



# city of PALM COAST

Community Development Department  
Planning Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3736

## ADOPTION AGREEMENT FOR MEDIANS

Site Name: \_\_\_\_\_

Physical Location: \_\_\_\_\_

This is an AGREEMENT between The City of Palm Coast, and

\_\_\_\_\_  
(Name of "Adopter" responsible for median(s): individual, company, organization); AND

the purpose of this AGREEMENT is to provide means of beautifying the following Palm Coast median(s):

\_\_\_\_\_  
(Street name)

All of the labor and materials associated with the beautification of the median(s) are the sole responsibility of the Adopter.

After the adoption agreement has been signed by the adopter of the median and approved by the City, the City will post the adoption acknowledgment sign(s) as specified on the last page.

### BEFORE SIGNING AND RETURNING THIS AGREEMENT:

If the Adopter wants to beautify the median in ways other than keeping it mowed and litter free, they must submit a landscape plan to be approved by the city. After approval, the Adopter may begin the desired improvements.

A Right-of-Way Utilization Permit must be obtained from the City's Building Division, free of charge, to allow the Adopter to work within the public right-of-way.





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## **THE ADOPTER/GROUP'S RESPONSIBILITY SHALL BE:**

1. Secure the landscape plan and City right-of-way permits.
2. Prune trees properly for visual clearance.
3. Cut the grass regularly, maintaining the grass at a height of four (4) inches. If the grass length exceeds five (5) inches, there is a onetime grace period in which the median will be mowed by the City.\*  
  
\*The grace period is dependent on the reason for the delay in cutting and must be approved by the Adopt-A-Median Program Manager. After the grace period, if the grass exceeds five (5) inches again, this Agreement will be terminated by the City.
  - Please note: termination is a last resort; it is our goal to maintain as many Adopted medians as possible throughout the City!
  - Please note: City will mow Adopter's median until Adopter's sign is posted. Once the sign is posted, Adopter shall begin its responsibilities.
4. Only native trees, approved by the City prior to planting, may be planted in the center area of the median and no closer than 30' (thirty feet) from each end of the median, and 2' (two feet) in from the edge of the pavement.
5. No non-organic decorations (no flags, sculptures, etc.), and no brick or stone edging are permitted around plantings, trees, or the median. We highly encourage mulching with the help of an organic mulch for further landscaping.
6. Only signs provided by the City are permitted on medians. No commercial, promotional, political signs, or religious symbols of any kind are allowed on medians.
7. Abide by all safety guidelines on the following page
8. Use due care at all times.














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## **ADOPTION PROGRAM SAFETY**

-  Workers should work only during daylight hours.
-  Work should be scheduled during light traffic times.
-  Workers should wear reflective or light colored clothing for increased visibility (brightly-colored safety vests are highly recommended).
-  Take caution as you work! Face on-coming traffic as much as possible. Many trucks have large mirrors that hang over the work area.
-  One person should be designated as crew leader and shall instruct all workers on proper safety procedures.
-  Children under 18 years old shall be closely supervised by an adequate number of adults.
-  Access to a first aid kit must be readily available.
-  All workers and equipment shall be within the boundary of the adopted area (this applies to medians, roadways, trails, parks, and shorelines).
-  No lanes of traffic are to be blocked or diverted.

### **All Workers should be alert and use common sense at all times:**

- ❖ Avoid the use of headsets, earbuds, etc.
- ❖ Avoid overexertion and have plenty of water available on hot days. Sunscreen is recommended for sunny days.
- ❖ Make sure you have the proper tools you need.
- ❖ Do not back tools, arms, legs, or yourself into traffic.

***Please keep this form***



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## Terms of Agreement

- ❖ The median(s) shall remain the property of the City. The City reserves the right to change or cancel the location of Adopter's median(s) for any reason.
- ❖ If the City determines that Adopter is not meeting the terms of this Agreement, the Adopt a Median Program Manager may send a notice of termination to Adopter and remove all plant material and signage.
- ❖ Adopter has the right to terminate this Agreement by giving 30 day notice in writing to the Adopt-a-Median Program Manager.
- ❖ Adopter agrees that its volunteers and/or agents are not acting as agents or employees of the City of Palm Coast, and also agrees to release the City of Palm Coast from any liability arising hereunder.
- ❖ Agreements signed prior to October 1st shall remain in effect until December 31st of the year signed, unless terminated earlier as provided for in this Agreement.
- ❖ Agreements signed after October 1st shall remain in effect until December 31 of the following year, unless terminated earlier as provided for in this Agreement.
- ❖ This Agreement shall be in effect when signed by Adopter and approved by the City's Adopt-a-Median Program Manager.

## About Termination

The City will mail renewal agreements requesting signatures for re-adoption in October of the year in which the Agreement expires. Re-adoption is not guaranteed. Adopter **SHALL NOT** perform any work in median upon expiration or termination of this Agreement.

If a renewal Agreement is not signed by Adopter and received by City by January 31st, the adoption sign will be removed from the median.

The Adopter **SHALL NOT** use the median as a tool to fuel disagreements between neighbors. If any concerns arise such as someone parking on the median you've adopted, or vandalizing this median, please contact Code Enforcement: (386) 986-3764, as this is City property.

**In the case of emergency or recurring issue relating to the median in your neighborhood please contact the Flagler County Sheriff's office.**



please recycle

[palmcoastgov.com](http://palmcoastgov.com)



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## Release of Liability:

Adopter agrees that all work performed in or on any median is done on a voluntary basis and at Adopter's own risk. Adopter, its volunteers, members and agents are not acting as agents or employees of the City of Palm Coast for any purpose.

Adopter, on its own behalf and on behalf of its volunteers, members and agents, releases and agrees to hold harmless the City of Palm Coast, including all of its officials, employees and agents, from all liability, claims and damages arising out of accident or injury arising out of participation in the Adopt-a-Median Program.

Adopter shall require each individual (or parent/guardian for each participant under the age of 18) performing work in a median to sign the attached release.

**Please send the following agreement to:**

City of Palm Coast  
Community Development Department  
Attn: Adopt a Median Program Manager  
160 Lake Avenue  
Palm Coast, Florida 32164





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## ADOPT A MEDIAN PARTNERSHIP

Please fill in the bolded areas below:

**Adopt-A-Median sign to read:** \_\_\_\_\_

**Contact Name (Printed):** \_\_\_\_\_

**Address and Zip Code:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Representative for the Adoption:** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature) (Date)

Adoption Program Manager to complete the following:

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Email: [planningdivision@palmcoastgov.com](mailto:planningdivision@palmcoastgov.com)

Date agreement is to take effect: \_\_\_\_\_

**Date agreement is to expire:** \_\_\_\_\_



# TYPICAL MEDIAN PLANTING

18

19

20

21

22

EDGE OF PAVEMENT

KEEP RIGHT SIGN

GRASSED MEDIAN

← ONE WAY TRAFFIC

b

d

KEEP RIGHT SIGN

ONE WAY TRAFFIC →

ROW LINE

8

7

6

5



SCALE 1"=30'