



## City of Orange

### Adopt-a-Spot Application

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Application date:   |                              |                             |
| Name of organization/family/individual:                           |                              |                             |
| Name of contact person:   |                              |                             |
| Contact person's address:   |                              |                             |
| Contact person's telephone and email:                             |                              |                             |
| Name of project:  |                              |                             |
| Location (attach property owner's permission letter):             |                              |                             |
| Description of project (use additional pages if necessary):       |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |
| Estimated cost (attach itemized list):                            |                              |                             |
| Estimated number of volunteer hours:                              |                              |                             |
| Estimated start date:   |                              |                             |
| Estimated completion date:  |                              |                             |
| Is the project located in an historic overlay district?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the project located on 16 <sup>th</sup> Street?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project include artwork promoting the history of Orange? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Explain how the project will be maintained after construction:

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List attachments:

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Name to appear on the sign recognizing the project:

**For Office Use Only**

Date received:

Staff member receiving application:

City Council meeting date:

City Council decision:    Approved as submitted    Modified    Not funded

Director of Planning and Community Development signature:

Date of signature:

Comments:

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## City of Orange

# Adopt-a-Spot Program Guidelines and Regulations

The City of Orange Adopt-a-Spot program is intended to provide residents and/or organizations with a way to make Orange a more beautiful city in which to live, work and play. The program also gives individuals and organizations a way to promote pride in Orange. The Adopt-a-Spot program encourages citizen participation in beautification projects of a permanent nature on public and/or private property.

### **Examples of projects may include:**

- painting a mural on the side of a building;
- landscaping (trees, shrubs, organic and/or non-organic materials) an existing sign or spot using low-maintenance landscaping materials;
- lighting of an area to improve its appearance at night;
- cleanup of a blighted area or location;
- signage to encourage beautification of Orange;
- purchase and painting of a concrete orange;
- construction of a fountain, gazebo, sculpture or other structure;
- façade improvements;
- public information campaign to improve the appearance of Orange.

If an application is funded, the City will create and install a sign bearing the name of the applicant in their adopted area (the property owner must provide permission for the project and the City signage). In addition, program participants will be recognized at a City Council meeting and on the City's website.

### **Program benefits:**

- a more attractive community;
- a sense of community service and community pride;
- a better place to do business;
- a potential fundraiser for civic groups; and/or
- community service credits for youth groups.

### **Participants include:**

- individuals;
- families;
- youth groups;
- neighborhood associations;
- civic organizations;
- charitable organizations;
- businesses; and/or
- non-profit organizations.

### **Program guidelines and regulations:**

- Adopt-a-Spot is a voluntary program to involve citizens and businesses in maintaining and beautifying Orange;
- Spots that have not already been adopted are up for adoption. Only one adopter is allowed per spot;
- Groups or organizations may combine their efforts into one or more projects;
- All locations must be approved by the City of Orange. All locations must have the property owner's permission for the project and must be located within the city limits of Orange. City of Orange properties are eligible for projects;
- Locations in a Texas Department of Public Safety right-of-way along State highways are not eligible;
- Select a spot appropriate to the capabilities of your group;
- Any organic material **MUST** be low maintenance (does not require regular weeding, mowing, frequent watering, or frequent replacement)—the City of Orange will not take over maintenance of landscaped areas;
- All plans for improvements under the Adopt-a-Spot program must be approved by the City of Orange;
- The applicant awarded a grant must take pictures of the spot being improved before improvement occurs and pictures after the project is completed. The pictures must be submitted to the City of Orange for inclusion on the City's website.
- Participants must follow safe practices when constructing their projects and each participant sign a waiver of liability form prior to starting construction;
- Persons under the age of 18 years old must have parental or guardian permission to participate in a project;
- All applicants must submit an approved application form to Kelvin Knauf, Director of Planning and Community Development at 303 N. 8<sup>th</sup> Street, Orange, Texas 77631 or by email at [kknauf@orangetexas.gov](mailto:kknauf@orangetexas.gov). Applicants may be asked for additional information to help explain the project scope, cost, location, or other issues. The application must be signed by an authorized representative of an organization;
- Projects will have a starting date and a project completion date;
- Projects that require regular and routine maintenance (such as mowing, weeding, re-planting, regular waste disposal, regular litter removal, and normal maintenance) are not eligible under the Adopt-a-Spot program;
- Projects that have an expected life of less than five years will not be funded;
- Projects in a historical overlay zoning district must have a Certificate of Appropriateness approved by the Historic Preservation Commission;
- Projects located on 16<sup>th</sup> Street will receive additional consideration from the City of Orange;
- All projects must be in good taste suitable for all ages, races, ethnics, nationalities, religious beliefs, political beliefs, gender and gender-preference. Proposed projects not in good taste will not receive consideration from the City of Orange;
- Applications promoting a political cause, belief, candidate, or sentiment will not be considered by the City of Orange;
- Artwork featuring the history of Orange may receive additional consideration from the City of Orange.

- Funding of an application is not guaranteed. Funding is strictly at the discretion of the City Council. Winning projects will be required to submit invoices and proof of payment prior to being reimbursed by the City of Orange. Volunteer hours must be documented by name, date and number of hours worked. Reimbursement for volunteer hours will be at the rate of \$12.00 per hour.
- The City Council will not award more than \$25,000 annually, whether it is all spent on one project or divided among multiple projects.
- All projects must comply with City codes and ordinances.
- Applicants are expected to maintain their projects as necessary after completion.
- Application deadline: June 1, 2022.

Questions and requests for an application may be made to Kelvin Knauf, Director of Planning and Community Development at 409-883-1034 or by email at [kknauf@orangetexas.gov](mailto:kknauf@orangetexas.gov)



**City of Orange**  
**Adopt-a-Spot Program**  
**Waiver of Liability**

I, the undersigned person, of \_\_\_\_\_ County, Texas, for and in consideration of the City of Orange's permission to participate in the Adopt-a-Spot Program coordinated by the Planning and Community Development Department, do hereby agree to release, indemnify and hold harmless the City of Orange, its agents, officers and employees and volunteers from any and all claims, liabilities, demands, damages, actions or causes of action of any kind or character (including, without limitation, attorney's fees, costs and expenses) that may arise in any manner by reason of death, injury, damage to my person or property or both as a result of my participation in the Adopt-a-Spot Program.

I understand that during my participation in the Adopt-a-Spot program, that I am subject to the rules and regulations of the City of Orange's Adopt-a-Spot Program. I also understand and agree that this Waiver of Liability is binding upon by executors, administrators, personal representatives, collectors, heirs, successors, and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Printed Full Name of Participant

\_\_\_\_\_  
Signature of Parent or Guardian if  
Under 18 years of age

\_\_\_\_\_  
Printed full name of parent or guardian if  
under 18 years of age