



Leesburg Adopt-A-Street Program Information and Guidelines

1. Selected sections of Town-maintained streets are eligible for adoption. Sections of streets determined by the Town's Department of Public Works and Capital Projects to be unsuitable will be ineligible for the program.
2. Litter pickup must be performed on both sides of the roadway at least four times a year.
3. Local community organizations and businesses will be eligible to adopt streets. Participants must have approved applications on file including the necessary Certificate of Insurance with the Town of Leesburg for \$2,000,000.
4. Only the name of the adopting group will be displayed on the sign. No slogans, logos, advertisements or phrases other than the Adopt-A-Street promotion will be allowed on the sign.
5. Participants are required to adopt for a minimum of two years, more often if necessary.
6. The Town of Leesburg will supply participants with safety information, clean-up crew working signs, plastic trash bags and safety vests. The materials will be picked up from the Town's maintenance headquarters at 1393 Russell Branch Parkway SE during working hours the week before the pickup.
7. If participants cannot dispose of the filled trash bags, pickup can be scheduled with the traffic engineer at cgrow@leesburgva.gov or 703-771-2791.
8. Participants are encouraged to separate and recycle appropriate materials.
9. Signs noting the program and the participants will be installed at the beginning of the adopted sections, one in each direction. The sign will be the only one used to promote the Adopt-A-Street Program along the roadsides.
10. The Town of Leesburg will bear the cost of producing, installing and maintaining the signs. The participants will be responsible for placement of "cleanup crew working" signs that will be picked up from the Town's maintenance headquarters at 1393 Russell Branch Parkway SE.
11. The Town of Leesburg will monitor the program. The traffic engineer will be the contact person for the adopting groups. An adoption can be terminated if the work of the participating group or individual unsafely interferes with traffic, is determined to be inadequate for effective litter control or violates the agreement with the town.
12. After each pickup, participants must file preprinted Town reports detailing the number of people involved, number of bags of litter picked up, hours spent, etc.
13. Groups with members less than 15-years old must be supervised by adults 18-years or older. There must be one adult per eight under-age group members. Large groups should be divided into teams of eight or fewer members. Each team should stay on one side of the road facing the traffic.
14. Applicants to whom permits are issued shall at all times indemnify and save harmless the Town of Leesburg, all employees, agents and officers, from responsibility, damage or liability arising from the accidents caused by the participants. The Town of Leesburg reserves the right to revise these conditions as needed.

If you have additional questions or need more information,
Please email cgrow@leesburgva.gov or call 703-771-2791.