

NYC DOT Adopt A Greenway Guidelines

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Overview

The Adopt-A-Greenway program is a framework that addresses current issues along the greenway, provides a maintenance structure for future design, and is model for other greenways and plaza spaces throughout the city. The program offers civic-minded organizations or individuals (Sponsors) an opportunity to enhance New York City's greenways by adopting greenway segments.

The greenway network continues to grow throughout the City. When completed, the Brooklyn Waterfront Greenway will consist of 14 miles of designated off-street pathways, enhanced sidewalks, and some on-street bike lanes, connecting the waterfront neighborhoods of Greenpoint, Williamsburg, the Brooklyn Navy Yard, Vinegar Hill, DUMBO, Downtown Brooklyn, Red Hook and Sunset Park. Adoptable greenway segments are present in Long Island City and Astoria, Queens as well as along the Bronx River. Maintenance has become an issue for the various greenway designs that straddle jurisdictions. For example, paths are often located between the roadways that are swept by Department of Sanitation and sidewalks which are maintained by private property owners.

A greenway is a linear open space, such as a path or trail, which links parks and communities around the city, providing public access to green spaces and the waterfront. Greenways expand recreational opportunities for walking, jogging, biking, and in-line skating. Greenways answer the growing public demand for safe and pleasant ways to travel about New York City. These trails allow one to get to work or school, shop or do errands, or to reach the waterfront, parks, beaches, and museums.

Guidelines

The New York City Department of Transportation (DOT) encourages civic-minded organizations and individuals interested in the opportunity to enhance New York City's greenways by adopting greenway segments. These sponsors must have contracts or other means of guarantee for reliable maintenance. If the sponsor does not have direct capacity for these requirements, they may look to an approved Maintenance Provider for partnership in fulfilling greenway adoption tasks as outlined in the Adopt A Greenway Maintenance Provider Agreement and further detailed in these Guidelines.

Rights to Segments

Segments are available for adoption on a first-come first-served basis. Prospective Maintenance Providers may choose from DOT's Greenway Segments for Adoption list, or may, upon request, be placed on a waiting list for an already adopted segment.

DOT will maintain waiting lists for adopted segments in order of the date the request for an adopted segment is received by DOT. Upon termination or relinquishment of the adoption of a particular segment, if there is a waiting list for such segment, DOT will give the prospective sponsor at the top of the applicable waiting list the opportunity to adopt such segment.

Maintenance Provider Partnerships

A sponsor has the option to use its own forces to perform maintenance services or to hire a maintenance provider to perform all or a portion of the maintenance services on its behalf. The organization intending to perform the maintenance tasks will be required to submit a Maintenance Provider Application.

Maintenance Provider Application

Companies whose professional services include litter removal and landscape maintenance may submit a statement of qualifications and performance data, in the form of the following Maintenance Provider Application, to become a qualified Maintenance Provider for the Adopt A Greenway Program. Interested companies should complete and file this form with DOT, reflecting that the company is qualified to perform such services. DOT shall evaluate each qualification questionnaire, together with any other performance data on file to determine if the company is appropriately qualified. Approved Maintenance Providers will be placed on a list of Approved Maintenance Providers for the Adopt A Greenway Program. The list will be distributed in response to public inquiries regarding the Adopt A Greenway Program.

Additional items to be submitted along with the Maintenance Provider Application include:

An approved VENDEX Questionnaire, ensuring the Maintenance Provider's designation as a responsible vendor. A responsible vendor is defined as one that has the technical capability and financial capacity to fully perform the requirements of the contract, as well as the business integrity to justify the award of public tax dollars.

A copy of the Certificate of Insurance (verification sheet). The New York City and State Departments of Transportation must be listed as additional insured.

DOT has no authority or involvement in establishing and maintaining the contract between a sponsor and a maintenance provider. A sponsor is responsible for obtaining and discontinuing the services of a maintenance provider.

Maintenance Provider Requirements

Each Maintenance Provider must comply with all provisions set forth in the Agreement and these Guidelines in order to retain its status as an approved Maintenance Provider. Where a conflict arises between the terms of the Agreement and the provisions set forth in these Guidelines, the provisions of the Guidelines shall take precedence over the terms of the Agreement.

I. Resources

The Maintenance Provider shall provide all labor and capital resources necessary to perform work set forth in these Guidelines, including:

- A. Maintenance, requiring all bike lanes and plaza space to be swept and cleaned of debris every week. Maintenance of sidewalks shall remain responsibility of the adjacent owner.
- B. Stewardship of features along the greenway path, including street furniture, traffic control devices, street lighting and landscape features. Features should be kept clean and in working order. Damage should be reported to the applicable agency promptly upon discovery.
- C. Snow removal, requiring snow and/or ice to be cleared from the path within four (4) hours after the snow has stopped falling, or by 11 a.m., and if the snow stopped falling after 9 p.m. the night before.
- D. On-call maintenance staff to deal with unforeseen maintenance issue, i.e. garbage blocking the path or overgrown landscaping. Response time should be within 24 hours. Any circumstances that impede safe use of the greenway that are beyond the scope of routine maintenance shall be brought to the attention of DOT.
- E. Reporting to DOT if lack of maintenance by adjacent property owners results in unsafe or obstructed use of the greenway.
- F. Following standards determined by DOT to safely detour cyclists and pedestrians during maintenance, including scheduling maintenance during off peak traffic times. (Weekends, not during weekday hours between 7:00am-11:00am, and parking all service vehicles clear of the greenway or roadway.
- G. Comprehensive liability insurance for all volunteers that might be involved in on-street work. Maintenance Providers shall possess general liability, workers' compensation, employer liability, and auto liability insurance coverage satisfactory to DOT, at minimum limits prescribed in, and in accordance with, the Guidelines. Such insurance shall name the Sponsor, the City of New York, the State of New York, DOT and its officers and employees as additional insureds and shall be cancelable only after sixty days written notice to DOT. In addition, the Maintenance Provider agrees to defend, indemnify, and hold harmless the Sponsor, the State of New York, the City of New York, DOT and its officers and employees from any cost or damage, including attorneys' fees, arising out of or as the result of any actions occurring under the Agreement including the work performed hereunder.

H. Access to maintenance equipment, including:

1. Several brooms and/or small vehicle that can clean sidewalks and smaller areas.
2. Water distribution from hydrant or local water source.
3. Snow removal equipment that can remove snow from bike lanes and plaza space that are not serviceable by New York City Department of Sanitation or the adjacent property owner. If a vehicle is to be used, 7' clearance width should be adequate.

II. Permits

For each adopted segment of greenway, the Maintenance Provider shall secure a Maintenance Provider Permit (the Permit) from DOT, through the Adopt-A-Greenway Program located at 55 Water Street, New York, New York 10041 and shall perform the services required hereunder in accordance with the terms and conditions of the Permit which are incorporated herein by this specific reference.

Volunteer permit

For each segment adopted, prior to performing any maintenance services, any volunteers organized by the sponsor must obtain a volunteer permit from DOT. The volunteer must perform the maintenance services required under its volunteer agreement in accordance with the terms and conditions of the volunteer permit.

III. Term of Adoption

Those who wish to adopt a greenway segment must commit to a minimum of a two-year adoption agreement. An Agreement is for a two-year term beginning on the date of execution of the Agreement with a two-year renewal upon mutual consent of both parties.

If the Maintenance Provider fails to comply with the Agreement, the Guidelines, the terms of the permit issued by DOT, or any other terms and conditions as required by DOT, termination of the contract may be initiated by DOT and the sponsor will be notified in writing.

If a Maintenance Provider wishes to terminate the Adopt A Greenway agreement, the sponsor must do so by contacting DOT in writing within two months (60 days) of the completion of the current contract.

IV. Changes or Upgrades

Any changes, upgrades or enhancements proposed by the Maintenance Provider must be approved, in writing, by DOT prior to any change in the design or appearance of the greenway segment.

V. Relationship to DOT

The relationship of the Maintenance Provider to DOT arising out of this Agreement shall be that of an independent contractor. Any and all members or employees of the Maintenance Provider under this Agreement, shall be

considered agents of the Maintenance Provider, and all claims arising under the Workers' Compensation Law of the State of New York on behalf of said members or employees while so engaged, and any act or omission on the part of the Maintenance Provider employees while so engaged in any of the work or services provided or rendered herein, shall be the sole obligation and responsibility of the Maintenance Provider. The Maintenance Provider shall secure workers' compensation insurance, for the benefit of, and keep insured during the life of this Agreement, such members and employees engaged herein as are required to be insured by the provisions of the Workers' Compensation Law.

VI.Limits of the Agreement

The Agreement is limited to activities performed in conformance with the Adopt A Greenway Guidelines and does not authorize any other activities on the greenway right-of-way.

Adopt a Greenway Sponsor Signage

Signs are intended to recognize a Sponsor's commitment to helping to maintain the greenway. The signs are not intended as advertising.

DOT will install Adopt A Greenway base signs along the greenway, at approximately ¼ mile intervals, taking into consideration safety and informational signage. Sponsors must report damaged or missing signs. Signs are hung on guide rails, or existing lampposts.

The Adopt A Greenway base sign will measure 36" in width and 24" in height. It is used for all segments and includes a removable Sponsor Recognition Panel sign which includes the Sponsor's name and/or logo that must conform to DOT specifications. The Sponsor Recognition Panel sign shall measure 30" in width and 12" in height. Prior to producing the Sponsor recognition panel, all artwork must be submitted to DOT for approval. Other additions beyond the Sponsor name, including product names, addresses, directions, or slogans are not allowed on the recognition panel. In lieu of a recognition panel, a Sponsor may choose to have a sign installed that promotes the cause of safety. Such signs shall not identify the Sponsor. The safety message must be approved in writing by DOT prior to the installation of the sign.

If a Sponsor terminates their relationship with the program the sign will remain, but the recognition panel will be removed. DOT will replace the recognition panel with a panel that reads "SITE AVAILABLE"

Adopt a Greenway Sponsor Signage Example



Adoption Tasks for All Greenway Segments

The following responsibilities apply to each greenway segment, unless otherwise noted in the applicable Segment Description section.

Graffiti Removal

Graffiti on public art or street furniture must be removed by painting over it or cleaning, depending on which method and materials are approved by DOT. Other materials shall be considered on a case-by-case basis.

In general, graffiti on stone surfaces must be chemically removed and graffiti on concrete may be painted over. DOT shall consider safety, environmental impact, color, and type of paint when approving paints, anti-graffiti coatings, solvents and methods.

Landscaping

Planters

Weeds and debris must be removed from planters on a monthly basis.

New plantings

Sponsors may plant trees, vines, flowers, shrubs or grasses on a segment provided that the sponsor has given a two-year commitment to maintain the plantings until established. Planting and work plans must be submitted to and approved in writing by DOT.

Plants, which must be provided by the sponsor or another community-based organization, should be hardy and drought resistant. Plants must be located to avoid conflict with underground facilities, drainage ditches, signs, lighting and adjacent property. Trees and large shrubs must be set back a minimum of 35 feet from the corner to open up sight lines. During the two-year establishment period, the Sponsor must water, prune, weed, mulch, replace dead plants and remove trash within the planting area.

Pesticides

Sponsors may only use pesticides approved by DOT in the adopted segment. Pesticides may only be applied by New York State Department of Environmental Conservation Certified Pesticide Applicators.

Tree Beds

On a monthly basis, remove weeds (any unwanted or competing plants).

Seasonal Tree Bed Maintenance (once a year, or as necessary)

The top 2-3 inches of soil should be loosened to alleviate compaction and help water and air reach tree roots.

A uniform 3 inch layer of mulch should be added to the tree bed.

Shredded bark mulch shall be a natural forest product of 98% bark containing less than 2% wood or other debris. It shall be of White or Red Fir and/or Pine bark of a uniform grade with no additives or any other treatment. Size of bark shall be from 5/8" to 1-1/4". The pH factor should range from 5.8 to 6.2.

Mulch should not be piled against the trunk of the tree, as water will accumulate and rot the trunk.

Optional Tree Bed Maintenance

Sponsors may plant flowers or bulbs in the tree bed. Flowers that have shallow roots and die back each year (annuals) will not seriously compete for limited resources. Flowers should not be planted within one foot of the tree trunk.

Sponsors may consider installing tree guards. DPR recommends a low cast-iron fence or wrought-iron wickets from 18" to 30" high, around the perimeter of the tree bed. These guards protect the soil by discouraging pedestrians and dogs from walking through the bed. Tree guards should not be placed close to the tree. Solid walls are not appropriate tree guards, as they encourage people to add soil to the tree bed.

Sponsors may choose to plant new trees in empty beds, or to replace dead or unhealthy trees. Species shall be selected from the list of approved Street Trees for New York City.

Please see Tree Planting Standards, published by DPR, for all guidelines regarding specific maintenance of trees and tree beds along the greenway. All work shall be in accordance with these specifications and to the satisfaction of a DPR representative.

All new improvements to greenway segment must first be approved by DOT.

Trimming

Vegetation that grows through property fence lines and intrudes into greenway path should be trimmed to the fence line.

Tree branches that grow over the greenway should be trimmed so that they do not impede safe and comfortable use of the path.

Grass that is present in tree beds and other landscaped areas, including under and around guide rails and sign posts must be trimmed so that it is between 3 inches and 9 inches

Weeding

On a monthly basis, weeds (any unwanted or competing plants) must be removed from all sidewalk gaps, curbs, along the greenway edge and property line during spring, summer and fall.

Litter Pickup

On a weekly basis, Sponsors must pick up and bag litter and small debris along the sidewalk, bike lanes, and landscaped areas from adjoining property line to the greenway edge. All trash should be removed from the facility and disposed of in a proper manner.

Sponsors should coordinate with nearby DNSY sanitation garages to determine a pick up time and location that aligns with regularly scheduled refuse and recycling collection.

Hazardous Debris Removal

Sponsor personnel shall not touch or attempt to remove materials which may be toxic or otherwise hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, medical waste, syringes or hypodermic needles, dead animals or bulk items that cannot be put in litter bags (i.e.: car parts or larger). Sponsors who come across these conditions during clean up should report to DSNY via their Service Request webpage:

www.nyc.gov/html/dsny/html/contact/requests_misc.shtml

Sidewalk Material Maintenance

Maintenance of the condition of sidewalk material including but not limited to cracks, gaps, missing concrete flags, intrusion of tree roots, will remain responsibility of the adjacent property owner.

Snow and Ice Removal

Snow and ice must be removed from the path within four (4) hours after the snow has stopped falling, or by 11 a.m., and if the snow stopped falling after 9 p.m. the night before.

Snow may be cleared to landscaped area if surface is permeable. If there is no landscaped area, snow may be cleared to either side of the path, but should not interfere with adjacent vehicular lanes.

Snow accumulations removed from roadways should be placed where sand and other debris will remain after snowmelt for later removal.

Care must be exercised not to deposit snow in the following areas:

- freshwater or tidal wetlands or in areas immediately adjacent to such areas where sand and debris may be flushed during rainstorms;
- on top of storm drain catch basins;
- in storm drainage swales;
- on stream or river banks which slope toward the water, where sand and debris can get into the watercourse; and
- in areas immediately adjacent (within at least 100 feet) of private or public drinking water well supplies (due to the possible presence of road salt).

Sidewalks are to be maintained by the adjacent property owner. In cases where removal is not being performed, the sponsor should notify DOT.

Street Furniture

Periodically, and upon request, inventory of the segment's street furniture should be noted. This includes benches, CitiBike Stations, City Racks, signage (directional guide signs, bike route signs and greenway medallions), street lighting and waste receptacles. Street furniture is to be kept clean and in good repair. Sponsors will report to the applicable agency if damage is irreparable or street furniture features are missing. Reporting can be done via agency websites, or printed forms. Reports can also be made using 311.

Feature	Applicable Agency
Landscaping	
Tree Beds	DPR
Planters	DOT
Planting Strips	DPR
Street Furniture	
City Benches	DOT
Waste Receptacles	DSNY
Street Lighting	DOT
Bicycle Facilities	
City Racks	DOT
CitiBike Stations	DOT
Other Features	
Barrier Beautification murals	DOT
Bus Stops	NYCT
Hydrants	DEP
Catch Basins	311

Traffic Control Devices

Periodically, and upon request, inventory of the segment's traffic control devices should be noted. This includes traffic and pedestrian signals, signage, flexible delineators, bell and flexible bollards, quick curbs and concrete barriers. These featured should be kept clean and in good repair. Sponsors will report to DOT if damage is irreparable or devices are missing.

Feature	Applicable Agency
Traffic Control Devices	
Traffic Signal	
Pedestrian Signal	DOT
Concrete Barrier	

Concrete Barrier with
Metal Fencing
Flexible Delineator
Bell Bollards

Flexible Bollards

Quick Curb

Signs

Greenway Medallion
Adopt a Greenway
Way finding Guide
Sign
Bike Route Sign

Urban Art

Sponsors will be responsible for maintenance of existing and newly implemented public art along the adopted segment.

New Urban Art

Sponsors may organize and facilitate applications for artwork and barrier design along an adopted segment following DOT Urban Art program guidelines.

Definitions

311 311 is New York City's main source of government information and non-emergency services. www1.nyc.gov/311

Bike Share Stations The Citi Bike system, operated by NYC Bike Share features thousands of bikes at hundreds of stations around New York. Station locations are based on population and transit needs. Each station has a touchscreen kiosk, a map of the service area and surrounding neighborhood, and a docking system that releases bikes for rental.

BNYDC Brooklyn Navy Yard Development Corporation

BQE Brooklyn Queens Expressway

Catch Basin A catch basin is a type of storm drain located adjacent to a curb that collects rainwater from the street and transports it to a wastewater treatment plants or directly into a body of water. The catch basin is typically covered by a metal grate, which prevents large objects from falling in.

City Benches DOT is installing attractive and durable benches around the city, particularly at bus stops, retail corridors, and in areas with high concentrations of senior citizens. These benches will make streets more comfortable for transit riders and pedestrians, especially for those who are older and disabled.

City Racks free sidewalk bicycle parking racks, placed throughout New York City by DOT. DOT installs CityRacks on sidewalks and, through its Bike Corral program, in clusters in the curbside lane of the roadway.

Concrete Barrier a modular concrete or plastic barrier used to separate lanes of traffic or uses. Sometimes referred to as a Jersey barrier.

DEP New York City Department of Environmental Protection

DPR New York City Department of Parks & Recreation

DSNY Department of Sanitation New York City

DOT New York City Department of Transportation (NYCDOT)

Fence Line when property lines are designated with a fence, the sponsor is responsible for the greenway segment from the fence line to the outside edge of the greenway design. Sponsors are responsible for maintaining by trimming any vegetation that grows through the fence line that may become an obstacle to the pathway.

Greenway Sponsor an individual, group or organization that agrees to maintenance of a Greenway Segment through the Adopt a Greenway Program

Greenway Segment The greenway is organized into greenway segments that are named for street or geographic location. See the Adoptable Greenway Segments table for location and length of each segment of the greenway. Greenway segments differ greatly in amount of sidewalk, bike lanes, landscaped area, public art, street furniture, and other design features.

Landscaping Plantings in the public right of way. Includes features such as tree beds, planters and planting strips.

Maintenance Provider A company whose professional services include litter removal and landscape maintenance. Sponsors may choose to partner with a maintenance provider in order to meet resources and responsibility requirements for adopting a greenway segment.

MOC Mayor’s Office of Contract Services

MTA Metropolitan Transport Authority

NYCT New York City Transit

Planters large container that rests on the ground to hold trees or plants. Used to provide greenery to streetscapes, including greenways and public plazas, as well as provide flexible boundary lines.

Property Line the defined point where the adjacent property ends. The sponsor has responsibility of the adopted greenway segment from the adjacent property line to the outside edge of the greenway design.

Public Plaza DOT works with selected not-for-profit organizations to create neighborhood plazas throughout the City to transform underused streets into vibrant, social public spaces.

Signs are produced installed and maintained by DOT, and include regulatory, way finding and greenway medallion signs.

Street Furniture Sponsors are responsible to keep clean and in good repair street furniture features along an adopted Greenway Segment.

Street Lighting DOT routinely installs and maintains Standard streetlights. The current Standard fixtures are the 100W and 150W HPS Cobra Head for street lighting and the 70W and 100W HPS Cobra Head for pedestrian lighting; DOT is phasing in 110W LED Cobra Heads for street lighting and 75W LED Cobra Heads for pedestrian lighting.

Traffic/Pedestrian Signal A traffic signal controls the right-of-way for vehicles arriving at an intersection, which can reduce traffic delay and accident-producing conflicts. It also makes an intersection safe by determining whether vehicles or pedestrians should proceed.

Tree Beds Excavated pits that allow for the planting of street trees and other vegetation within the public right of way.

Connected Tree Beds a series of tree beds connected with a continuous trench in order to provide increased root space and storm water detention.

Tree Bed Guard a device, usually a cast-iron fence or wrought-iron wickets, installed around a tree bed for protection.

Urban Art Murals have been painted along some greenway segments by the DOT Urban Art Program

Waste Receptacle among its other responsibilities, the Department of Sanitation (DSNY) services over 25,000 waste receptacles – known as “baskets” – that are placed on thoroughfares citywide. They are concentrated in commercial areas, where they may be emptied as frequently as five times a day.