



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
- 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.