



Dear Adopt Athens Applicant,

Thank you for your interest in the Adopt Athens Community Appearance Program. Should you elect to serve in this important community project, you will become one of more than 120 groups contributing to community improvement in Athens-Clarke County!

Enclosed you will find two forms; the **Adopt Athens Request for Participation Form** and the **Adopt Athens Letter of Agreement**. The first step in the adopting process is to complete the Adopt Athens Request for Participation Form and send it back to Keep Athens-Clarke County Beautiful (KACCB). Once received, KACCB will forward your request to the ACC Department that is currently responsible for maintaining the site of interest. The responsible ACC Department will contact you to discuss the site selection and determine the scope of service. A meeting will be arranged to assist you in completing the Adopt Athens Letter of Agreement and to determine Adopt Athens sign location if applicable. After all forms are complete and returned to KACCB, your application will be forwarded to the ACC Mayor for official county approval. An Adopt Athens proclamation will be sent to you upon acceptance.

If you have additional questions about the Adopt Athens Program, please call Keep Athens-Clarke County Beautiful at (706) 613-3501 x312. Again, thank you for your interest in the Adopt Athens Community Appearance Program!

Sincerely,

Stacey Farrell, Executive Director  
Keep Athens-Clarke County Beautiful



**ADOPT ATHENS**  
A COMMUNITY APPEARANCE PROGRAM  
ATHENS-CLARKE COUNTY

**Adopt Athens Request for Participation**  
Unified Government of Athens-Clarke County

**Adopting Organization Name:** \_\_\_\_\_

**Type of Organization: (check one)**  **Business**  **Non-Profit**  **Civic**  **Individual**  **Other**

**Primary Contact:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

(print name)

**Office Phone:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

**Secondary Contact:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

(print name)

**Office Phone:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

**Type of Area Interested in Adopting:**

**Highway/Street**  **Neighborhood Green Space**  **ACC Facility/Grounds**

**Bus Stop**  **Trail/Greenway**  **Other**

**Stream**  **Park Areas**

**Based on above categories, do you have a specific location/area you are interested in adopting?**

\_\_\_\_\_

**Who will perform the work? (i.e. volunteers, organization, contract services)**

\_\_\_\_\_

**Please return the completed Adopt Athens request for Participation Form to:**

Keep Athens-Clarke County Beautiful

725 Hancock Industrial Way

Athens, GA 30601

(706) 613-3501 x312

\*\*\*Submittal of this form does not obligate a group/individual to a particular project, but gives citizens the opportunity to initiate or inquire about participation in the Adopt Athens program. The completed form will be forwarded to the appropriate Athens-Clarke County Department for site approval/recommendation. A county representative will then contact the applicant regarding the interest.



*Adopt Athens Letter of Agreement  
Unified Government of Athens-Clarke County*

**Name of Adopting Organization:** \_\_\_\_\_

**Date of Adoption:** \_\_\_\_\_ **Responsible ACC Department:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Purpose:** The purpose of this agreement is to define the roles and responsibilities of each party involved in the Adopt Athens program regarding the volunteer care of land owned by the Unified Government of Athens-Clarke County. Parties to the agreement are the Unified Government of Athens-Clarke County (known as ACC) and \_\_\_\_\_ (known as the Adopting Organization).

**Description of Services:** The Adopting Organization agrees to adopt and care for the property owned by ACC located at \_\_\_\_\_. The Adopting Organization will provide for installments and/or maintenance services as described in the Scope of Services. Uses other than those stated require the written approval of ACC.

**Terms:** The term of this agreement will be for a period of \_\_\_\_\_ year(s) (minimum one year) beginning \_\_\_\_\_. The agreement must be renewed based on written notification ACC within 30 days prior to the expiration date. The Adopting Organization may terminate this agreement provided a written notice is given to the responsible ACC department at least 90 calendar days in advance. ACC may terminate this agreement at anytime with written notice to the Adopting Organization

**Installation:** The Adopting Organization will complete installations as described in the Scope of Services with the approval of the responsible ACC department. All installations made by the Adopting Organization must be made in accordance with ACC standards, codes, and ordinances and will become the property of Athens-Clarke County.

**Maintenance:** Maintenance shall be performed by the Adopting Organization on schedule as described in the Scope of Services. The responsible ACC department will monitor maintenance for compliance with Adopt Athens Letter of Agreement. The Adopting Organization agrees to:

- ❖ Provide for the maintenance services agreed to in the Scope of Services.
- ❖ Notify responsible ACC department of any property damages, theft, or illegal activity on adopted property
- ❖ Maintain a clean and safe environment on the adopted property

**Miscellaneous:** The Adopting Organization is an independent agent and not an agent of ACC. All employees or sub-contractors hired by the Adopting Organization are employees and sub-contractors of the Adopting Organization and not employees or sub-contractors of ACC.

**Contacts:**

Adopt Athens Coordinator:

Keep Athens-Clarke County Beautiful

613-3501 ext. 312

Responsible ACC Department:

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Primary Contact for Adopting Organization:

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**Waiver of Liability:** For and in consideration of the acceptance of this Adopt Athens Letter of Agreement for the site located at \_\_\_\_\_ (Location), the \_\_\_\_\_ (Adopting Organization) hereby agrees to indemnify and hold harmless Athens-Clarke County Ga, its agents and employees, from all liability, loss and damage which may be sustained by reason of injury to any person, damage to any property including theft, through any and all acts or omissions of the Adopting Organization, his agents, employees or sub-contractors during and as a part of the Adopt Athens program as set forth in this Adopt Athens Letter of Agreement dated \_\_\_\_\_ (today's date). This indemnification shall not be applicable to any loss or damage resulting from the sole negligence of Athens-Clarke County, its agents and employees.

I have read this agreement and all attachments and understand and agree with all the specified Terms of the Adopt Athens program.

**Adopting Organization Primary Contact:** \_\_\_\_\_ (print name)

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

**Responsible ACC Department:** \_\_\_\_\_ (print name)

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

**ACC Landscape Management Division:** \_\_\_\_\_ (print name)

(Adopt Athens plan approval needed for adoptions involving landscape improvements or maintenance)

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

**Adopt Athens Coordinator:** \_\_\_\_\_ (print name)

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

*Scope of Services*  
Unified Government of Athens-Clarke County

**Name of Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**This will be:** (a) Installation \_\_\_\_\_ (b) Maintenance \_\_\_\_\_ (c) Both \_\_\_\_\_

**(a) Installation Description** (Attach plans, schedule, etc., if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) Maintenance Description** (Services provided and frequency of maintenance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Adopt Athens Project Start Date :** \_\_\_\_\_

**Length of Commitment:** (minimum of one year): \_\_\_\_\_

**Adopt Athens Sign Requested:** \_\_\_\_\_ (Y/N) **Location of Sign:** \_\_\_\_\_

**Utility Locate:** If Adopt Athens sign is requested or if holes are dug for plantings, Adopting Organization is responsible for contacting Utility Protection Center, 1 800 282-7411, to locate underground utilities.

**Utility Protection Center Contacted:** \_\_\_\_\_ (Y/N) **Date Contacted:** \_\_\_\_\_

**Adopting Organization Representative Signature:** \_\_\_\_\_

**ACC Landscape Management Representative Signature:** \_\_\_\_\_