

P | 704.984.9665

F | 704.986.6127



www.albemarlenc.gov

PO Box 190

Albemarle, NC 28002

AdoptAStreet@albemarlenc.gov

Department of Public Works

Dear Volunteer,

Thank you for your interest in our Keep Albemarle Clean Adopt-A-Street program. To ensure the program runs safely and smoothly, please follow the guidelines below:

Once a location for your Adopt-A-Street is agreed upon, please fill out and review your contract carefully. Sign and return the form to the City of Albemarle Public Works Department. When we receive your signed contract for your three-year commitment, we will then place an order for your Adopt-A-Street sign and have it placed prominently along your adopted area.

When you plan your first clean up, please contact our office a week in advance. We will supply you with garbage bags, safety vests and gloves. You, or someone from your group, will need to come to our office to pick up the supplies during our business hours (8AM-3PM). We are located at 704 Arlington Avenue in the City of Albemarle Warehouse Maintenance Facility.

Please inspect your adopted street at least every three months. If the area is litter free, please contact us and let us know that you have checked the area and no cleaning is needed. If cleaning is needed, you will need to organize a cleanup. Make sure all your volunteers wear safety vests and sign a Waiver of Liability form. Place all trash bags in a central location for pickup. After the cleanup is completed, call or email us to indicate where the trash bags have been placed. The City will only pick up trash bags, tires and some bulky items off the public right of ways—not private property.

Return any leftover bags, vests, or gloves for us to use toward future cleanups.

Thank you for your willingness to become a valued volunteer for Keep Albemarle Clean.

Sincerely,

Ross Holshouser
Public Works, Street Superintendent