

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: TRANSPORTATION AND TRAFFIC MANAGEMENT	CODE NUMBER: AC 11-11
TITLE: ROADWAY LANDSCAPING POLICY	ADOPTED: 8/29/90
	AMENDED: 1/4/95 3/24/98
	ORIGINATING DEPARTMENT: Division of Transportation (DOT)

PURPOSE/SCOPE:

to set forth steps to be taken by applicants to initiate and participate in a Roadway Landscaping Project on County maintained right-of-way.

POLICY/PROCEDURE:

- 1) "Applicant" may be a business group, civic organization, church group, social club or any interested party or individual. The applicant will be responsible for the labor and funding of the project along with its perpetual maintenance unless approved otherwise by DOT.
- 2) To make application for a Roadway Landscaping Project, the applicant should complete the attached application form and mail it to:
 - Landscape Coordinator
 - Lee County Division of Transportation
 - P. O. Box 398
 - Fort Myers, FL 33902-0398
- 3) Applications must be complete and include the attached "Statement of Holding Lee County Harmless while Applicant Performs Volunteer Services" form.
- 4) Upon receipt of the application, DOT will review it to determine the following:
 - A.. Project eligibility-the proposed project must be along an existing or proposed County maintained road.
 - B..Practicality of proposed project and location.
 - C..Preservation of existing native plants.
 - D..Feasibility of maintenance plan.
 - E..Potential traffic safety problems.
 - F..Compliance with applicable County policy.
 - G..Compatibility with proposed roadway improvements.
- 5) Upon preliminary approval of the proposed site, funding and maintenance plan, the Coordinator will arrange a review of the project with the applicable personnel.
- 6) The Coordinator will contact the applicant upon approval of the project to coordinate implementation of the project. The applicant will be required to obtain a DOT Right-Of-Way Construction Permit prior to installing the project.
- 7) After notification by the Applicant of project completion, DOT staff will check the placement of all plantings at the project site to assure acceptable plant placement.
- 8) The County reserves the right to remove the project or a portion thereof if necessary due to construction, drainage requirements, traffic safety or lack of maintenance.

- 9) All project participants shall **employ** safety practices and utilize safety equipment while working **within** the County right-of-way.
- 10) The applicant's contact person shall be responsible for informing all participants working on the project of applicable safety regulations while working within the right-of-way.
- 11) The applicant's contact person shall inform all participants of the designated parking areas where vehicles shall be parked while **working within** the right-of-way.
- 12) The project should be in conformance with applicable County policy.
- 13) Landscaping projects should use 'Xeriscape' landscaping techniques as outlined by the South Florida Water Management District (SFWMD) , in their latest publication of 'Xeriscape Plant Guide'.
- 14) The proposed project should:
 - a. utilize drought and freeze tolerant plants
 - b. be designed to provide aesthetic placement of landscape plant materials.
 - c. normally use a minimum of seventy-five (75) percent native trees **and fifty** (50) percent native shrubs unless approved otherwise by the Coordinator.
 - d. exclude planting of **invasive** exotic plant species.
 - e. preserve existing native plant communities where feasible,
- 15) The use of Cypress mulch is prohibited.
- 16) Projects utilizing irrigation systems shall be designed to avoid wetting the pavement and must utilize acceptable water conserving irrigation practices.
- 17) Grant funding may be available for eligible non-profit organizations. Interested applicants may obtain information from the Coordinator.
- 18) Landscaping information may be obtained from the following professionals:
landscape architects, nurserymen, landscape contractors, or the local Cooperative Extension Service.
- 19) Possible project site locations **or** other **information** may be obtained by contacting the Coordinator.

APPLICATION FOR A ROADWAY LANDSCAPING PROJECT

1. Applicant Group Name: _____

2. Contact Person/Authorized Representative: _____

3. Address: _____

4. Phone Number: _____

5. Location of proposed Landscaping Project:

6. Scope of project:

7. Anticipated project start date: _____

8. Anticipated completion date: _____

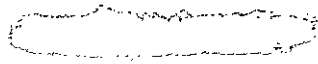
9. Who will be responsible for the perpetual maintenance of the proposed project when completed?

Name: _____

Address: _____

Telephone Number: _____

10. Describe your proposed perpetual maintenance plan. If contracting out, provide contractors name, address and a copy of the proposed maintenance contract.



11. Explain funding **source** for perpetual project maintenance:

12. Estimated project cost:, _____

13. Estimated **annual** maintenance cost: _____

14. Provide a list of proposed plants, materials and **supplies** by quantity, size and unit cost. Please use the attached sheet.

15. Plans **should be** submitted for all proposed projects. The plans should be submitted on a minimum of 8 1/2" x 11" paper and contain the following information:

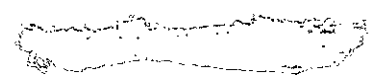
- a. scale or dimensions
- b. north arrow
- c. roadway name and location
- d. proposed plant material location, size and quantity
- e. all existing site features and vegetation
- f. all proposed improvements.

16. Landscaping Professional (if applicable).

Name: _____

Address: _____

Telephone number: _____



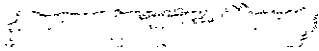
APPLICATION FOR A ROADWAY LANDSCAPING PROJECT

COST ESTIMATE

<u>Quantity</u>	<u>Name</u>	<u>Size</u>	<u>Unit Cost</u>	<u>Total</u>

Total \$ _____

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STATEMENT OF HOLDING LEE COUNTY HARMLESS WHILE APPLICANT PERFORMS VOLUNTEER SERVICE ON APPROVED ROADWAY LANDSCAPING PROJECT

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Application

Project name: _____

Applicant/organization name:

I, _____, duly authorized representative, hereby understands, agrees and accepts the following provisions:

“The **applicant/organization** shall indemnify, save harmless and defend the County and all of its officers, agents and employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgment of every nature and description brought or recoverable against it or them by reason of **any** act or omission on the part of the applicant/organization, his agent, employees or other such individuals in the execution of the work relating to the above-mentioned project or **in** consequence of any negligence or carelessness in guarding the same and agrees to assume any related cost thereto with the exception of the sole negligence of the County.”

ACCEPTED BY:
AUTHORIZED REPRESENTATIVE

Signature

Please Print

APPLICANT/ORGANIZATION NAME: _____

STATE OF FLORIDA
COUNTY OF LEE

This foregoing instrument was acknowledged before me this __ day of _____, 19____, by - _____, who is personally known to me or has produced _____ as identification and who did (did not) take an oath.

Date Accepted: _____, 19____

Notary Public Signature

Print Name

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