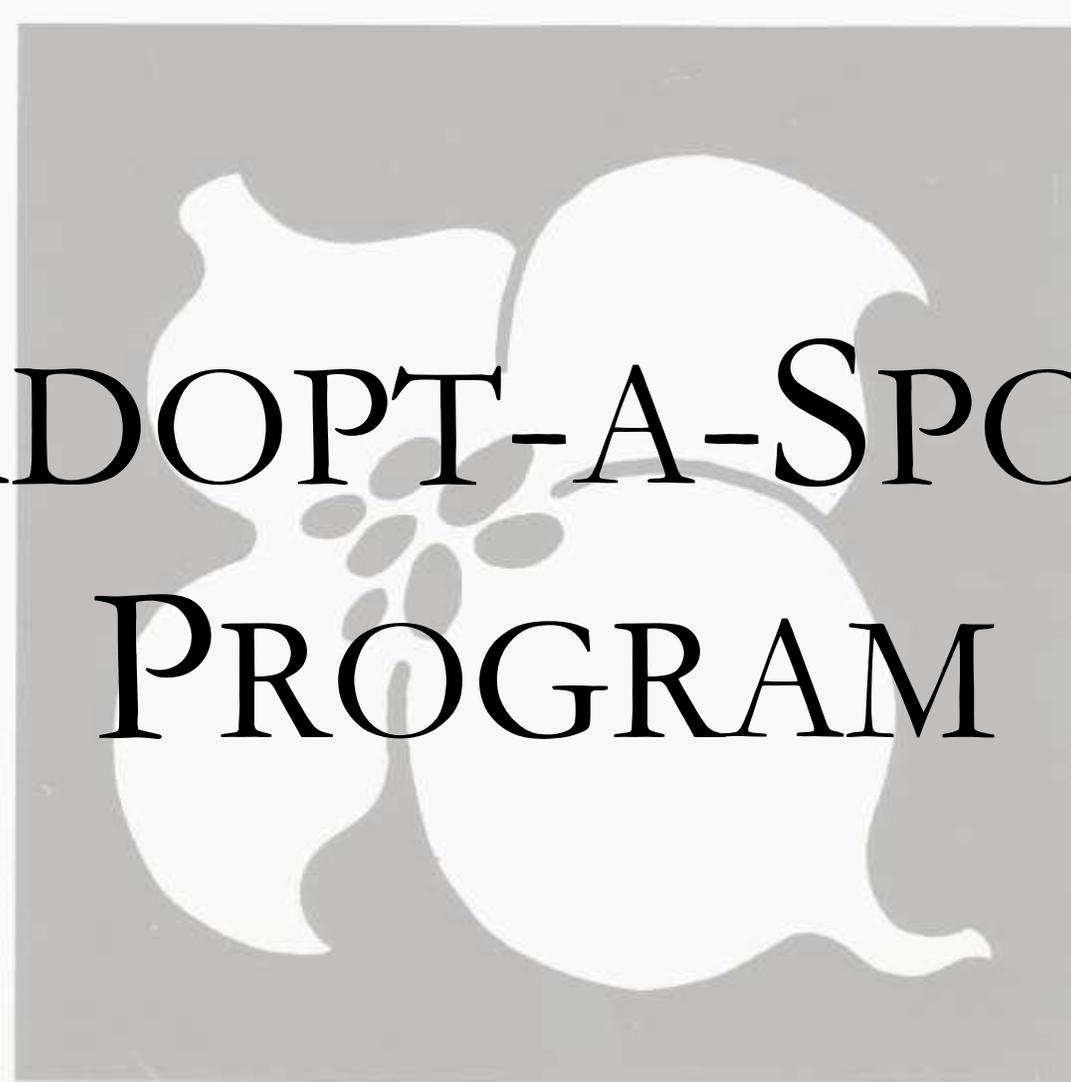


Town of Trumbull

BEAUTIFICATION COMMISSION



**ADOPT-A-SPOT
PROGRAM**

Beautification Commission

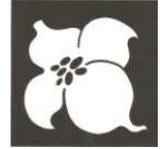


Town of Trumbull
5866 Main Street
Trumbull, CT 06611
Phone 203 452-5000
Email: beautification@trumbull-ct.gov

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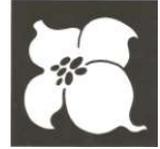
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Beautification Commission



The Trumbull Town Council created the Beautification Commission in 1986. It is composed of seven members appointed by the First Selectman for a term of five years. The Commission has the power to plan and develop beautification projects for the Town of Trumbull to beautify publicly owned land not already within the jurisdiction of the Park Commission. It also advises the First Selectman and all Boards and Commissions concerning the aesthetic aspect of development and encourages activities to enhance the appearance of the business/commercial areas in a neat and attractive condition.

Overview



The purpose of the Adopt-a-Spot Program is to develop a partnership between the Trumbull Beautification Commission and civic and private organizations, and provide those organizations with the opportunity to maintain town-owned land in a more intensive manner than provided by the town's regular maintenance program.

Sponsors may enhance a town-owned area with plantings including flowers and shrubs, as well as a sign, shown below. A list of sites available for adoption can be obtained from the Trumbull Beautification Commission.

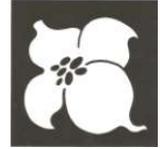
The Trumbull Beautification Commission requires each Sponsor to sign a Pledge that they will maintain the adopted area. The Pledge is renewable every January. The Sponsor is responsible for all costs incurred for plantings, maintenance and purchase of the sign. Maintenance includes plant maintenance, mulching, watering, weeding and removal of litter and debris.

A list of site available for adoption can be obtained from the Trumbull Beautification Commission.

The Sponsor may erect a sign which reads:

We're making Trumbull beautiful
Sponsor's name
Trumbull Beautification Commission

Adopt-a-Spot Guidelines



THE PLEDGE

After the initial Pledge is signed, all Pledges will be renewed on an annual basis for the period of January 1 – December 31. For example, if a Sponsor signs the Pledge in May 2009, their Pledge will expire December 2010. The Trumbull Beautification Commission will send a renewal notice to all Sponsors in September. The Sponsor has 30 days to reply regard whether they plan to renew their Pledge to Adopt-a-Spot. A \$50 renewal fee is due with the signed Pledge.

If the Sponsor does not want to renew their pledge, their sign will be removed, the garden turned over to the Town of Trumbull, or a new Sponsor will be found.

THE SIGN

The sign shall be placed in the garden area so as not to impede the site of motorists or pedestrians.

Town requirements have been set regarding the design and size of the sign, style and size of font, and maximum height and length dimensions. The only main message allowed shall be “We’re making Trumbull beautiful” with a second line with the name of Sponsor. If may be possible for the Sponsor to have their name occupy two lines. For example, one line may read “law offices of” and the next line may contain name of the attorney. The Sponsor’s logo, tag lines or other messages are not allowed on the sign. The bottom line will read “Trumbull Beautification Commission”.

The sign face shall be white with black lettering, and shall contain the town Kousa Dogwood logo. The sign design is included in these guidelines.

The Sponsor is responsible for the expense of the sign. The Trumbull Beautification Commission will order the sign on behalf of the Sponsor.

PLANTINGS

The size of the garden within the adopted area will be determined by the Beautification Commission so as to keep the garden in proportion.

Plant species selected for the landscape design plan should be draught resistant and low growing, preferably dwarf varieties when available. The plantings should not be of a height that would cause a hazard for motorists or pedestrians. Garden art, boulders, etc. are not permitted.

A sketch containing the following information should be included with the Sponsorship Pledge.

- ⊗ a map of the area to be adopted including size of the area and the location of the garden and sign
- ⊗ a plot plan showing the size and location of plant materials and location of where the sign will be placed
- ⊗ botanical and/or common names of all plant materials

The Town of Trumbull is not responsible for loss of plants or flowers due to vandalism, theft, vehicular damage, road sand, salt, construction activities or for any other reason.

PERMITS

The Beautification Commission will obtain all permits and approvals.

INSURANCE

Insurance for the site is covered under the Town of Trumbull. The Sponsor must provide proof of insurance for their landscaper.

MAINTENANCE

Maintenance activities include pruning, weeding, removal of dead plants and winter sand and litter pickup at regular intervals or as needed on a year round basis; mowing the grass during the growing season at intervals to sustain the height between a minimum of three inches and a maximum of six inches.

Watering during the initial planting season is vital. The site should be water bi-weekly for the first nine months.

Fresh mulch should be spread in the spring.

Vandalism and damage caused by errant vehicles in adopted areas are the responsibility of the Sponsor and should be repaired in a reasonable length of time. The Town of Trumbull will maintain town property such as lights, guide rails, and existing major trees.

The sponsor is responsible for the removal of any advertising signs, tag sale signs or any other notices that are placed in their adopted garden.

The Trumbull Beautification Commission expects that Sponsors will maintain the adopted area in the manner outline in these guidelines. If a Sponsor is unable or unwilling to maintain the adopted area within the one year pledge time, notice shall be provided to the Trumbull Beautification Commission in a timely manner. Sponsor acknowledges that in this event, their sign will be removed from the area.

If the Trumbull Beautification Commission feels the Sponsor is negligent in maintaining the adopted area in the manner outlined in these guidelines, the Trumbull Beautification Commission will contact the Sponsor outlining what needs to be done to comply. If the Sponsor is unable or unwilling to comply, the Trumbull Beautification Commission has the right to remove the sign and turn the maintenance over to the Town of Trumbull or another Sponsor.

SAFETY

Safety precautions should be taken while the adopted area is being planted and during regular maintenance to ensure the safety of the landscapers, motorists and pedestrians.

Maintenance Policy



When a Sponsor is not in compliance with their Pledge to maintain their adopted garden, the Beautification Commission shall contact the Sponsor by phone::

- ⊗ Stating specifically what needs to be done to properly maintain their garden.
- ⊗ Giving the Sponsor two weeks to fix the problem
- ⊗ Stating what will be done if the Sponsor does not comply

If the Sponsor does not want to do what was asked, the Beautification Commission shall send a letter informing the Sponsor that.

- ⊗ They are not living up to their Pledge agreement.
- ⊗ The adopted garden will be turned over to the Town of Trumbull or to another sponsor
- ⊗ Their sign will be removed

If the Sponsor is unable to comply with the Beautification Commission's request within two weeks, but is willing to comply in a reasonable time, the Beautification Commission should be contacted immediately by phone, in writing or by email.

Application Procedure



- ✓ Complete the Sponsorship Pledge.
- ✓ Complete the sign request.
- ✓ Prepare a landscape design plan.
- ✓ Submit all documents to the Trumbull Beautification Commission.

The Commission meets the fourth Tuesday of every month, except July, August & December



Adopt-a-Spot Sponsorship Pledge

We pledge to provide landscaping and ongoing maintenance as described in the Beautification Commission Adopt-a-Spot Guidelines.

Adopt-a-Spot location _____

Name of Sponsor _____

Date _____

Name of Contact Person _____

Signature _____

Business address _____

Email address _____

Telephone _____

This Pledge will expire on _____

Approved by Beautification Commission on _____

(date)

Name of Chairman _____

Signature _____

Please submit (1) this application along with your (2) sign request form, (3) landscape design plan and to the Trumbull Beautification Commission.

Sponsor's Sign Request

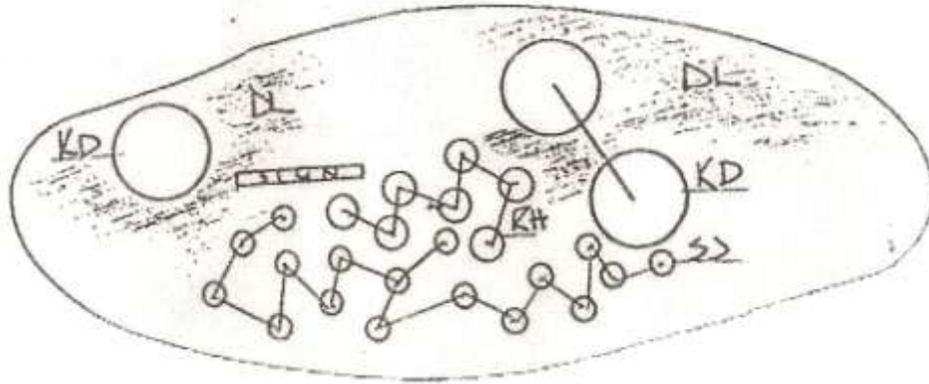
Trumbull Beautification Commission
Adopt-a-Spot Program
Sign Request

Please print clearly below how you would like your name to appear on the sign that will be placed in your adopted garden. The sign will be ordered by the Trumbull Beautification Commission, your expense.

Print your name as you want it to appear on the sign.



Sample Landscape Design



KD 3 5-6' CORNUS KAWA KAWA DOGWOOD
RH 7 24. ^{ZWALF} RHODODENDRON SP.
SS 17 24. JUNIPERUS CHINENSIS 'SARGENTI'
DL 50 SP. DAYLILY SP.

DUPONT "WEED BARRIER" FABRIC

NOTE: DAYLILIES - SPACING
LOCATION TO BE FIELD
DETERMINED.

2. INSTALL TOPSOIL TO RAISE
PLANTING BED.

1,000 SQUARE FEET

Sign Design



For more information, contact the Trumbull Beautification Commission

Email: beautification@trumbull-ct.gov

Commission Members:

Doug Carey, Chairman careydoug@yahoo.com

Sharon Altieri

Liz Nugent

Patricia Pavia