



Planning and Development Department  
COUNTY OF SURRY, NORTH CAROLINA

Kim Bates, Director



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**Steps for County-Funded Roadside Litter Pickup Operations by Non-Profit Organizations**

**1. Contact the Planning Department to identify participants and initiate operation.**

- Requests by phone, fax or email will be accepted by Local Ordinance Officer Doug Hall. Phone (336) 401-8359, or (336)401-8300; Fax (336) 401-8354; email [halld@co.surry.nc.us](mailto:halld@co.surry.nc.us)
- Be prepared to provide the Local Ordinance Officer with documentation of non-profit (501c3) status. This may be provided via Fax or email. The Planning Department will also provide the Finance Department with a copy of 501c3 status documentation.
- Identify the road(s), location(s), date and time where and when the litter pickup will be conducted.
- Provide an estimate of the number of persons who will be participating in the cleanup.
- Provide an address for County payment to the organization.

**2. Obtain Litter Bags, Signs and Safety Vests.**

- These items can be obtained at the NCDOT Division of Highway Maintenance facility at 703 Prison Camp Road, Dobson.
- The organization may call ahead to the NCDOT facility at (336) 386-8273, and state personnel may assist in determining quantities of equipment needed for the operation.
- Alternately, the Local Ordinance Officer may assist in estimating equipment needs and directions to the NCDOT facility.

**3. Conduct the on-site cleanup operation**

- NCDOT personnel can provide instruction on how best to deploy the signs and locate the most appropriate collection locations to leave the filled bags.

**4. Contact the Planning Department to identify collection locations.**

- The Local Ordinance Officer will then visit each collection location and count the filled bags.
- The Local Ordinance Officer will contact NCDOT for pickup of the filled bags
- The Planning Department will determine the payment due the organization and will arrange for the Finance Department to send a payment by check to the address provided by the organization.