CITY OF ARKANSAS CITY
City Clerk's Office
118 W. Central Ave., P.O. Box 778
Arkansas City, KS 67005
(620) 441-4409

For Office Use Only:

Adoption #_____

Adoption Year_____

New ☐ Renewal ☐

APPLICATION FOR PUBLIC LAND ADOPTION

This application must be completed and returned to the City Clerk's Office at the above address on or before December 31st of each year, **unless specifically exempted by order of the City Commission of Arkansas City**.

Before completing this application, please refer to the **City of Arkansas City Beautification and Tree Advisory Board's Public Land Adoption Policy**. A copy of the policy can be provided to you in the City Clerk's Office, if necessary.

Applicant Name:_____

Applicant Address:_____
City State Zip

Telephone Number(s):_____

Email Address:_____

Non-Profit Affiliation:_____
Organization Name Address Contact Name Phone Number

For-Profit Affiliation:_____
Organization Name Address Contact Name Phone Number

Public Land Desired to Adopt:_____

Basic Outline of Activities Proposed as Part of Adoption (Note: **Written proposal also required**):_____

_____

Name of Public Land/Park Committee (if any): _____

Copies of the following items must accompany this application:

1. *A written proposal, attached to this application, which explains in detail the sorts of activities the applicant proposes to pursue in helping to beautify, maintain and improve the public land. The Parks and Facilities Division provides a variety of services in each of the City's parks that could be supplemented or replaced by "sweat equity" from volunteers and concerned citizens. While this is not an exhaustive list and each property's needs are somewhat unique, applicants should propose to take on some combination of the following activities: erecting equipment and/or structures; mowing grass and trimming trees; picking up and/or disposing of litter; painting benches, signs, etc.; picking up tree limbs and debris; planting flowers, shrubs and/or trees; purchasing and maintaining new equipment; and watching and/or patrolling to prevent vandalism.*

2. *The application and proposal also should specify what sort of monetary contributions the applicant proposes to provide toward upkeep, maintenance, and improvement of the property. See **Public Land Adoption Policy** for more details on this.*

3. *Please indicate in your proposal or on a separate sheet of paper which dates work best for you and/or your group to meet with the Beautification and Tree Advisory Board and the City Commission. The Board meets on the fourth Thursday of each month at 4 p.m., and the City Commission meets on the first and third Tuesdays of each month at 5:30 p.m. in City Hall.*

I, _____, have read and understand the City of Arkansas City Beautification and Tree Advisory Board's Public Land Adoption Policy. I further agree to abide by all conditions of this policy and acknowledge it governs my adoption.

_____
Signature of Applicant Date