



ADOPT-A-HIGHWAY

Preparing a Vegetation Control Site Plan and Work Schedule

Applicants must develop and submit a site plan, a work plan, and a work schedule to the District Adopt-A-Highway (AAH) Coordinator. It is strongly recommended that adopters consult with a Caltrans Landscape Specialist or Architect before preparing these documents. AAH Permits will not be issued until these documents are received and approved. All costs incurred for adoption activities, including materials, equipment rental, and labor charges are the sole responsibility of the adopter. If available, Caltrans may provide base plans of the proposed adoption area for reference purposes.

1. Site Plan

A site plan (or map) illustrates the location of the adoption site within the highway right of way. If the proposed location requires further clarification, a written description should be included. The plan must comply with the following guidelines:

Proposed Location

- Vegetation control sites must cover approximately five acres (net) or two miles of highway roadside.
- Vegetation control may not be performed within six feet of a traffic lane.
- Vegetation control may not be performed on slopes steeper than approximately 40°.
- Vegetation control activities must be performed adjacent to fences, drainage facilities, and other structures.
- Unless the District AAH Coordinator indicates otherwise, vegetation control activities must be performed behind any sound walls at the site.

2. Work Plan

Your work plan must describe the vegetation control operations to be performed. Any assistance to be provided by Caltrans (i.e., disposal of debris) must be included in the work plan.

- Describe of the type of vegetation to be controlled.

Note: Trees or shrubs equal to, or greater than, 15 feet in height may not be pruned by adopters.

- Describe control method(s) to be used. Methods should take into account the type and density of weeds, soil conditions, and slopes. Typically, vegetation control activities include one or more of the following tasks: hand-pulling, hoeing, pruning, mowing, weed-whipping, mulching, and/or herbicide application.
- Litter removal prior to vegetation control activity is required.
- Describe how any resulting vegetation debris and/or litter will be removed from the site.

- **Use of Mulch:** Mulch must be applied to provide a four- to six-inch layer. Mulch should not be placed in drainage facilities or within one-foot of the trunks of existing trees and shrubs. If you plan to use mulch, please obtain a copy of the *Instructions for Using Mulch* handout from your District AAH Coordinator before proceeding.
- **Use of Herbicides:** If your work plan includes the use of herbicides, please request a copy of the *Working With Contractors* or the *Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides* handout from your District AAH Coordinator before preparing your plan. Only Caltrans-approved herbicides may be used on the State right of way.
- **Use of Motorized Equipment:** It is recommended that only AAH service contractors be permitted to use motorized equipment to perform adoption tasks. However, at the discretion of Districts, volunteers who routinely perform landscape maintenance tasks in a professional capacity, may be permitted to use motorized equipment.
- **Use of Contractors:** If your group intends to hire an AAH service contractor to perform any portion of your adoption work, please obtain a copy of the *Working With Contractors* handout from your District AAH Coordinator before proceeding.

3. Work Schedule for Vegetation Control Activities

A proposed, five-year work schedule must be submitted along with the vegetation control plan and work plan. Statewide guidelines require that you provide vegetation control a minimum of two times a year. However, you may be required to work more often if necessary to keep the area in a neat and clean condition. Please obtain the vegetation control frequency for your site from your District AAH Coordinator before preparing your work schedule. Plan to control weeds before they reach six inches in height or before they produce seeds. In order to avoid accidentally starting a fire, do not plan to use power equipment for weed control during periods when weeds and brush are dry.

Note: Changes to a work schedule once a permit has been issued must be approved by the District AAH Coordinator in consultation with the Maintenance Supervisor of the area where the site is located and a Caltrans Landscape Specialist or Architect.

4. Requirements for Renewing Vegetation Control Adoptions

Near the end of your encroachment permit period, your adoption site will be reviewed by a District Maintenance Supervisor and a District Landscape Specialist. If changes in adoption requirements are recommended (i.e. increased work frequency), the District AAH Coordinator will communicate these to you.

Groups who wish apply for another five-year encroachment permit must provide a new or amended vegetation control plan and/or work plan to reflect any changes. If there are no changes, copies of existing plans may be submitted along with the application.

Whether or not there have been any changes in the adoption requirements, all groups who reapply must provide a revised work schedule for the new encroachment permit period.