

# NEW YORK CITY DEPARTMENT OF TRANSPORTATION ADOPT A GREENWAY

## WORK PERMIT APPLICATION INSTRUCTIONS

### GENERAL INFORMATION

- Only approved Maintenance Providers can submit an application.
- The Work Permit application must be filled out completely.
- Please attach all site and project information requested. Omissions will cause processing delays.
- Please allow four (4) weeks for processing.
- This permit may be requested for one or two years and will be valid from the date issued. All permit requests must be accompanied by a copy of the signed contract between the Sponsor and the Maintenance Provider.
- If the Sponsor wishes to renew, a work permit application must be received by NYC DOT at least thirty (30) days prior to the current permit's expiration. Renewal will be considered upon receipt of new application for the Work Permit. If no application for renewal is received by this time, the site will be offered to the next Sponsor on the waiting list or put on the list of available sites.

### ATTACHMENTS

- Attach final artwork (in color) of recognition panel for Adopt-A-Greenway Sponsor sign.
- For landscaping planting projects, attach planting plan with all specifications, materials, work schedules and maintenance plan. If restricted-use pesticides will be used, attach a copy of the applicator's New York State Department of Environmental Conservation Pesticide Certification.
- For graffiti control projects, submit a work schedule and list all methods and materials to be used.
- Attach any other items (location maps, photos, renderings, etc.) that are needed to make the intent of the project clear.

Send completed form to:

**New York City Department of Transportation**  
**Adopt-A-Greenway Maintenance Provider Program**  
**55 Water Street**  
**New York, NY 10041**

## WORK PERMIT APPLICATION

<b>APPLICANT INFORMATION</b>	Maintenance Applicant		Date
	Address		
	City State ZIP Code		
	Contact Person	Title	Phone
<b>SITE INFORMATION</b>	Segment		Borough
	Area from	Area to	
<b>WORK INFORMATION</b>	Requested Start Date		Project Duration (years):
	To be performed by (check one)	___ own forces	___ contract forces
		___ new	___ renewal
	Type of Project (check one)	___ litter removal	___ graffiti removal
	___ weed trimming		___ landscape maintenance
<b>SPONSOR INFORMATION</b>	Name (as it will appear on the recognition panel, also attach panel artwork)		
	Address		
	City State ZIP Code		
	Contact Person	Title	Phone

"THE UNDERSIGNED AGREE THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE NYC DOT RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL. THE UNDERSIGNED FURTHER AGREE THAT NEITHER THE SPONSOR NOR THE MAINTENANCE PROVIDER WILL HAVE ANY CLAIM WHATSOEVER AGAINST THE CITY OF NEW YORK, OR ANY AGENT, OFFICER OR EMPLOYEE THEREOF. AS A RESULT OF THEIR OFFER TO PARTICIPATE IN THIS PROGRAM BY SUBMISSION OF THIS WORK PERMIT APPLICATION OR OTHERWISE, OR THE CITY'S ACCEPTANCE OR REJECTION OF THEIR OFFER."

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF MAINTENANCE PROVIDER

\_\_\_\_\_  
 DATE

X

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PRINTED NAME TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF MAINTENANCE SPONSOR

\_\_\_\_\_  
 DATE

X

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PRINTED NAME TITLE