended to assist civic groups in keeping the major streets leading to subdivisions clear of litter. By adopting a County road, your group can help to improve the quality of life for County residents. Your efforts may also benefit property values in areas affected by litter. When adopting a County road, your group agrees to hold scheduled cleanup events at least four (4) times a year in accordance with prescribed safety guidelines. The County assists by providing Adopt-A-Road signs and the supplies needed for the cleanup, as well as by removing and disposing of the collected trash after each cleanup event.

If your group is interested in adopting a road, please have your group leader contact this Department at (301) 475-4200.

Sincerely,

John B. Norris, Esq.  
*Director*



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**ADOPT-A-ROAD PROGRAM**  
**Application**

|   |               |                          |           |                          |             |                          |        |
|---|---------------|--------------------------|-----------|--------------------------|-------------|--------------------------|--------|
| <b>Name of Road:</b>  |               |                          |           |                          |             |                          |        |
| <b>Beginning at:</b>  |               | <b>Ending at:</b>        |           |                          |             |                          |        |
| <b>Name of Group:</b>   |               |                          |           |                          |             |                          |        |
| <b>Address:</b><br><br><br>   |               |                          |           |                          |             |                          |        |
| <b>Group Leader Name:</b>   |               |                          |           |                          |             |                          |        |
| <b>Home Phone:</b>  |               | <b>Work Phone:</b>       |           |                          |             |                          |        |
| <b>Number of Group Members:</b>   |               |                          |           |                          |             |                          |        |
| <b>Group Affiliation:</b>   |               |                          |           |                          |             |                          |        |
| <input type="checkbox"/>  | Civic         | <input type="checkbox"/> | Religious | <input type="checkbox"/> | Business    | <input type="checkbox"/> | Social |
| <input type="checkbox"/>  | School        | <input type="checkbox"/> | Other     | <br>                     |             |                          |        |
| <b>Description of Activity:</b>   |               |                          |           |                          |             |                          |        |
| <input type="checkbox"/>  | Litter Pickup | <input type="checkbox"/> | Mowing    | <input type="checkbox"/> | Landscaping | <br>                     |        |
| <b>Name to Appear on<br/><i>Adopt-A-Road</i> Program Sign:</b>  |               |                          |           |                          |             |                          |        |
| <b>NOTE: A Certificate of Insurance must be submitted by each participating Civic Association as part of the Application.</b> |               |                          |           |                          |             |                          |        |



**ADOPT-A-ROAD PROGRAM**  
**Road Maintenance Agreement**

This Agreement by and between \_\_\_\_\_, herein called the "Group" and the Department of Public Works & Transportation, herein called the "DPW&T", and

WHEREAS, the Group has requested permission to perform litter cleanup, landscape, etc. on \_\_\_\_\_ Road, between \_\_\_\_\_ and \_\_\_\_\_, for a minimum of two (2) years.

NOW, THEREFORE, in consideration of the mutual benefits received by the DPW&T and the Group from participation in the *Adopt-A-Road* Program, the parties hereto agree as follows:

1. The DPW&T hereby grants permission to the Group to adopt \_\_\_\_\_ Road between \_\_\_\_\_ and \_\_\_\_\_ for a period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.
2. The Group accepts responsibility for collecting, in bags, all litter on the above-described roadway (or designated portion of roadway) in accordance with the *Adopt-A-Road* Program Guidelines and Safety Requirements.
3. By signature below, the Group acknowledges that each of its' members participating in the Program has been advised of the potential hazard associated with the work, and each member has read and agreed to abide by the Guidelines and Safety Requirements.
4. The DPW&T will provide the Group with safety vests, plastic trash bags, litter getters, and two (2) safety warning signs; and will upon request, install two (2) *Adopt-A-Road* Program signs, one posted in each direction of the adopted roadway area.
5. All maintenance activities are to be performed during daylight hours and during fair weather conditions.
6. The Group, or Association, shall be responsible for and shall defend, indemnify and hold harmless the Board of County Commissioners for St. Mary's County, for any or all liability or claim of liability for personal injury, death, or property damage, including reasonable attorney fees out of their participation in the *Adopt-A-Road* Program.

IN ACKNOWLEDGEMENT WHEREOF, the parties to this Agreement have herein below affixed the signatures of their duly authorized representatives.

GROUP NAME: \_\_\_\_\_

REPRESENTATIVE'S NAME: \_\_\_\_\_  
 (please print)

REPRESENTATIVE'S  
 SIGNATURE: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED: Dept. Public Works & Transportation**

By: \_\_\_\_\_  
 James M. Gotsch, P.E. Director

Date: \_\_\_\_\_



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**ADOPT-A-ROAD PROGRAM**  
**Guidelines**

1. No individual and/or community group will be permitted to clean or landscape along County roadways deemed unsafe by the Department of Public Works & Transportation (DPW&T).
2. Roadways should be adopted for a minimum of two (2) years. At least four (4) cleanup activities should be performed each year.
3. The citizen group or business organization must sign an Agreement with the DPW&T to verify the Guidelines and Safety Requirements are understood and followed.
4. Each adopting group shall coordinate cleanup activities, train, direct questions, and submit all reports to the Traffic & Permits Foreman, County Highways Division, at 301-475-4200, extension 3542.
5. Groups with members under the age of 16 must have a Group Leader age 18 or older.
6. There must be one (1) adult for every 5-10 participants.
7. All recyclable materials collected by the Group may be redeemed and the proceeds may be kept for the Group.
8. All cleanup activities must be scheduled at least one (1) week in advance.
9. Group members are not to remove any animal carcasses. Animal carcasses should be reported immediately to the Traffic & Permits Foreman.
10. Upon completion of each cleanup activity, Group Leaders must ensure that all trash is bagged, sealed and placed in an approved location (i.e., at one or both of the *Adopt-A-Road* signs). Unless otherwise arranged, the Group Leader will coordinate with the Traffic & Permits Foreman for pickup of all trash.
11. Supplies should be returned within one (1) week after the cleanup activity. Extensions may be granted by the DPW&T upon request.



**ADOPT-A-ROAD PROGRAM**  
**Safety Requirements**

1. Group Leaders must be 18 years or older and review all Safety Procedures provided by the DPW&T. Group Leaders must travel the adopted roadway area to help familiarize themselves with any potential hazards before performing the first cleanup activity.
2. Group Leaders are responsible for training their group members on all safety procedures, and should watch the "Adopt-A-Road Highway Pickup Crew Safely" video produced by the State Highway Administration. This film is available online at the DPW&T website. Group members should also be informed on possible contact with poisonous plants, snakes, insect nests, etc.
3. When scheduling cleanup activities, members should meet in advance and carpool to the site if possible in order to keep the amount of cars to a minimum. Park all vehicles clear of the roadway, and as far off on to the shoulder as possible.
4. All Group Leaders and group members will be furnished with an orange vest, cap, litter getters, and litter bags. **SAFETY VESTS MUST BE WORN AT ALL TIMES!** It is also suggested that light color clothing and long sleeves, gloves and sturdy soled footwear be worn.
5. Group Leaders are to inform the DPW&T immediately of any hazardous materials that are found during cleanup activities. **GROUP LEADERS ARE NOT TO REMOVE OR TOUCH ANY MATERIALS THAT APPEAR TO BE HAZARDOUS!**
6. All cleanup activities are to be performed during daylight hours and during good weather conditions.
7. Two (2) safety warning signs must be placed (one at the beginning and one at the end of the work site) to caution motorists that cleanup activities are being performed.
8. Cleanup activities are to be performed off the roadway. No cleanup is to be performed in the roadway itself.
9. The safe use and maintenance of equipment used by the Group is the responsibility of the group members.
10. Group members should work facing oncoming traffic at all times, and **NEVER WALK IN LANES OF TRAFFIC.**
11. Construction sites must be avoided.
12. Upon completion of the cleanup activities, safety warning signs must be removed.
13. Alcoholic beverages are prohibited at all times.
14. In Case of Emergency, have a First Aid Kit accessible, adequate transportation available, and know the location of the nearest hospital/emergency treatment center.