

**CITY OF NEW BERN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMISTRATIVE ORDER 5.4</b>
<b>ADOPT-A-BLOCK PROGRAM</b>
To All City Employees
From Mark Stephens, City Manager
Maintained By: Public Works
Date December 2016
Update to February 8, 2012 Policy

**Purpose**

The City of New Bern's Adopt-A-Block Program is designed to encourage citizens our City to adopt their block through a public and private partnership between the citizens of the neighborhoods and the City of New Bern. The goal is to improve the block through enhancements that in turn improve the overall appearance of the community and to ensure cleanliness and litter control

**Eligibility**

To be eligible, the neighborhood must fall within an area of the City of New Bern's maintained streets or public rights of way. City-maintained streets are identified officially in the annual Powell Bill submission; however, any citizen interested in knowing the status of a street can contact the Public Works Department or the City Clerk.

1. The City of New Bern staff will approve the eligibility status of applicant neighborhoods.
2. The request must be for landscape or streetscape improvements.
3. Project Examples.
  - Repair/replacement of sidewalk and/or crosswalks
  - Installation of pavers, brick, stamped sidewalk, etc.
  - Landscape improvements
  - Tree installation and/or removal
  - Shrubbery
  - Flowers
  - Planters, pots, etc.

**Funding**

All materials related to the requested block enhancements are the responsibility of the neighborhood or group making the request. The City of New Bern will provide in-kind labor for project completion

**Scope of Work**

The scope of the work must be provided prior to approval and should include details of the requested project.

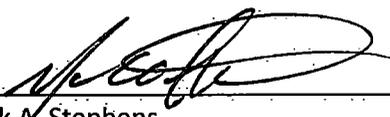
**Application Process**

The Adopt-A-Block Program request is initiated by the residents located within an area of City of New Bern and includes the following steps:

1. Letter of Interest from neighborhood or street with a majority of the residents' signatures and identifying a neighborhood point of contact (POC) is submitted. Include a scope of work and cost estimate
2. POC or designated representative will meet with Public Works Director to discuss the feasibility of their request, the scope of the requested enhancements, cost for the enhancements, and future maintenance plan. If project meets all requirements, applicant POC should complete and sign the City of New Bern Adopt-A-Block Program Application
3. Applicant completes the application and signs necessary documents that details scope of work, responsible parties for labor, materials, permitting, additional cost and contingencies and signed letter of majority agreeing to estimated cost share per resident.
4. A letter of notification is mailed to the applicant advising of approval or denial of the application with estimated start and completion date. The City Manager has the discretion to approve or deny any request.
5. Applicant provides funding.
6. City of New Bern will provide notice of intent to start and start date.

**Contact Information**

Citizens interested in adopting their block or areas within their neighborhood or business district should contact the City of New Bern's Public Works Department at (252) 639-7501 or email the Public Works Director at [montanyem@newbern-nc.org](mailto:montanyem@newbern-nc.org).

  
\_\_\_\_\_  
Mark A. Stephens  
City Manager

*12/21/16*  
\_\_\_\_\_  
Date

**CITY OF NEW BERN ADOPT-A-BLOCK PROGRAM APPLICATION**

*Please type or print in ink.*

Designated Point of Contact's Name \_\_\_\_\_

Designated Point of Contact's Address \_\_\_\_\_

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

Street and blocks being adopted (additional sheets may be attached if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neighborhood applicants' names and addresses (additional sheets may be attached).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total estimated cost of the Adopt-A-Block improvements (attach detailed budget) \$ \_\_\_\_\_

Checklist for complete application (please initial to indicate compliance)

- 1) I fully understand the agreement. \_\_\_\_\_
- 2) I have met with the Public Works Director \_\_\_\_\_
- 3) Written permission/signatures is attached, from neighbors listed above (if applicable) \_\_\_\_\_
- 4) Sketches, and/or pictures for the project, including tree types and design, are attached \_\_\_\_\_
- 5) An itemized project budget is attached. \_\_\_\_\_