

Chapter 3. Encroachment Permits

ADOPT-A-HIGHWAY PERMIT APPLICATIONS

In order to begin the adoption process or the waiting list process, potential participants must complete and sign an Adopt-A-Highway Permit Application (TR-0103) and submit it to the appropriate District Adopt-A-Highway Coordinator.

Permit applications may be downloaded from the Adopt-A-Highway and Caltrans e-forms web sites.* Applications can be printed from the Adopt-A-Highway database. A copy is included at the end of this chapter. A faxed application can be accepted for the purpose of “holding” a site but only original, signed applications will be accepted by the District Encroachment Permits Branch for processing.

AGE OF APPLICANTS AND PARTICIPANTS

Adopt-A-Highway Program participants must be at least 16 years of age.** Districts may opt to restrict participation at certain sections, or throughout the entire District to adults, aged 18 and older. Districts choosing this option are listed in the *District Policy* chapter of these *Guidelines*.

Adults-Only Groups, 18 Years and Older

Primary and alternate contacts must be 18 years or older.

Groups Including Minors, 16 - 17 Years Old

Primary and alternate contacts must be 21 years or older.

* <http://adopt-a-highway.dot.ca.gov>
<http://onramp.dot.ca.gov/hq/maint/adopt/index.htm>
<http://cefs.dot.ca.gov/>

**Groups using minors, aged 16 -17, must abide by special safety requirements while working (see Encroachment Permit Special Provisions, item 7).



Sororities, Fraternities, and Other Student Organizations

Primary and alternate contacts must be at least 21 years or older. The primary contact must be a faculty member and act as the group's safety leader. The primary contact must provide an address and phone number where they can be reached all year. In addition, the group must commit to performing adoption tasks during school breaks.

GROUPS WHO MAY PARTICIPATE

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Political Entities

Elected or appointed officials and their staffs, political candidates and their staffs, and political action committees may participate in the program. However, recognition panel wording for political entities is subject to special restrictions. (For more information, refer to the *Adopt-A-Highway Signs* chapter of these *Guidelines*.)

Governmental Agencies

Cities, counties, and other local agencies may participate when authorized by their official governing body. State or local correctional facilities that wish to use inmates to perform Adopt-A-Highway tasks may participate if inmate supervision is provided.

Multiple Adoptions

Multiple adoptions by the same group are permitted. However, Districts may not issue more than 10 encroachment permits per group, regardless of whether or not the permits are issued for one direction or both directions.

District Coordinators may grant exceptions to the ten-permit maximum in remote areas. A remote area is a section of sites that has no waiting list and historically has been difficult to adopt or to keep adopted. If a waiting list ever should develop for sites once considered remote, groups with an excess of 10 permits will be asked to give up sections at the end of their permit period.



Shared Adoptions

Two or more entities may participate in a project as co-adopters. To set up this type of an adoption, the name of two (or more) applicants can be entered on the "Organization/Business Name" line of the permit application. The representative for the first group would be the primary contact and the representative for the second group would be the alternate contact. Or, two separate applications can be submitted and processed for the same site. If two applications are submitted then both adopter's encroachment permits must expire at the same time regardless of whether or not their permit start dates are the same.

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Adopting Adjoining Sites

Permits may be issued to the same Permittee for two or more adjoining highway segments. Effective December 2004, Permittees with adjoining sites will no longer be restricted to one sign. However, District AAH Coordinators must request that Permittees relinquish consecutive segments in excess of a primary, two-mile segment at the end of their permit period *if* a waiting list for that section of the highway has become established.

Parent Companies and Subsidiaries

Parent companies that own several businesses can display the name of a subsidiary on their panel. In cases like this, both the name of the parent company and the subsidiary must be entered on the application. For example, Yummy Foods, Inc./Mandy's Cookie Shop.

Contracted Adoptions

To set up a contracted adoption, two Adopt-A-Highway Permit Applications must be submitted. One must be signed by the sponsor* and a second must be signed by the contractor. Both the sponsor and the contractor will be issued Encroachment Permits authorizing them to perform specific tasks on the State's right-of-way. Contractor's

*The only exception to this rule would be if a marketing agency is representing the sponsor group. In such cases, a "letter of authorization" must be submitted along with the application, giving the marketing agency permission to sign Adopt-A-Highway documents on the group's behalf. Such a letter must be printed on the sponsor's letterhead and signed by the sponsor's representative.



permits are referred to as a “double” permits and their permit numbers begin with the letters “NDP.” Adopters who use contractors are referred to as “sponsor groups.” Permit numbers for both volunteer and sponsor groups begin with the letters “NAH.”

Caltrans recognizes that submitting Adopt-A-Highway Permit Applications is an essential service provided by contractors to their sponsor groups. Therefore, District AAH Coordinators will work directly with contractors when processing applications for contracted adoptions.

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WAITING LIST APPLICATIONS

Districts shall establish waiting lists for segments desired by more than one party. Applicants must submit an Adopt-A-Highway Permit Application in order to be placed on the waiting list. The back side of the application contains extra sections for groups who wish to be placed on the waiting list for several sites. Applicants can be placed on the waiting list for an unlimited number of locations.

District Adopt-A-Highway Coordinators must contact new waiting list applicants within 60 days to inform them of their waiting list status. This contact can be made by phone, e-mail, or letter. Successful applicants must be informed of their responsibility to notify the District Adopt-A-Highway Coordinator of any changes to their contact information.

Contractors cannot be placed on waiting lists (unless they plan to adopt the location as a volunteer group). Waiting list applicants will be ranked according to the date that the original signed and completed application was received.

“Blanket” Waiting List Entries

Blanket waiting list entries are no longer accepted. District Adopt-A-Highway Coordinators must convert all blanket entries to single-site entries in their databases. Former blanket waiting list rules no longer apply.



Waiting Lists For Public View

Waiting lists should be kept current and be made available to the public upon request. In addition, District AAH Coordinators shall export a current waiting list report from the AAH database to all contractors and e-mail it to the Statewide AAH Coordinator by the 5th of each month. Waiting lists must include the group's name, their anticipated crew type, the site's location (county, route, post mile range, and direction), adoption type, and date the application was received.

Special Waiting List Placement for Displaced Groups



Beginning January 1, 2006, a special effort shall be made to find new adoption sites for groups who have had their adoptions cancelled due to a change in site classification or suspended due to construction.

Groups whose permits were cancelled due to a change in site classification can choose to take advantage of the waiting list option discussed below. Groups whose sites are under construction will be given a choice to wait out the construction and keep their existing site, or, they can choose the waiting list option discussed below. AAH Coordinators should find out whether or not the construction is likely to impact future adoptability of the site so that groups can make the best choice.

If a group chooses to wait for the site but the site is unexpectedly classified as not adoptable once construction ends, they can then use waiting list option.

If a group chooses the waiting list option, they will not be reinstated to their former site when construction ends. However, if there is no waiting list for the former site and the group adopts it again, they must give up the site gained under this provision if there is a waiting list for it.

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Waiting List Option

Displaced groups can be placed first on the waiting list for sites within 10 miles of either direction of their cancelled adoption (on the same highway). Only one replacement site offer will be given, even if the new adoption is for a single direction. Once the site is offered, all



other waiting list entries resulting from this provision will be cancelled. If the group refuses the first site offered, they will not get another chance. In order to avoid this from happening, groups should be consulted about which sites within the 20-mile range they would be interested in adopting before placing them on the waiting list.

In the case of multiple displaced groups on the same stretch of highway, ranking for “first” position will be determined by the number of years each group has had active adoptions with the Program.

Changing Anticipated Crew Type

The anticipated crew type of groups on the waiting list can be changed. If a contractor is requesting the change, the Adopt-A-Highway Coordinator should telephone the group to verify the change.

Removing Groups From the Waiting List

Whenever a group is removed from a waiting list location, Adopt-A-Highway Coordinators should make an attempt to confirm the validity of any other waiting list entries for that group.

Purging Waiting Lists/Invalid Contact Information: Volunteer waiting list groups should be contacted periodically to confirm their interest. A form letter exists in the AAH database for this purpose. or, AAH Coordinators may contact groups by phone. If one method fails, the other should be tried before deleting the group’s waiting list entries from the database. When deleting entries, the date of removal and reason for removal must be documented. Groups whose waiting list entries were deleted due to invalid contact information may submit a new permit application if they wish to be put back on the waiting list, but their name shall be put at the end of the list.

Whenever a group is removed from a waiting list location, Adopt-A-Highway Coordinators should make an attempt to confirm the validity of any other waiting list entries for that group.

Contractor Requests Removal: If a contractor indicates that a group they solicited is no longer interested in remaining on the waiting list, then the group may be removed. The date of removal and reason for removal must be documented. **Or**, the District AAH Coordinator can change the group’s anticipated crew type to “volunteer” so that the group can be contacted directly once the requested site(s) become available. This second option should be used if the group is on the waiting list with more than one contractor. The date and reason for the change in anticipated crew type must be documented in the AAH database.

