



City of Austin

Austin Transportation Department, Right of Way Management Division
3701 Lake Austin Blvd, Austin, TX 78703

APPLICATION AND INFORMATION FOR TEMPORARY STREET CLOSURE FOR FILM-MAKING ACTIVITY

Dear Applicant:

City Ordinance requires that applications for Temporary Street Closure for Film-Making Activity be made in advance of the scheduled filming dates as indicated below. Due to these time constraint it is mandatory that all applications be turned in with all required documentation as required by the ordinance and guidelines.

The requirements for Filming Permits are as follows:

TYPE OF FILMING	APPLICATION TIMES	REQUIREMENTS	COST
COMMERCIAL	Due 3 days prior to the Requested Use.	Signoffs, Police, Map, Insurance & Traffic Control Plan	no fee
MOBILE	Due 2 days prior to the Requested Use.	Signoffs at the Departments Discretion, Police, Map & Insurance	no fee
STUDENT	Due 2 days prior to the Requested Use.	Signoffs, Police & Insurance	no fee

The applicant must provide a certificate of liability insurance in the amount determined by the City Manager naming the City of Austin as an additional insured. Please see the attached guidelines for additional information on the application requirements. The above information concerning the application times and approvals required can be found in the City of Austin Code Section 14-6-4 Temporary Street Closure for Film-Making Activity on line at <https://www.municode.com/library/tx/austin> .

The permit is required for any amount of usage from parking spaces to full street closures.

The Ergonomic Growth and Redevelopment Services Department will provide assistance with any needed services from the city for filming. The contact person is Jim Butler, he can be reached at 974-6318.

Please submit your application online at <http://www.austintexas.gov/rowman> . If after reading through this packet, you have any questions or need additional information, please contact us at 974-1150.

Right of Way Management Division

The Austin Transportation Department



Guidelines for Filming Permits

The applicant must provide the following documents at the time the application is submitted:

1. A complete application on forms provided by the city listing all streets to be closed.
2. A map of the street closure area indicating the area sought to be closed, all properties adjacent to the area and all areas to be used to stage the activities. (including addresses)
3. An applicant shall submit a traffic control plan (TCP) showing all barricades, signs and devices to be used for re-directing traffic around the closure area. The TCP shall be provided by a professional barricade company or engineer, depending on the type of closure. The applicant shall also submit a letter from a professional barricade company stating that all devices to be used during the closure will be set and removed by the company in accordance with the Texas Manual On Uniform Traffic Control Devices and the City of Austin Transportation Criteria Manual.
4. The Chief of Police or his designee shall determine / approve the number of officers required for the closure and adjacent areas. The applicant is responsible to ensuring that all permit requirements are met and that police officers remain on site throughout the permitted times.
5. A copy of liability insurance in the amounts as required by the Risk Management Division naming the City of Austin as an additional insured.
6. A completed sign off sheet for all property owners or residents of property fronting on the portion of street sought to be closed or used indicating whether each favors or opposes the closure. The applicant shall be required to notify all property owners / residents directly affected by the closure. This notification shall be made with the forms attached to this packet and shall be accompanied by a map showing all requested permit locations dates, times and specifics of filming activity. If an applicant is unable to contact a property owner / resident in person, the applicant shall use the attached door hanger notification form. The applicant must provide a written statement that no personal contact could be made and the dates the attempt was made.
7. A statement from Austin Police Department that APD will abide by the Permitted Traffic Control for all closures and notify Right of Way Management prior to any possible changes so a new Traffic Control Plan can be reviewed and approved allowing the permit to be modified.
8. Please see attachment for ROWMAN permit helpful tips.



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§ 14-6-4 TEMPORARY STREET CLOSURE FOR FILM-MAKING ACTIVITY.

(A) In this section:

(1) **ARTERIAL STREET** has the meaning prescribed in Section 8 of the City's Transportation Criteria Manual.

(2) **COMMERCIAL FILM-MAKING ACTIVITY** means the temporary closure or use of a public street or sidewalk by a person other than a student to film, photograph, or prepare to film or photograph.

(3) **MOBILE FILM-MAKING ACTIVITY** means the temporary use of a public street or sidewalk to film, photograph, or prepare to film or photograph using a hand-held camera, camera supported by a tripod, or camera truck.

(4) **STUDENT FILM-MAKING ACTIVITY** means the temporary use of a public street or sidewalk by a person enrolled in a class at an educational institution approved by the director to film, photograph, or prepare to film or photograph.

(5) **TEMPORARY CLOSURE or USE** means to occupy a public right-of-way, including a street or sidewalk, in a manner that interferes with the public's ability to access or use the area.

(B) A person must apply to the director for a permit to temporarily close or use a public street for a commercial, mobile, or student film-making activity on a form furnished by the department.

(C) An applicant must submit an application not later than:

(1) the third business day before the date of the requested temporary closure or use for a commercial film-making activity; or

(2) the second business day before the date of the requested temporary use for a mobile or student film-making activity.

(D) Except as provided in Subsection (E), at the director's discretion, the director may accept a late-filed application on or before the business day before the requested closure for a commercial, mobile, or student film-making activity.

(E) The director may not accept an application for the closure of an arterial street later than the second business day before the date of the proposed closure.

(F) The director may approve an application for a permit under this section for an applicant engaged in a commercial film-making activity who:



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- (1) employs one or more City peace officers for traffic and crowd control, as determined by the police chief;
 - (2) obtains any other permits required to perform the film-making activity;
 - (3) contacts each property owner, resident, and, if applicable, property manager of property fronting on a block of the street or sidewalk to be temporarily closed or used before the date an application is filed and submits the following:
 - (a) a signature from each affected property owner, resident, and property manager indicating whether the person agrees to or opposes the temporary closure or use; or
 - (b) a statement that an in-person contact attempt with the non-signing person has been made including placement of door hangers provided by the department;
 - (4) provides a certificate of liability insurance naming the City as an additional insured in the amount and type of coverage determined by the city manager;
 - (5) provides a map of the proposed right-of-way to be used in the commercial film-making activity, including the area used to stage the activity;
 - (6) agrees to pay a fee or penalty established by ordinance for non-compliance with the terms of the permit; and
 - (7) agrees to reimburse the City for the cost of City personnel and equipment used to support the film-making activity, as determined by the director of each affected department.
- (G) The director may approve an application for a permit under this section for an applicant engaged in a mobile film-making activity who:
- (1) employs one or more City peace officers, as determined by the police chief, to control traffic during the temporary use of a public street or sidewalk during a film-making activity;
 - (2) obtains all other permits required to perform the film-making activity;
 - (3) if required by the director, contacts each property owner, resident, and, if applicable, property manager of property fronting on a block of the street or sidewalk to be temporarily used before the date an application is filed and submits the following:
 - (a) a signature from each affected property owner, resident, and property manager indicating whether the person agrees to or opposes the temporary use; or
 - (b) a statement that an in-person contact attempt with the non-signing person has been made including placement of door hangers provided by the department;



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(4) provides a certificate of liability insurance naming the City as an additional insured in the amount and type of coverage determined by the city manager;

(5) agrees to pay a fee or penalty established by ordinance for non-compliance with the terms of the permit;

(6) provides a map of the proposed public route and area used in the mobile film-making activity, including the location used to stage the activity; and

(7) certifies that the mobile film-making activity will not interfere with public use of a street or sidewalk for a period that exceeds 15 minutes.

(H) The director may approve an application for a permit under this section for an applicant engaged in a student film-making activity who:

(1) employs one or more City peace officers, as determined by the police chief, to control traffic during the temporary use of a public street or sidewalk during a film-making activity;

(2) obtains all other permits required to perform the film-making activity;

(3) contacts each property owner, resident, and, if applicable, property manager of property fronting on a block of the street or sidewalk to be temporarily used before the date an application is filed and submits the following:

(a) a signature from each affected property owner, resident, and property manager indicating whether the person agrees to or opposes the temporary use; or

(b) a statement that an in-person contact attempt with the non-signing person has been made including placement of door hangers provided by the department;

(4) provides a certificate of liability insurance naming the City as an additional insured in the amount and type of coverage determined by the city manager;

(5) agrees to pay a fee or penalty established by ordinance for non-compliance with the terms of the permit; and

(6) certifies that the student film-making activity will not interfere with public use of a street or sidewalk.

(I) The director may authorize an applicant's request to delay a temporary street closure or use under a permit issued under this section, if the applicant agrees to:

(1) contact each individual listed under Subsection (F)(3), (G)(3), or (H)(3) in person or by telephone; and



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(2) advise each individual of the change in schedule at least 24 hours before the date of the delayed closure.

(J) A person commits an offense if the person violates the terms of a permit issued under this section, closes a street without a permit, or violates a provision of this section or a permit. An offense under this section is a Class C misdemeanor punishable by a fine of up to \$500. Each day or part of a day during which non-compliance occurs constitutes a separate violation. A culpable mental state is not necessary to commit an offense under this section.

(K) The director may suspend a permit issued under this section for a period not to exceed four days if a permittee violates the terms of the permit. The director may not reinstate the permit until the permittee has provided written notice of the methods to be used to correct the violation. The remedies authorized by this section are cumulative.

Source: 1992 Code Section 15-2-4; Ord. 031204-12; Ord. 031211-11; Ord. 050127-41.



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CITY OF AUSTIN PROPOSED FILMING PERMIT NOTIFICATION AND SIGNOFF REQUEST

The **City of Austin** requires that all property owners / residents whose property is adjacent to the area sought to be closed must be notified and provided with a map of the area, which indicates all obstructions to be placed in the closure area. The notification must indicate by signature, whether the property owner / resident approves or disapproves of the proposed closure. For additional information on City of Austin Filming Permit requirements please call 974-1150.

Type of Film Permit Requested: Commercial Mobile Student

For additional information concerning the actual filming at this location please contact:

_____ (Film Company's Contact Name) _____ (Phone Number)

_____ is applying for a FILMING PERMIT for the following film:
(Company name)

_____ (Name of Film)

The filming is scheduled for the following dates and times: _____

The filming will close or partially close the following streets: _____

The filming will consist of the following: _____

Property Owner / Resident Please fill out the this section completely as this information is used by the City of Austin to determine whether or not the filming activities indicated above will be approved or denied.

APPROVE DISAPPROVE RECEIVED MAP
 Yes No

_____ (Print Name and Title) _____ (Signature)

_____ (Print Address) _____ (Phone Number)

Residence Business _____
(Check One) (Name of Business)

Comments: _____

Street: _____ Block Number _____

Received by the Austin Transportation Department on _____



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CITY OF AUSTIN PROPOSED FILMING PERMIT DOOR HANGER NOTIFICATION AND SIGNOFF REQUEST

Dear Property Owner / Resident:

Please find attached a CITY OF AUSTIN PROPOSED FILMING PERMIT NOTIFICATION AND SIGNOFF REQUEST for your review. The City of Austin requires that all property owners / residents whose property is adjacent to the area sought to be closed must be notified and provided with a map of the area, which indicates all obstructions to be placed in the closure area. The notification must indicate by signature, whether the property owner / resident approves or disapproves of the proposed closure.

For additional information concerning the actual filming at this location please contact the person indicated on the attached form. Please take a few moments to review and fill out the attached form. Once you have completed the form please call the film company's contact person for pick up. If you have any questions regarding the City of Austin's Filming Permit requirements, please call the city at 974-7180.

The permit applicant, as required by the City of Austin has delivered this form.

Thank you,



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City of Austin Authorized Parking Permit

Permitted Film Activities

Valid Dates

Start Date:

End Date:

Staff Contact:

Staff Number:

Permit Number:

Not Valid Without Staff Signature and Dates



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HELPFUL INFORMATION

CITY OF AUSTIN DEPARTMENTS

Austin Police Department
Special Events
512- 974-5032 - Office
512-974-6636 - Fax

City of Austin – Multimedia Development Manager
Jim Butler – 512-974-6318 - Office
512-974-6379 – Fax

Austin Fire Department
Lt. James Hoad
512-974-0160 - Office
512-974-0162 - Fax

City of Austin – Right of Way Management
Tracy Linder – 512-974-6532 - Office
512-974-5617 - Fax
Film-Making Permits

AUSTIN CONVENTION CENTER & VISITORS BUREAU

Gary Bond
Film Marketing Office
512-583-7229
512-583-7282

TEXAS HIGHWAY PATROL

Texas Highway Patrol, Region 7
1500 N. Congress
Austin, Texas 78701
512-475-4822-Office
512-305-9136-Fax