

ADOPT-A-MEDIAN INFORMATION PACKET - 2020 Edition **(includes COVID-19 Stipulations)**

Welcome, and thank you for your interest in the Adopt-A-Median Program with the Board of Public Works, Office of Community Beautification. Originally established in 1988, under the authority of the Board of Public Works, this program was designed as a way to empower neighborhoods to engage in community improvement efforts. This program has evolved into a tool for the community to:

- Beautify and increase the quality of life in neighborhoods;
- Promote community involvement through landscape and streetscape projects;
- Promote a sense of ownership by community members through “sweat equity” on their projects; and
- Infuse the City of Los Angeles landscape with color, culture, and creativity.

WHAT IS THE ADOPT-A-MEDIAN (AAM) PROGRAM?

The AAM is a community-friendly, interactive program established by the Board of Public Works, Office of Community Beautification (OCB), as a way to assist community groups with the installations of creative beautification/improvement projects along the City’s **public right-of-way**. It is collaborative, in the sense that OCB will guide and assist groups through the submission, review, adoption and permit process. Lines of communication with the sponsoring group are maintained, with OCB responding to inquiries, and providing needed information.

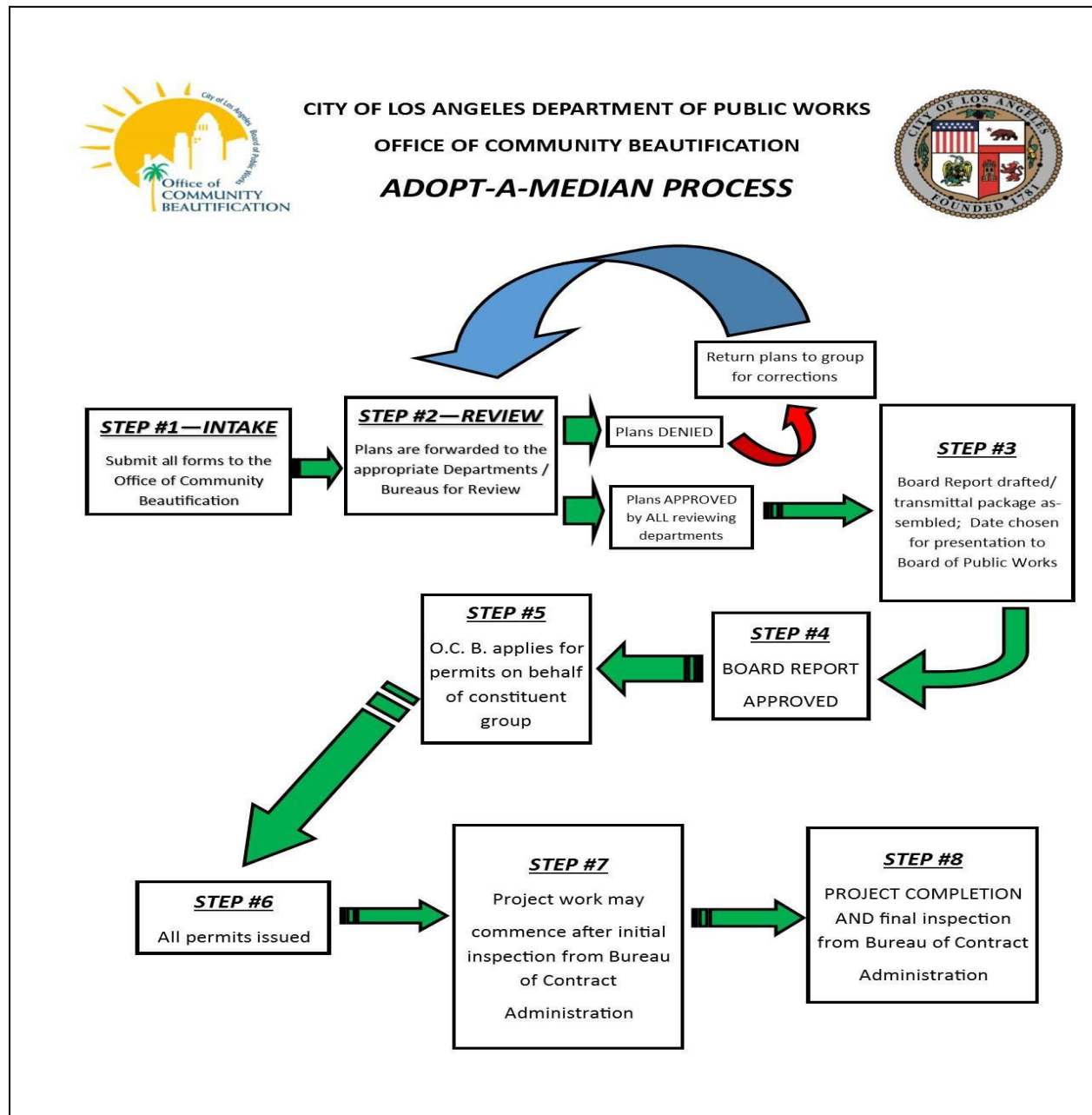
WHAT IS OCB’S ROLE?

1. OCB is the ‘conduit’ between the constituent group and the various City entities that are responsible for reviewing and approving a proposed project. OCB staff serve as the “administrative arm,” of the program and oversee a project from “cradle to grave,” in a manner of speaking. OCB’s role is:
 - The main point of contact for the City in all aspects of the program.
 - Project manager - regarding project status and tracking, liaison to constituents, facilitating review and coordination among the involved City entities, and oversight in navigating through the process of Board approval and final permitting.
2. OCB is equally responsible for overseeing AAM projects, even after installation. In exchange for the City waiving the project permit fees, the constituent signs a Maintenance Agreement, agreeing to maintain the project site in perpetuity. OCB ensures that projects are being maintained per agreement.
3. OCB staff will apply for permits on behalf of the constituent group.
4. Should a project require a permit extension, OCB will advocate on behalf of the group to obtain one from the Bureau of Engineering.

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

THE PROCESS

The Adopt-A-Median process will follow an 8-step sequence, from proposal of the project, through its completion. The length of time it takes to navigate this sequence is dependent upon many factors, which include, but are not limited to, the overall scope of the project, its design complexity, current backlog of projects, and available City review staff. It is also important to note, that if plans need modification to conform to City standards, the time that the constituent group spends on plan revision can also be a factor in a project's life span. The following graphic shows the general 8 step sequence for an AAM project:



ADOPT-A-MEDIAN INFORMATION PACKET (continued)

WHAT THE ADOPT-A-MEDIAN PROGRAM (AAM) IS NOT:

1. The AAM is NOT a permitting authority. Permits are not issued by the Office of Community Beautification. All permit issuance is handled primarily by the Bureau of Engineering.
2. The AAM is NOT a technical advisory agency. OCB staff are not technical personnel. Any questions specifically related to: landscape architecture/design, allowable plants/foliage, structural parameters, visibility restrictions, or similar questions of a technical nature should be directed to the City entity with expertise in those areas.
3. The AAM is NOT an option for “expedited permitting.” OCB staff do not conduct plan review—projects are forwarded to various City bureaus and departments for plan review. Projects are then absorbed into that bureau/department’s queue and are reviewed on their basis of priority dependent upon staff availability. Constituent groups should allow a minimum of 3 months for an initial review to be completed.

TYPES OF ADOPT-A-MEDIAN PROJECTS

The following are examples of projects previously approved through the AAM:

**Street Furniture / Community signage and monuments / Trash receptacles / Murals
Statues/obelisks / Landscape improvements (plants/trees/boulders/walkways)**

HOW DO I KNOW IF MY PROJECT QUALIFIES AS AN AAM PROJECT?

Your proposal must fall under certain criteria to be accepted as an AAM project. All the following should have a “YES” response, to be accepted into the AAM Program:

1. Is the project to be undertaken/constructed completely in the public-right-of-way?
2. Does the project have positive aesthetic, cultural, practical, educational, or artistic qualities that will benefit the area of the City where it is being proposed?
3. Is the project sponsored and submitted by a neighborhood-based organization such as a homeowners’ association, Neighborhood Council, improvement association, block club, neighborhood watch group, chamber of commerce, beautification committee, and/or City of L.A. Council Office* (*a City Council Office applying to Adopt-a-Median must partner with a community group willing to provide maintenance in perpetuity)?

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

4. Is this sponsoring entity willing to assume the maintenance of the project in PERPETUITY, and willing to sign a Maintenance Agreement to that effect (if the sponsoring entity intends to HIRE an outside group to maintain the project, this 3rd party is NOT covered under the City of L.A.'s insurance. Appropriate proof of insurance for the 3rd party will have to be submitted for review and approval before the project can be permitted).
5. Is the total project cost under \$100,000?
6. Does the project maintain structures below 36" in height from the road surface, for freestanding objects, such as street furniture or signage? (Acceptable exceptions to this requirement include, but are not limited to, murals (see section on murals) on existing walls and/or new trees).
7. Is the project free of improvements requiring extensive technical review such as: alterations to the horizontal alignment of the street (i.e. changes to street width, curbs, gutters, median locations/shapes, or traffic lanes), alterations to water drainage patterns on the street, alterations to traffic lane alignment(s) or street parking, high voltage (120V) electrical equipment drawing in excess of 330 watts, fountains/water features requiring pump equipment, etc...?

If you answered "NO" to any of the above questions, please contact the Bureau of Engineering office in your district for information on the permitting process.

DEPARTMENT OF PUBLIC WORKS • BUREAU OF ENGINEERING • <http://eng.lacity.org>

GUIDELINES for PROJECT PROPOSAL SUBMISSION

Please read the following before you submit your package. Be sure that your plans adhere to the following:

All the following items must be submitted in DIGITAL form, .PDF file format. You may email the following items to Adopt-A-Median Program Manager, Gerry Valido at gerry.valido@lacity.org

1. A signed/completed "Adopt-A-Median Neighborhood Beautification Partnership" Agreement (located at the end of this packet).
2. A signed/completed Maintenance Agreement (2 pages).
3. A signed/completed Waiver and Release of Claims form (located at the end of this packet).
4. A signed letter of support from the Council Member presiding over the project location, on the Councilmember's City letterhead.
5. (OPTIONAL) A signed letter of support from the Neighborhood Council (NHC) presiding over the project location on NHC letterhead.
6. (OPTIONAL) Signed letters of support from business/home owners in the immediate area.

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

7. Current photographs of the project site – aerial view (can be obtained from Google Maps in “satellite view,” and street level view, from multiple angles.
8. A rendering of what the completed project will look like.
9. A cost listing of the materials (costs can be estimated) that will be used for the proposed improvement.
10. (For landscaping projects) A plant listing including plant species, quantities, container sizes and spacing, irrigation equipment/system components, decorative paving materials, street furniture, community signage, etc.
11. (For landscaping projects) A planting diagram indicating the positioning of all plants.
12. (For landscaping projects) An irrigation plan.
13. For any projects with structural components, please include structural calculations along with your plan sets.
14. Scaled (measurable) 24” x 36” project plans showing the proposed encroachments and/or improvements in relation to property lines and existing infrastructure, such as: power poles, light poles, traffic signals, utility boxes, sidewalks, curbs, storm drains, trees, etc. Proposed improvements such as decorative paving, community signage, or furniture will require additional detail drawings or instructions that show or note how these proposed elements will be secured to the site (*please refer to the sample .pdf files on this website*).

As of April 1, 2020, DUE TO THE CURRENT COVID-19 PANDEMIC, ADOPT-A-MEDIAN PROPOSALS SHALL BE EMAILED TO THE OFFICE OF COMMUNITY BEAUTIFICATION. PLEASE ONLY SEND YOUR PROPOSAL PACKAGE IN ELECTRONIC FORMAT. – Thank you.

***NOTE - If any of the above mentioned items are missing from the application at time of submittal, applications will be placed on a pending status until all necessary items are received.**

All projects will require a Revocable Permit and an “A” permit. The Revocable permit and an A-permit shall be obtained on your behalf by Board of Public Works, Office of Community Beautification (OCB) staff. All fees associated with a revocable permit and an A-permit shall be waived. **For projects requiring a B-permit, your organization is responsible for applying for a B-permit with the Bureau of Engineering, coordinating the associated project review, and and pay all applicable permit fees.**

ADOPT-A-MEDIAN INFORMATION PACKET (continued)

TRASH RECEPTACLE PROJECTS

Neighborhoods wishing to improve quality of life issues with the installation of new trash receptacles may apply to do so through the Adopt-A-Median Program. The following list is what you will need to submit to the Office of Community Beautification:

- **Adopt-A-Median Neighborhood Partnership Agreement**
- **Adopt-A-Median Waiver of Liability**
- **A Maintenance Agreement signed by the maintenance entity-** Please include a maintenance schedule. Keep in mind that if a 3rd party will be used to maintain the receptacles, that this 3rd party will NOT be covered under the City of L.A.'s insurance. Appropriate proof of insurance must be presented, before permits are issued.
- **A one-page listing of each trash receptacle to be placed, and its installation location.** Each receptacle should be numbered. Also include the approximate address of the receptacle.
ie: RECEPTACLE 5 – 347 E. 1st St Los Angeles, CA 90012
- **A map of the general area and placement locations of each receptacle.** A mapping program such as Google or NavigateLA (navigate.lacity.org) is acceptable. This can also be drawn. Add red dots on the map to indicate where the receptacles will be placed.
- **A photo showing the placement of the receptacle at each location.** A symbol (in red), or image of the receptacle should be used on the diagram to indicate its placement.
- **Technical information about the receptacles.** This should include the receptacle's dimensions, weight, type, and vendor contact information. A picture of the receptacle should be included as well.
- **Information detailing how the trash receptacle will be anchored to the ground.** Please include the type of bolt, the size of the bolt, and the information for the contractor performing the work.

~EXTRA INFORMATION~

- ✦ All requests will be reviewed to determine that there is no conflict with the City's Coordinated Street Furniture Program or other existing City agreements or contracts.
- ✦ All receptacles placed on the public right-of-way must be approved by the Bureau of Engineering.
- ✦ Once the Adopt-A-Median process has been cleared (see flowchart on page 6 of this packet), the Bureau of Engineering will issue a "Revocable" Permit (granting conditional encroachment of the public right-of-way by private parties) and an "A" Permit (allowing the cutting into the sidewalk).
- ✦ All receptacle placements must follow Americans with Disabilities Act (ADA) regulations to allow wheel chair access in the sidewalk area around the receptacle:
 - ✦ Suggested 5 feet (minimum 4 feet) required from the receptacle to the nearest obstructions and subgrade equipment (tree wells, poles, traffic control boxes, news racks, hydrants etc...).
 - ✦ Minimum 2 feet required from the receptacle to the curb face.
 - ✦ Minimum 4 feet required from the far-end of the receptacle to the property line.
 - ✦ Minimum 6 feet from edge of driveways



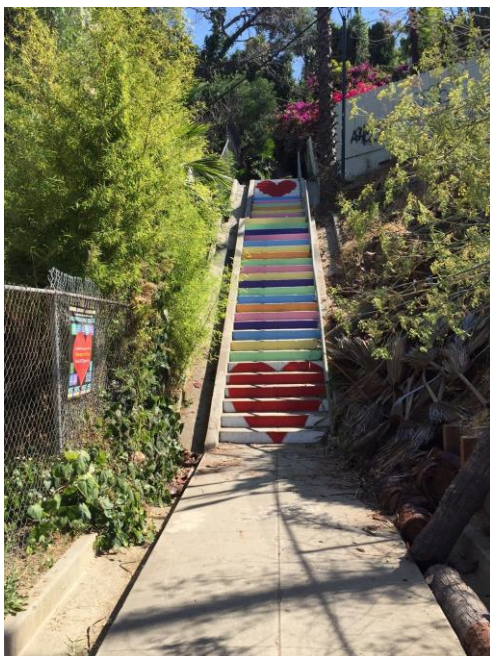
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MURAL PROJECTS

The AAM Program will accept a mural project if it is to be painted on City-owned property. City owned property primarily consists of: public staircases, bridges, and retaining walls. Although murals do not need to have any permits issued, they must be registered with the City of L.A. Department of Cultural Affairs, and be approved by the Bureau of Engineering's Bridge Group. Since the AAM is a program with the Board of Public Works, we act as the intermediary between the constituent group and the Bureau of Engineering.

The process begins by registering the mural with the Department of Cultural Affairs. Please visit: <http://culturela.org/murals/>

Cultural Affairs will then contact our office and forward all the necessary information to initiate the AAM review process for the proposed mural project.



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Please allow **a minimum of 3 months' completion of an initial review.** Once the project has been adopted by the Board of Public Works, there is a period of up to 3 weeks until permits are issued. Once you receive permits and all conditions are met, please contact the Bureau of Contract Administration prior to commencing work, for inspection. If the improvements involve digging, please contact DIG-Alert prior to digging. Please refer to the reverse side of the A permit for further instructions regarding this.

THE CURRENT COVID-19 SITUATION MAY CREATE UNNFORESEEN EFFECTS ON WORKLOADS AND STAFFING, THAT MAY AFFECT REVIEW TURNAROUND TIMES. THANK YOU IN ADVANCE FOR YOUR UNDERSTANDING AND PATIENCE DURING THIS TIME.

For further information, please contact the Office of Community Beautification, Adopt-A- Median Program Manager, Gerry Valido, at (213) 820-4859.

THE AAM "FAST TRACK"

Currently, this option is reserved for an expedited review process for ROADWAY MEDIAN ISLANDS, ONLY. This option allows for simple planting and decomposed granite ground cover on either an oblong, triangular, or turning lane median. Constituent groups would agree to conform to PRE-APPROVED designs/specifications, and the review and permitting process would take approximately 30 business days to complete. For more information on this option, please review the links on the Adopt-A- Median webpage for AAM "FAST TRACK." If you need further assistance, please phone (213) 820-4859.

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