

# Town of Narragansett

## Adopt-A-Spot Program Procedure

1. **Application Submittal:** Complete an Adopt-A-Spot Application and submit to the Department of Community Development to begin the process.
2. **Internal Review:**
  - a. Upon receipt of a completed application, the Department of Community Development will initiate an internal review of the application and produce a map of the area to be adopted.
  - b. The Department of Community Development will contact any other pertinent Departments within the Town that may have a vested interest in the area to be adopted (*i.e. Department of Public Works, Department of Parks & Recreation*).
3. **Conservation Commission:** When the internal review is completed, the Department of Community Development will schedule a presentation of the Adopt-A-Spot request (by the applicant) on one of the monthly meetings of the Conservation Commission for review and comment.
4. **Town Council:** Upon review and comment by the Conservation Commission, the Department of Community Development will schedule a presentation of the Adopt-A-Spot request (by the applicant) for review and approval by the Town Council.
5. **Signing of Contract:** Upon Town Council approval, the applicant will be required to meet with the Town Manager to sign and execute the Adopt-A-Spot contract. After full execution, the contract will be recorded at the Registry of Deeds.
6. **CRMC MOU (where applicable):** When the location to be adopted has been identified to be on the CRMC List of Public Access Ways, a 'Memorandum of Understanding' (MOU) between the applicant, the Town, and CRMC will be required. This MOU will be submitted after the applicant and the Town have signed and executed the contract.

**Application for the  
Adopt-A-Spot Program**

Location/Site Address: \_\_\_\_\_

\_\_\_\_\_

Name of Adopter(s): \_\_\_\_\_

\_\_\_\_\_

Name of Adopting Organization (if applicable):

\_\_\_\_\_

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

Phone: \_\_\_\_\_

If you are signing this application as an authorized agent for the adopting organization, documentation (in the form of a signed letter from the organization) is required stating that the organization acknowledges this Adopt-A-Spot request and authorizes you to sign on their behalf.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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(For Conservation Commission Use Only)

The Town of Narragansett Conservation Commission has reviewed this application and is in support of this Adopt-A-Spot request. The Conservation Commission hereby recommends approval of this application to the Town Council.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date