

## ADOPT-A-LANDSCAPE INSTRUCTIONS FOR MASTER GARDNER CLUBS

These conditions apply when a Master Gardner's Club obtains an Adopt-a-Landscape permit for landscaping in the following two locations:

1. Planting beds *within* an MDOT's rest area

- All planting areas shall be selected and jointly agreed to by the MDOT TSC Maintenance Coordinator, Region Resource Specialist, and the Master Gardner Representative.
- Irrigation shall be provided by MDOT prior to any purchase of any planting material.
- The size of the landscaping area shall not exceed the Master Gardner's ability to maintain the area.
- Work areas shall be located close to the rest area building or in a safe location selected by MDOT away from vehicular traffic.
- No work shall be located near the Right-of-Way fence.
- No heavy equipment shall be used during the landscaping operation.

Required documentation:

- An Individual Application & Permit-Use of State Trunkline ROW, (Form 2205)
- A requested plant list to ensure plant materials are available locally
- Site Plan Checklist, (Form 3737)\*
- Maintenance Plan Checklist, (Form 3740)\*

\*Note: these documents are needed whenever the landscaping area is large or is located in several plant beds.

2. Landscaping outside of an MDOT's rest area

The following additional documentation shall be submitted when a Master Gardner's Club obtains an Adopt-a-Landscape permit for the landscaping of planting beds *outside* of MDOT's rest area.

- Adopt-a-Landscape Safety Requirements, (Form 3734)
- Letter of Support- from MDOT TSC office
- Context Sensitive Solutions Checklist, (Form 3739)