Transportation and Public Works Department

OFFICE OF SPECIAL EVENTS

FILM NOTIFICATION SIGNOFF RECORD AND CERTIFICATION

TRANSPORTATION PUBLIC WORKS

Production Name _____ **Applicant Name** _____ **Filming Date(s)** _____

Affected Street Name(s) and Block Numbers _____

- I understand my request for a permit to temporarily close or use a public right-of-way, for or in conjunction with a film-making activity, requires proof in-person notifications have been made to each affected property owner, resident, and, if applicable, property manager.
- I understand the notification must include a completed FILM PERMIT NOTIFICATION OF PROPOSED CLOSURE AND SIGNOFF REQUEST (NOPC) form and a map of the area to be used which indicates all impacts to the area and obstructions to be placed in the right-of-way.
- I understand I must make at least two attempts to obtain a signed NOPC form from each property owner, resident or manager at a time and day when someone would typically be available.
- I understand if I falsify information or if an affected person was not notified, my permit will be rejected or revoked, and it could impact my ability to obtain permits in the future.
- To the best of my knowledge, the following information is a true and accurate representation of the notifications made for or in conjunction with the film-making activity noted above.

Address *(in numerical order by street)*	**APV**	**DIS**	**NOTE LEFT**	**Notes/Comments**	**Date/Time Attempt 1**	**Date/Time Attempt 2**

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FILM NOTIFICATION SIGNOFF RECORD AND CERTIFICATION

TRANSPORTATION
PUBLIC WORKS

State of Texas
County of _____

Before me, the undersigned notary public, on this _____ day of _____, 20_____, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

_____
Applicant Signature

_____
Notary Public Signature