

ADOPT-A-MEDIAN PROGRAM NEIGHBORHOOD BEAUTIFICATION PARTNERSHIP AGREEMENT

FORM VERSION APRIL 2024



Please check **ONLY** if applicable to your project (Please attach a separate sheet explaining any that apply):

- | | | |
|---------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Construction of a new sidewalk | <input type="checkbox"/> Repair an existing driveway | <input type="checkbox"/> Installing/repairing an ADA access ramp |
| <input type="checkbox"/> Installing curb drains | <input type="checkbox"/> Widening an existing driveway | <input type="checkbox"/> Closing an existing driveway & repair curb |
| <input type="checkbox"/> Repair an existing gutter | <input type="checkbox"/> Replace existing asphalt in roadway/alley | |

This partnership agreement between the City of Los Angeles and _____
defines each participant's role in the improvement, beautification and/or restoration of the City owned property (public right-of-way) located at: _____

Please respond to the questions below. Be as detailed as necessary in your responses. Your responses will later be used as part of the composition process for the report to be presented to the Board of Public Works, to advocate for its adoption and eventual permitting.

- (1) **PLEASE PROVIDE A BRIEF HISTORY OF PROJECT / WHY IS THIS PROPOSAL BEING SUBMITTED? Please include those community members who champion this proposal, and any other information regarding support towards this effort.**

- (2) **WHAT IS THE SCOPE OF WORK? Please include the component parts of the project, the means to complete the project, what achievement is sought within the community via its installation, and the desired completion time.**

- (3) **WHAT IS THE FUNDING SOURCE FOR THIS PROJECT, AND ITS OVERALL COST? The Adopt-a-Median program only accepts projects with a total project cost of \$100,000 or less.**

- (4) **PLEASE PROVIDE A BRIEF HISTORY OF YOUR ORGANIZATION. Please include the types of community involvement/outreach in which your group participates, any programs that you may operate or foster for the common good of the neighborhoods you serve, and any other projects in which your group has collaborated with the City of Los Angeles.**

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The Undersigned community group agrees to:

- Provide the labor and materials required to improve the adopted area.
- Maintain the project/project site (per Maintenance Agreement) in perpetuity (upkeep, litter removal, watering, etc.).
- Follow the plan as approved by the City with any special conditions or requirements.
- Contact the Office of Community Beautification in the event that:
 - > The project/project site can no longer be maintained by the adopting entity;
 - > The maintenance responsibilities are to be passed onto another entity willing to take over the project;
 - > Any modification is proposed to the permitted project;
 - > The project has sustained any damages;
 - > There are any circumstances that are upsetting the existence of the project at the authorized location.

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

- Navigate the community partner through the process of obtaining approval for this proposal.
- Pay for costs incurred by the City to review this proposal.
- Waive any Public Works permit fees for the Revocable permit and A-permit, ONLY.
- LOAN hand tools to the group working on the beautification project. (Order form is available.)
- Provide liability coverage through the City of L.A.'s SPARTA INSURANCE PROGRAM, ONLY during the period of the project's construction [Commercial General Liability-Hazard 2. Coverage applies to all facets of the project approved by the City of L.A.]
- Consider performing such jobs as the situation may require, to the extent that resources are available.

CONDITIONS APPLICABLE TO THE ADOPT-A-MEDIAN PROPOSAL PROCESS:

- (1) An Adopt-a-Median proposal must be maintained as a current application. Should there be 1 year or more of inactivity on a proposal, the Adopt-a-Median Program Manager reserves the right to terminate the application.
- (2) Project proposals involving any animals/livestock will not be accepted.
- (3) Projects involving complex engineering components may be charged a review fee by the Bureau of Engineering.
- (4) Projects involving landscaping are encouraged and may be required (per the Bureau of Street Services) to install drip irrigation in an effort to conserve water. In unique situations, applicants may be required to add the following to their landscaping plans:
"Existing irrigation system has been adopted in "as-is" condition due to applicant's request not to upgrade to the latest City standards requiring water efficient irrigation. For this reason, the City cannot guarantee timely response to any irrigation-related issues that may occur, including, but not limited to, plant material loss or damage."
- (5) Projects whose site location shares a boundary (Council District, homeowner's association, etc...) will need to have WRITTEN letter of support on official letterhead that there no dispute exists regarding the installation of the proposed project.
- (6) Adopt-a-Median staff serve as the 'conduit' between the applicant and City agencies. Intake, plan review, Board adoption, permit application and any additional processes must have oversight by Adopt-a-Median staff. Failure to comply with these conditions may result in termination of the application.

Project Representative's Signature

Position/Title

Date

OCB USE ONLY
Submitted on:
AAM #
By: