

City of Richmond, CA  
Dept. of Infrastructure Maintenance and Operations  
Parks & Landscaping Division



**City of Richmond Adopt-a-Spot Application**

Date: \_\_\_\_\_

Adopt-a-Spot Group: \_\_\_\_\_

Group Contact: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Spot to Adopt: \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_

**STATEMENT OF AGREEMENT**

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Richmond Public Works Department, Parks & Landscaping Division. I understand that this is an application for the Adopt-a-Spot program and that a representative from the Parks & Landscaping Division will contact me to finalize an agreement. I understand that the Public Works Department, Parks & Landscaping Division will make the final determination as to whether a group can participate and the final spot assignment designation. I understand that each volunteer must sign a City of Richmond Public Works Department, Parks & Landscaping Division Voluntary Service Agreement and Liability Waiver before participating in the program. I agree that I am not performing services for the City but volunteering for community service. Finally, I understand that the Public Works Department, Parks & Landscaping Division reserves the right to terminate this agreement at any time.

\_\_\_\_\_  
(Signature)  
Group Coordinator

\_\_\_\_\_  
(Name printed)



### ADOPT-A-Spot Project Policies

- The adopting organization commits to one season or one year period of adoption and may renew for as many seasons or years the ongoing service(s) is needed. Tasks may be focused on one or more activities as approved by the Superintendent.
- Parks & Landscaping staff will provide, if resources are available, necessary trash bags, debris pickup, hauling, specialized tools and equipment in safe zones of work to ensure the success of ongoing tasks.
- Adopting organizations may keep and haul away for resale off site all recyclable trash they pickup.
- Support for special projects by adopting organizations will be arranged with and approved by the Superintendent.
- No one under the age of 18 may participate without adult supervision and a completed volunteer form. Adults with certain types of criminal history may be barred from participation.
- Adopters will monitor their assigned sites for vandalism and significant changes in conditions and make prompt reports to Code Enforcement and/or Parks & Landscaping staff.
- While performing services at special project sites adopters will conform, at a minimum to the State of California "Standard Specifications" for hours of work, noise abatement, traffic control, erosion control, fire protection and management of materials.
- Parks & Landscaping staff may post signs at adopted locations crediting the organization for services provided. Organizations may also post their own signs with approval of the Superintendent.
- Compost areas must be setback at least 3 feet from property lines.
- If the "spot" is enclosed by fencing, the fencing must be a legal permitted fence according to the City of Richmond municipal code.
- Use of mechanized farm equipment is prohibited in residential districts provided, however, that during the initial preparation of the land heavy equipment may be used to prepare the land for agriculture use with permission of the Superintendent.
- Landscaping equipment designed for household use shall be permitted.
- Use of animals and livestock must comply with all applicable city codes.
- Any persons or group responsible for an Adopt-a-Spot deemed to be out of compliance with their work plan shall be issued a notification of violation and afforded the opportunity to correct the deficiency. If the correction is not made within a specified timely manner the Adopt-a-Spot agreement shall be voided and returned to the management of the City.
- The City reserves the right to terminate any Adopt-a-Spot, trail, or park agreement at any time.

**ADOPT-A-SPOT WORK PLAN**

Proposed Program Plan for: \_\_\_\_\_  
[Insert Spot Name]

**REQUIREMENTS**

Adopters are required to **maintain** the spot with the goal of **reducing blight** and contributing to **neighborhood beautification**. This includes **picking up trash and litter** and **removing tagging**.

**OPTIONAL ACTIVITIES**

Additionally, adopters may engage in gardening, urban agriculture, urban art, and other activities\* as approved by the Public Works Department, Parks & Landscaping Division.

**\* The planting of all trees must be pre-approved by the Dept. of Infrastructure Maintenance and Operations, Parks & Landscaping Division.**

Please provide a description of activities you plan to conduct at the site (Use additional pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REGULAR WORK DAYS**

In addition to the regular maintenance of the spot, I understand that **adopters are required to have at least one work day every 2 months (total of 6 per year).**

\_\_\_\_\_  
(Signature)  
Group Coordinator

\_\_\_\_\_  
(Name printed)

**Please return application to 3201 Leona Avenue, Richmond, CA 94804**  
For questions

**Adopt-a-Spot Location:** \_\_\_\_\_

**Adopt-a-Spot Activities**

- Picking up Trash and Litter
- Weeding
- Site Beautification
- Planting
- Gardening
- Urban Agriculture
- Urban Art
- Other activities as approved by the City of Richmond

**Check List**

Site is owned by the City of Richmond.

In the case of uncertainty regarding soil contamination on the site, **any plants that are intended for human consumption will be planted in raised beds in soil from a source verified to be safe for growing food**, until uncertainty has been eliminated (through soil assessment and/or replacement). Below are online databases for looking up contaminated sites.

- California Environmental Protection Agency: [http://www.dtsc.ca.gov/SiteCleanup/Cortese\\_List.cfm](http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm)
- Department of Toxic Substances Control (DTSC) Envirostor Database: <http://www.envirostor.dtsc.ca.gov/>
- EPA’s Cleanups in My Community: <http://iaspub.epa.gov/apex/cimc/f?p=255:63:0::::>

I understand that the planting of all trees must be pre-approved by the City of Richmond Parks and Landscaping Division. Please include the name and location of proposed trees in the description of activities and site plans on the following page. I will notify the City of Richmond and obtain approval to plant any trees not included in this application.

I commit to maintaining the proposed spot for a minimum of one year. I understand that I may request or the City of Richmond may require an alternative period of commitment.

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Contact

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Phone

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Organization

**City of Richmond Approval Signature:**

**Please return this application, accompanying site plans, and any other material to:**

**City of Richmond  
Parks and Landscaping Division  
3201 Leona Ave.  
Richmond, CA 94804  
[parksandlandscaping@ci.richmond.ca.us](mailto:parksandlandscaping@ci.richmond.ca.us)**

Please call (510) 231-3004 with any questions.

*As this is a pilot program to facilitate community adoption of City-owned spaces, we may update program components as needed.*

*Thank you for your commitment to your Adopt-a-Spot location and to a healthier Richmond for all.*