

**BOARD OF SUPERVISORS**

**Transportation/Land Use Committee  
Action Item**

**SUBJECT:** Removal of Signs in the VDOT Right of Way

**ELECTION DISTRICT:** County Wide

**STAFF CONTACT:** Keith Fairfax, Enforcement Program Manager  
Terry Wharton, Director of Building and Development

**RECOMMENDATIONS:**

**Staff:** Staff recommends that the Transportation & Land Use Committee enter into an agreement with the State Transportation Secretary for the purpose of removing illegal signs in existing VDOT right-of-way, provided that all recommended staff safety issues are addressed and implemented and the program be limited to designated routes for an initial six-month test period prior to county-wide implementation. Staff would also recommend continued review of the citizen volunteer clean-up program and the VDOT sponsored *Adopt a Highway* program as possible options to deal with sign clean-up issues.

**BACKGROUND:**

At the September 16, 2008 Board of Supervisors Business Meeting Staff was directed by the Board to negotiate and enter into an agreement with the Commonwealth Transportation Secretary which would give the County and or its agents the authority to remove illegal advertisements within the limits of state highway right-of-ways. This action came after presentation of Supervisor Burton's Board initiated item entitled, "Clean View: Assisting VDOT to Keep Its Right-Of-Way Clean". A copy of the September 16, 2008 item is included as Attachment I. The Board of Supervisors also requested that staff investigate options for citizen participation in gathering signs and asked that information be provided on what the *Adopt a Highway* program would allow citizens to do in assisting in the effort.

Staff contacted the Office of the State Transportation Secretary to initiate this process and was subsequently referred to the Virginia Department of Transportation Main Office. At that time, staff was unable to obtain an approved copy of the agreement because VDOT was awaiting clarification on the contents of the document from the Attorney General. An approved copy of the agreement (Attachment II) was forwarded to staff in December 2008.

Prior to this latest Board initiative to enter into an agreement, this issue was last addressed in May 2007 when staff was directed to draft a letter for the Chairman's signature requesting VDOT's cooperation in enforcement and removal of illegal advertisement signs from its right-of-ways and to work with local professional and civic organizations in an attempt to discourage illegal placement of signs.

## ISSUES

The Code of Virginia Chapter 33.1-341 defines "Advertisement" as: any writing, printing, picture, painting, display, emblem, drawing, sign, or similar device which is posted or displayed outdoors on real property and is intended to invite or draw the attention or to solicit the patronage or support of the public to any good, merchandise, real or personal property, business, services, entertainment, or amusement manufactured, produced, bought, sold, conducted, furnished, or dealt in by any person; the term shall also include any part of an advertisement recognizable as such.

Staff has been advised by VDOT that "political signs" are not at this time considered advertisement and can not be included in collection efforts. VDOT is currently awaiting a ruling from the Attorney General that will further clarify this point and it is possible that political signs could be included at a later date.

An additional question was raised to staff during the Board's discussion of this matter regarding exempting church service and activities from collection efforts. While Chapter 33.1-355 (9) exempts a two square foot or less sign with directional arrows to the place of worship, VDOT does not authorize such signs to be placed within right-of-ways.

During preparation of this item, staff has learned that there is draft legislation being introduced during the upcoming session (SB 830) that would require all jurisdictions requesting to enter into an agreement with the Transportation Secretary to adhere to the added requirements that Chapter 333.1-375.1 directs towards Fairfax County (Attachment III), paragraphs A, B, and C. It is not clear if agreements entered into prior to new legislation being adopted would remain valid.

The following options have been developed for the Committee's consideration and can be discussed during the January 26<sup>th</sup> Committee meeting:

### Option I

The committee could recommend to the Board to enter into the agreement and direct staff to utilize existing staff resources for the purpose of collecting illegal signs. This would require utilizing teams of two inspectors. Projected additional costs would consist of purchasing a warning light bar for current vehicles and purchasing reflective safety vests for personnel. Collection efforts would occur after a.m. peak hour traffic on Mondays and before pm peak hour traffic on Fridays. A fee waiver agreement would be entered into with the Office of Solid Waste Management for disposal of collected signs. Staff cautions that this approach could tax existing resources to the point that response times to zoning complaints and any other enforcement directives could be impacted resulting in delayed response times. Upcoming budget issues with regard to potential impact on resources and the availability for other zoning enforcement initiatives should be considered. As mentioned above, the pending legislation could result in procedural changes in this type of effort and the committee may wish to continue their deliberations on this until action occurs on the draft bill.

### Option II

The Board could enter into an agreement and solicit citizen volunteers to perform sign collection under the supervision of the Zoning Enforcement Program Manager. Such a program has been in effect in Chesterfield County since June 2007. Attachment IV summarizes the volunteer program, its guidelines, and an example of a liability release that is signed by the participants prior to citizens participating in collection efforts.

### Option III

The *Adopt A Highway* program has been in effect for many years and is under the direction and supervision of VDOT. According to VDOT, there is approximately 2485 lane miles in the County that are state maintained. Of those miles, approximately 336 have been adopted by citizens, non profit organizations and businesses. Currently, it is estimated that approximately 1216 miles may be available for adoption once the routes have been evaluated by the Resident Engineer. Staff has invited VDOT representatives to the January 26, 2009 Committee meeting to discuss the program and their experiences with the effort.

### **FISCAL IMPACT:**

A limited implementation of Option 1, utilizing existing staff would require the purchase of safety vests for inspections and collection of signs in the right-of-way plus costs for outfitting vehicles with safety lights. Those costs are estimated to be in the range of 2,500 to 3,000, in addition to the waived landfill fee. A source for such funds will need to be identified if the Committee recommends this option. The agreement language included in Attachment II allows the County to be reimbursed from the violator, costs of removal and enforcement, however, any civil penalties collected are to be forwarded to the State Highway Maintenance and Operating Fund on a quarterly basis.

Option 2 would incur less costs to the County except for the possibility of providing safety vests to volunteers as is done in Chesterfield County, in addition to the waived landfill fee. Additional review of the Chesterfield example would be needed in order to more fully identify potential costs to the County as well any additional liability risks.

Option 3 is not anticipated to incur any fiscal impact to the County, as it is administered by VDOT.

### **ALTERNATIVES:**

1. The Committee could recommend that the Board of Supervisors enter into an agreement, pursuant to current regulations, with the Commonwealth Transportation Commissioner to act as agents of the Commissioner and VDOT in enforcing the provisions of existing State Code provisions that prohibit placement of signs and advertisements within the

limits of highways. As part of this option, the Committee could recommend a six month trial approach as a means to measure to effectiveness of a short term effort.

2. The Committee could recommend that the Board of Supervisors enter into an agreement and solicit citizen volunteers to perform sign collection.
3. The Committee could recommend that the Board of Supervisors work in conjunction with VDOT representatives to promote the *Adopt A Highway* program and publicize its availability to interested citizen groups.
4. The Committee could recommend a combination of the above alternatives.

**DRAFT MOTION(S):**

1. I recommend that the Transportation & Land Use Committee enter into an agreement with the State Transportation Secretary for the purpose of removing illegal signs in existing VDOT right-of-way, provided that all recommended staff safety issues are addressed and implemented and the program be limited to designated routes for an initial six-month test period prior to county-wide implementation.

I further recommend continued review of the citizen volunteer clean-up program and the VDOT sponsored *Adopt a Highway* program as possible options to deal with sign clean-up issues, or

2. I move an alternate motion.

**ATTACHMENTS:**

Attachment I – BOS Action Item September 16, 2008

Attachment II- Proposed Agreement

Attachment III-Proposed amendments to Code of Va. 33-1-375.1

Attachment IV-Chesterfield County Volunteer sign removal program

Date of Meeting: September 16, 2008

**LOUDOUN COUNTY BOARD OF SUPERVISORS  
ACTION ITEM  
BOARD MEMBER INITIATIVE**

**#10.**

**SUBJECT: Clean Views: Assisting VDOT to Keep Its Right-Of-Way Clean**

**INITIATED BY: Jim Burton**

**ELECTION DISTRICT: Countywide**

---

**BACKGROUND:**

For years popsicle signs, promoting diets, work-at-home, junk removal, and new homes, have cluttered the VDOT right-of-way on Loudoun Roads. VDOT removes them upon request, only to see them sprout again a few days later. This is surprising given the existence of contact information on the sign. Such information should be enough to warn off the violator from repeating the violation.

In 2006 VDOT admitted to the County that it can no longer manage clean-up and enforcement of the ordinances prohibiting these signs. As a result, they have asked the County for assistance. This item would direct staff to negotiate an agreement with VDOT (similar to that between VDOT and Fairfax County), which would give County zoning inspectors the legal right to remove signs from the VDOT right-of-way.

Supervisor Burton proposed a similar measure in January 2007. At that time the Board referred the item to the Transportation / Land Use Committee for discussion. In May 2007 the Transportation / Land Use Committee returned the item to the Board with a recommendation that that "a letter be sent to VDOT requesting that they comply with and enforce existing provisions of the State Code as it relates to public right-of-ways and illegal signage" and "that the BOS Chairman send a letter on behalf of the board to the Dulles Area Association of Realtors, Chamber of Commerce, and the local Building Industry Association about the issue and provide staff outreach to explain

existing requirements and concerns relative to signs in public right-of-ways." At the May 1, 2007 meeting the Board unanimously passed the following motions:

1. That the Board of Supervisors direct the Chairman to send a letter to VDOT, requesting enforcement of signage regulations and removal of advertising signs within VDOT right-of-ways;
2. That staff be directed to work with NVBIA, the Dulles Area Association of Realtors, the Chamber of Commerce and other appropriate agencies to provide information regarding the legal placement of signs.

The original initiative to negotiate an agreement with VDOT and to increase enforcement staff by 0.5 FTE failed 4-5. A copy of the Action Report for that item is attached.

The May 2007 agenda item provides a thorough analysis by County Zoning Staff of the original initiative. A copy of that item, as well as a copy of the original January 2007 item, is also attached. In addition to the VDOT agreement, the January 2007 item also requested an additional 0.5 FTE be added to Zoning Enforcement staff. Due to current budget considerations and an expectation that once the County takes an active role in sign removal and prosecution, the placement of illegal signs will taper off, this item does not make that request.

That such illegal signage continues to clutter the right-of-way would indicate that stronger measures are required. In the past citizen "vigilantes" have taken it upon themselves to remove the signs and press charges. However, removal of illegal signs by individual citizens is also illegal. Loudoun County is one of the most beautiful areas in the world. Its residents and visitors deserve a clean view of its scenery.

**DRAFT MOTION:**

I move that the Board of Supervisors direct County staff to negotiate an agreement with VDOT (similar to that between VDOT and Fairfax County), which would give County zoning inspectors the legal right to remove signs from the VDOT right-of-way and to prosecute repeat offenders.

Staff Contact(s):      Mary Bathory Vidaver, x0210

§ 33.1-375.1. Commissioner may enter into certain agreements; penalties.

A. The Commonwealth Transportation Commissioner may enter into agreements with the local governing body of Fairfax County authorizing local law-enforcement agencies or other local governmental entities to act as agents of the Commissioner for the purpose of (i) enforcing the provisions of § 33.1-373 and (ii) collecting the penalties and costs provided for in that section. However, no local governing body shall enter into any such agreement until it has held a public hearing thereon.

B. Notwithstanding the provisions of § 33.1-373, one-half of the penalties and costs collected under this section shall be paid to the affected locality, and the remainder shall be remitted to the Commissioner and paid into the Highway Maintenance and Operating Fund.

C. Notwithstanding the foregoing provisions of this section, the following signs and advertising shall not be subject to the agreements provided for in subsection A of this section:

1. Signs and advertising supporting an individual's candidacy for elected public office or other ballot issues, provided this exception shall not include signs and advertising in place more than three days after the election to which they apply.

2. Signs and advertising promoting and/or providing directions to a special event to be held at a specified date stated on the sign or advertising, provided this exception shall not include special event signs in place more than three days after the conclusion of the special event.

3. Other signs and advertising erected for no more than three days.

D. Notwithstanding the foregoing provisions of this section, the Commissioner may enter into agreements with the local governing bodies of localities to which the foregoing provisions of this section do not apply to authorize those governing bodies to act as agents of the Commissioner and the Department in enforcing the provisions of § 33.1-373. The limitations applicable to agreements entered into under subsections A through C of this section shall not apply to agreements entered into under this subsection.

(1998, c. 835; 1999, c. 195; 2003, c. 311.)

---

[Go to General Assembly Home](#)

AN AGREEMENT BETWEEN THE COMMONWEALTH  
TRANSPORTATION COMMISSIONER AND THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOUDOUN, VIRGINIA PROVIDING FOR THE COUNTY TO  
ACT AS COMMISSIONER'S AGENT FOR THE REMOVAL OF ILLEGAL  
ADVERTISEMENT WITHIN THE LIMITS OF HIGHWAY  
RIGHTS-OF-WAY

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 200\_, between the Commonwealth Transportation Commissioner ("Commissioner") and the Board of Supervisors of the County of Loudoun ("Board").

WITNESSETH:

WHEREAS, pursuant to Title 33.1, Chapter 7, Article 1 of the Code of Virginia, 1950 as amended, the Virginia Department of Transportation (VDOT), among other things, enforces a prohibition on the placement of advertisements within the limits of highway rights-of-way in the Commonwealth; and

WHEREAS, the Loudoun County Board of Supervisors, as the owner in fee simple of various public rights-of-way within Loudoun County ("County"), has an interest in protecting the public health, safety and welfare and in protecting the appearance of the County in general and the public rights-of-way in particular; and

WHEREAS, the Board has found and determined that the proliferation of unauthorized advertisements in the rights-of-way of highways in the County is becoming more prevalent and such advertisements can create public safety hazards and can have a negative effect on the appearance of public highways; and

WHEREAS, the Board desires to exercise its authority under Section 15.2-1200 of the Code of Virginia, 1950, as amended, to regulate the placement of advertisements in the right-of-way of highways in the County, in a manner consistent with existing provisions of Title 33.1, Chapter 7, Article 1 of the Code of Virginia, as provided in Section 33.1-374 of the Code; and

WHEREAS, the Board desires additional authority, as an agent of the Commissioner, for the removal of advertisements from the highways in the County: and

WHEREAS, the Commissioner desires the Board's assistance in removing advertisements from the highways in the County, and wishes to designate the Board and its designees as agents of the Commissioner for the removal, obliteration and abatement of advertisements placed illegally within the limits of highway rights-of-way; and

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. This Agreement is entered into pursuant to Section 33.1-375.1(D) of the Code of Virginia by authorized representatives of the parties following approval by the Board in



a public meeting held on \_\_\_\_\_.

2. The Commissioner designates the Board, and its designees, as his agent for the purposes of removing any advertisements located within the rights-of-way of highways in the County when such advertisements are found to be in violation of the provisions of Section 33.1-373 of the Code of Virginia, 1950, as amended.
3. The Commissioner designates the Board, and its designees, as his agent for the purpose of prosecuting violations of Section 33.1-373 of the Code of Virginia, 1950, as amended, seeking any remedy authorized by that section, and recovering any civil penalties, fines, costs of abatement, court costs, attorney fees, and any other fines, penalties, or costs that may be awarded by a court under that section. The County shall be entitled to full reimbursement from the violator of its costs of advertisement removal and enforcement. Any civil penalties collected shall be remitted by the Board on a quarterly basis to the Commissioner and paid into the Highway Maintenance and Operating Fund.
4. This Agreement shall remain in full force and effect unless sooner terminated upon thirty (30) days written notice by either party to the other party.
5. This Agreement may be amended at any time by written agreement of the parties.

WITNESS the following signatures and seals:

COMMONWEALTH TRANSPORTATION COMMISSIONER

By \_\_\_\_\_  
Commissioner

COUNTY OF LOUDOUN, VIRGINIA

By \_\_\_\_\_  
-----

[history](#) | [hilite](#) | [pdf](#)

093816216

**SENATE BILL NO. 830**  
Offered January 14, 2009  
Prefiled December 16, 2008

*A BILL to amend and reenact § 33.1-375.1 of the Code of Virginia, relating to removal of advertising by agents of the Commissioner.*

-----  
Patron-- Cuccinelli  
-----

Referred to Committee on Transportation  
-----

Be it enacted by the General Assembly of Virginia:

1. That § 33.1-375.1 of the Code of Virginia is amended and reenacted as follows:

§ 33.1-375.1. Local governing body as agent of Commissioner; penalties.

~~A. The Commonwealth Transportation Commissioner may enter into agreements with the~~*The* local governing body of Fairfax County authorizing any county, city, or town may authorize local law-enforcement agencies or other local governmental entities to act as agents of the Commissioner for the purpose of (i) enforcing the provisions of § 33.1-373 and (ii) collecting the penalties and costs provided for in that section. However, no local governing body shall enter into any such agreement act as an agent of the Commissioner under this subsection until it has held a public hearing thereon.

B. Notwithstanding the provisions of § 33.1-373, one-half of the penalties and costs collected under this section shall be paid to the affected locality, and the remainder shall be remitted to the Commissioner and paid into the Highway Maintenance and Operating Fund.

C. Notwithstanding the foregoing provisions of this section, the following signs and advertising shall not be subject to the ~~agreements provided for provisions~~ in subsection A of this section:

1. Signs and advertising supporting an individual's candidacy for elected public office or other ballot issues, provided this exception shall not include signs and advertising in place more than three days after the election to which they apply.
2. Signs and advertising promoting and/or providing directions to a special event to be held at a specified date stated on the sign or advertising. provided this exception shall not include special event signs in place more than three days after the conclusion of the special event.
3. Other signs and advertising erected for no more than three days.

~~D. Notwithstanding the foregoing provisions of this section, the Commissioner may enter into agreements with the local governing bodies of localities to which the foregoing provisions of this section do not apply to authorize those governing bodies to act as agents of the Commissioner and the Department in enforcing the provisions of § 33.1-373. The limitations applicable to agreements entered into under subsections A through C of this section shall not apply to agreements entered into under this subsection.~~

#

---

**Legislative Information System**

**ATTACHMENT III - 1**

**Virginia Department of Transportation  
2009 Fiscal Impact Statement (Regular Session)**

1. **Bill Number:** SB 830

**House of Origin**  Introduced     Substitute     Engrossed

**Second House**     In Committee     Substitute     Enrolled

2. **Patron:** Cuccinelli, K.

3. **Committee:** Senate Transportation

4. **Title:** Locality advertising removal restrictions

5. **Summary/Purpose:**

This bill will impose the same restrictions on localities' removal of advertising within the right of way that are currently imposed on Fairfax County and allow counties to participate in the removal of advertising without obtaining an agreement with the Commonwealth Transportation Commissioner. One-half of the penalties collected pursuant to this Code section would be retained by the localities.

6. **Fiscal Impacts are unavailable**

7. **Budget amendment necessary:** NO

8. **Fiscal implications:** The bill limits the ability of localities to enforce restrictions on the placement of signs and advertising in the right of way contained in § 33.1-373 of the Code of Virginia, thereby reducing the penalties due to be deposited in the Highway Maintenance and Operating Fund (HMOF). The fiscal impact is unknown, as VDOT and local governments rarely levy the penalty currently and the value of penalties levied in the future would depend on the number of violations enforced pursuant to § 33.1-373 of the Code.

9. **Specific agency or political subdivisions affected:** - Albemarle, Botetourt, Chesterfield, Fauquier, Goochland, Hanover, James City, Prince William, Spotsylvania, Stafford, and York Counties, and Town of Windsor currently have agreements or pending agreements with the Commissioner; this bill would limit their abilities to enforce § 33.1-373 of the Code of Virginia.

~~All other localities would not need to enter into an agreement with the Commissioner, but would be required to hold a public hearing prior to enforcing the provisions of § 33.1-373 of the Code and would be subject to other provisions contained in § 33.1-375.~~

10. **Technical amendment necessary:** NO

11. **Other comments:** NO

**Date:** 12/18/2008

**Revision Date:**

**Document:** filename here (in Document1)

cc: Secretary of Transportation



**Chesterfield County, Virginia  
Department of Public Affairs**

9901 Lori Road, Room 500 – P.O. Box 40 – Chesterfield, VA 23832  
Phone: (804) 748-1161 – Fax: (804) 748-7609 – Internet: chesterfield.gov

**DON J. KAPPEL**  
Director

June --, 2007

For immediate release

**CHESTERFIELD COUNTY BEGINS VOLUNTEER  
PROGRAM TO REMOVE ILLEGAL SIGNS**

**CHESTERFIELD COUNTY, VA**—Chesterfield County recently instituted a volunteer program to remove illegal signs from roads and rights of way within the county.

State law prohibits advertising within the limits of any highway, which includes the roadway, shoulders, median strips and approximately 5 feet adjacent to the pavement. Penalties for placing such illegal signs can include the removal of the advertisement, a \$100 fine, and having to pay the costs of removal. Businesses that routinely place illegal signs in rights of way could be subject to injunction actions to prevent **their continued placement of illegal signs.**

Since roads in Chesterfield County are maintained by the Virginia Department of Transportation, the county had to obtain permission from VDOT to police and remove the illegal signs. Once that agreement was executed, the county quickly created a program through which county residents can volunteer to assist in the cleanup efforts. Safety training is required for all volunteers. **Citizens should not remove illegal signs except through this county sponsored program.**

The first group of volunteers received training on June 5 and will begin to remove illegal signs in the next few weeks. Volunteers will be working principally on roadsides and wearing bright orange safety vests. Motorists should be careful and slow down when approaching or passing an area where the volunteers are working.

Anyone interested in assisting the county in its efforts to remove the illegal signs from the roadways should contact Chesterfield County Zoning Code Enforcement at 748-1500. The next training class will be held July 23, 7-8:30

Providing a **FIRST CHOICE** community through excellence in public service

## **Sign Removal in Rights of Way Volunteer Position Description**

**Overview of Volunteer Position:** Illegal signs, whether posted by businesses, individuals, neighborhood associations, or non-profit organizations, are blight on the community, and can interfere with drivers' vision. Volunteers will be trained to learn how to safely remove illegal signs along the roadways of Chesterfield County. Upon completion of a county-sponsored training session, volunteers will understand how to determine if a sign is violating zoning ordinances, how to safely remove it, where to dispose of it and how to record their activities for the Planning Department.

**Location:** Volunteers may suggest areas that they would like to monitor, or they may ask to be placed where there is the greatest need. There are certain roadways that may not be monitored by volunteers for safety reasons.

**Schedule:** Volunteers may work when it is convenient for them, between dawn and dusk. It is advisable to work when the roadways are quietest, avoiding rush hour when at all possible. Volunteers may work alone or in a group.

**Age restrictions:** Volunteers must be 18 years old or older.

## **CHESTERFIELD COUNTY SIGN REMOVAL PROGRAM GUIDELINES**

1. Chesterfield County's sign removal program has been established to provide opportunities for community spirited businesses, organizations, groups and individuals to enhance Chesterfield County neighborhoods by removing signs illegally placed along the roadways. Chesterfield County Planning Department in association with the Risk Management Department will determine the specific right-of-ways available for sign removal.
2. The participant(s) recognize(s) the need for and desirability of illegal sign removal in neighborhoods and accepts responsibility for picking up the signs. Chesterfield County Planning Department will determine whether an application is accepted.
3. The volunteer participant(s) will agree to remove signs, as the Planning Department deems necessary.
4. Volunteer participant(s) acknowledge that potential dangers may be involved in sign removal, such as working near automobile travel lanes, working on uneven shoulders and ditch lines, handling signs with nails and sharp edges and potential contact with broken glass, sharp metal, and animals. Chesterfield County is not responsible for injuries incurred during sign removal.
5. Volunteer participant(s) will review the "Safety Guidelines" with all participant(s) prior to each sign sweep, and mail, fax or e-mail the sign removal worksheet upon the completion of each sign sweep. Sign removal worksheets must include a list of names or participants, the date and location of sign removal and the number of signs removed.
6. The possession, consumption, or being under the influence of alcohol or drugs during sign removal is prohibited.
7. Sign removal will take place during daylight hours and during fair weather.
8. Chesterfield County will assist in organizing the sign removal effort and will provide safety tips and reflective vests for volunteers.
9. While performing activities on the right-of-way, participant(s) must not distract, disrupt, or adversely affect traffic. Participant(s) must not display messages or carry banners.
10. Volunteers agree to stay clear of traffic on the right-of-way.
11. Volunteer participate must be 18 years old or older.
12. Volunteers will refrain from wearing headphones during sign removal.

- 13. Participate(s) agree to defend, release, indemnify and save and hold harmless Chesterfield County, its officers, agents and employees against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the county, and shall defend, release, indemnify, and save and hold harmless the county from any and all claims, demands, suits, actions, liabilities, causes of action or legal or equitable proceedings of any kind or nature, including workers' compensation claims, of or by anyone whomsoever, in any way resulting from or arising out of the sign removal activities, including acts or omissions of the sign removal participant(s); provided, however, that the sign removal participate(s) need not indemnify and save harmless Chesterfield County, its officers, agents, and employees from damages proximately resulting from the sole negligence of the county's officers, agents, and employees.
  
- 14. Volunteer participant(s) understands that they are not and shall not be construed to be employees of Chesterfield County.
  
- 15. Chesterfield County will:
  - a. determine the specific right-of-way to be swept for illegal signs,
  - b. provide participate(s) with safety vests,
  - c. accept and dispose of illegal signs,
  - d. reserve the right to cancel any application due to failure to meet requirements of the program or for safety reasons,
  - e. reserve the right to request name and legal address of volunteers, and
  - f. provide safety training for participate(s)
  
- 16. It is the responsibility of participate(s) to familiarize all participants with these guidelines.

These guidelines have been accepted on this date.

Participant Name or Group Name: \_\_\_\_\_

Authorized Representative (print name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Sign Removal Worksheet

Name(s) of Volunteer(s) \_\_\_\_\_

Date of sign Removal \_\_\_\_\_

Number of hours worked \_\_\_\_\_

Location of sign removal (general description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of signs removed \_\_\_\_\_

Other notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drop off location

- Northern Area Convenience Station
- Southern Area Convenience Station
- Other

Send To:

Mail- Ted Barclay, 9800 Government Center Parkway, Chesterfield, Virginia 23832  
 Call- 748-1802  
 Fax- 717-6295  
 E-mail- barclayt@chesterfield.gov



