



## City of Austin

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

### **REQUIREMENTS FOR FILM PERMITS**

Requests for the use of City of Austin Right Of Way, including commercial, student, or mobile filming, must be authorized by the Austin Transportation Department. Enclosed in this packet is a link to the City Code pertaining to these permits and additional helpful information. If *after* reading through this packet you have any questions or need additional information, please contact us at 512-974-1150 or visit our office:

City of Austin, Transportation Department  
Right Of Way Management Division  
3701 Lake Austin Blvd., Austin, TX 78703  
*Walk-in Hours – Monday through Friday, 8 a.m. to 1 p.m.*

If you are performing any kind of filming in the right of way, this is the permit you will need. If you need to reserve parking spaces for filming on private property, you will need to apply for a Parking Permit.

**\*\*SEE PAGE 3 OF THIS PACKET FOR HELPFUL INFORMATION REGARDING CITY CODE FOR FILMING, PARKING PERMITS, AND OTHER FILM CONTACTS\*\***

#### **STEPS TO OBTAIN A FILM PERMIT**

1. Request Austin Police Department (APD) approval for the filming activity.
2. Prepare a map identifying the Right of Way you are requesting to use, indicating any staging of equipment.
3. Filming at any location in excess of **15 minutes** will require notifications and signoffs. Prepare, distribute, and collect notification forms and signoffs from **all properties adjacent to the affected areas**.
4. Submit a Film application through the Right of Way Management Network (ROWMAN) at <https://www.austintexas.gov/rowman>.
5. Provide evidence of General Liability Insurance.
6. A Traffic Control Plan (TCP) and Letter of Intent will be necessary for any **right of way closures**.
7. Provide all applicable documentation; Film Permits can then be activated by Right of Way Management.

**NOTE:** THERE IS **NO COST** FOR A RIGHT OF WAY FILM PERMIT; HOWEVER, **APPLICATION DEADLINES APPLY**. COMMERCIAL PRODUCTIONS SHOULD SUBMIT REQUESTS A **MINIMUM OF 3 DAYS PRIOR** TO THE PROPOSED START DATE. MOBILE/B-ROLL AND STUDENT PRODUCTIONS SHOULD SUBMIT REQUESTS A **MINIMUM OF 2 DAYS PRIOR** TO THE PROPOSED START DATE.

#### **STEP 1 – AUSTIN POLICE DEPARTMENT (APD) APPROVAL**

APD approval is required for ALL film making activities. Submit a film production form to APD via fax – 512-974-6636 – or e-mail – [apd.specialevents@austintexas.gov](mailto:apd.specialevents@austintexas.gov) – to the APD Special Events Unit. If sent via e-mail, copy Right of Way staff on the correspondence. Once APD approval is received, please ensure that documentation of this is relayed to Right of Way Management. The APD Special Events Unit requests advance notice of **5 business days prior to filming**.

**\*\*SEE PAGES 4 AND 5 OF THIS PACKET FOR THE APD FILM PRODUCTION FORM. INCLUDING A MAP OF THE AFFECTED RIGHT OF WAY MAY HELP EXPEDITE THIS REQUEST, SEE STEP 2 BELOW\*\***

#### **STEP 2 – MAP**

A map of the affected right of way is required for **all Film applications**. The map should indicate the following:

- Area of filming, parking, equipment staging, etc. as applicable **INCLUDING** all affected properties
- The approval, disapproval, or signoff attempts made at the affected properties (does not apply to B-Roll)
- Staging of equipment and APD officers/agents if applicable
- Specifics of filming activity including dates and time

**\*\*SEE PAGES 6 AND 7 OF THIS PACKET FOR SAMPLE MAPS\*\***

### STEP 3 – NOTIFICATION & SIGNOFFS

Notification of adjacent property owners/managers or residents is required for all film making activities that exceed 15 minutes in any location. Provide the affected parties with the Notification and Signoff Request form included in this packet, along with a map (see Step 2 above). **IF an affected party cannot be reached, 1) Leave the Map, Notification and Signoff Request Form, and Door Hanger Notification at the property AND 2) Note the dates/times the attempts were made and indicate on their location on the Map.** Two physical attempts to establish contact are required. Notification should be made BEFORE the application is filed through ROWMAN.

**\*\*SEE PAGES 8 AND 9 OF THIS PACKET FOR THE NOTIFICATION AND SIGNOFF REQUEST FORM AND DOOR HANGER NOTIFICATION\*\***

### STEP 4 –FILM APPLICATION, USING ROWMAN

1. Go to <https://www.austintexas.gov/rowman>.
2. Scroll to the bottom half of the page. New users should select “Click Here to Create a New Account”. Returning users should select “Click Here to Login”.
3. Once logged in, select “New Activity Request Form”.
4. Choose “Film” as the permit type and then select “Submit”.
5. Review and check the Required Acknowledgements and then select “Submit”.
6. Enter “Street Name”. NOTE: Keep name short. Do **NOT** use a directional prefix such as “W” for West. Ex: For 801 W Oltorf Street, type in *only* “Oltorf”. For 500 W 6<sup>th</sup> Street, type in *only* “6”. Then select “Search for Street”. **\*\*B-ROLL PRODUCTIONS SHOULD ONLY ENTER THE NORTH, SOUTH, EAST, AND WEST MOST BOUNDARIES OF THE FILMING AREA. LIST A TOTAL OF ONLY FOUR SEGMENTS\*\***
7. Choose a block range or house # then select “Add”. Repeat steps 6 & 7 as many times as needed. Once all affected streets have been added, select “Continue to Next Step”.
8. Continue entering all applicable information regarding your project. Fields marked with asterisks CAN be left blank.
9. Once your application is submitted please record your project ID#; this will also be your ROWMAN#.

**NOTE: ONCE YOUR ROWMAN FILM APPLICATION HAS BEEN SUBMITTED, PLEASE PROVIDE THE DOCUMENTATION OUTLINED IN STEPS 1 THROUGH 6. THE DOCUMENTATION CAN BE HAND DELIVERED TO OUR OFFICE OR E-MAILED TO [ANDREA.MARTINEZ@AUSTINTEXAS.GOV](mailto:ANDREA.MARTINEZ@AUSTINTEXAS.GOV)\*\***

### STEP 5 – INSURANCE

Evidence of General Liability Insurance is required for all film making activities. Insurance coverage minimum should be set at \$500,000 per occurrence and City of Austin should be listed as Certificate Holder and named as Additional Insured. The Certificate Holder field should read as follows:

*City of Austin  
c/o Right of Way Management  
P.O. Box 1088  
Austin, TX 78767*

**\*\*FOR A DETAILED BREAKDOWN OF INSURANCE REQUIREMENTS PLEASE REQUEST A COPY OF THE “REQUIREMENTS FOR INSURANCE, BOND, AND LICENSE” PACKET\*\***

### STEP 6 – TRAFFIC CONTROL PLAN AND LETTER OF INTENT

**A Traffic Control Plan (TCP) is required for all closures of right of way.** City of Austin [Standard Details](#) may be used for traffic control plans if they fit the situation otherwise the TCP must be prepared by a Texas Licensed Professional Engineer. The TCP should be provided by a professional barricade company OR engineer. The professional barricade company should provide a **Letter of Intent** stating that all devices 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.

## CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For film requirements, reference "Temporary Street Closure for Film-Making Activity" (chapter 14-6-4).

## PARKING PERMIT FOR FILM ACTIVITY

**\*\*IF THE PRODUCTION FILMS ONLY PRIVATE PROPERTY AND PARKING IS NECESSARY THEN A PARKING PERMIT MUST BE OBTAINED\*\***

### How to Obtain Parking Permit:

1. Submit a Parking application through the Right of Way Management Network (ROWMAN) at <https://www.austintexas.gov/rowman>.
2. Prepare, distribute, and collect notification forms and signoffs from **all properties adjacent to the affected areas**.
3. Provide any applicable documentation and **pay Parking fees**; Parking Permits can then be activated by Right of Way Management.

**NOTE:** RESERVATION OF PAY STATIONS/METERS MUST BE REQUESTED AT LEAST **72 HOURS** IN ADVANCE OF THE REQUIRED DATE AND BE PAID WITHIN **48 HOURS** OF THE REQUIRED DATE. **IF THIS TIME FRAME IS NOT MET, THE APPLICANT WILL BE REQUIRED TO BARRICADE/CONE OFF THE PERMITTED AREA.** PERMITS WILL **NOT** BE ISSUED FOR ADVERTISEMENT PURPOSES, DISPLAYS, EXHIBITIONS, OR PRIVATE PARKING. **PERMITS MUST BE DISPLAYED CURBSIDE IN ALL PERMITTED VEHICLES AT ALL TIMES. FAILURE TO DO SO COULD RESULT IN THE VEHICLE(S) BEING TICKETED.**

## FILM CONTACTS

The City of Austin has tasked the **Economic Development Department** with providing assistance for ANY filming needs. The primary contact at the Economic Development Department is **Jim Butler**. He can be reached via **phone at 512-974-6318 or e-mail at [Jim.Butler@austintexas.gov](mailto:Jim.Butler@austintexas.gov)**. Click [here](#) to visit the home webpage for Economic Development Department, Filming.

City of Austin Contacts		
Airport Properties Program	Francisco "Kiko" Garza	512-530-7526; <a href="mailto:Francisco.Garza@austintexas.gov">Francisco.Garza@austintexas.gov</a>
Austin Center for Events	Permitting	<a href="http://austintexas.gov/citystage">http://austintexas.gov/citystage</a>
Austin Energy Public Information Office	Luis Rivas	512-322-6306
Austin Fire Department	Permitting	512-974-0160
Austin Police Department	Special Events	512-974-5032; <a href="mailto:APDSpecialEvents@austintexas.gov">APDSpecialEvents@austintexas.gov</a>
Parks Reservation Office	Jason Maurer	512-974-2427; <a href="mailto:Jason.Maurer@austintexas.gov">Jason.Maurer@austintexas.gov</a> <a href="http://www.austintexas.gov/page/special-events-policies-procedures">http://www.austintexas.gov/page/special-events-policies-procedures</a>
State of Texas Contacts		
Capitol Grounds – Texas State Preservation Board, Events & Exhibits Coordinator	Robert Davis	512-463-3051; <a href="mailto:Capitol.Events@tspb.state.tx.us">Capitol.Events@tspb.state.tx.us</a> ; <a href="mailto:Robert.Davis@tspb.state.tx.us">Robert.Davis@tspb.state.tx.us</a>
Texas Film Commission, Public Properties	Lindsey Ashley OR Kim LeBlanc	512-463-9200; <a href="mailto:Lindsey.Ashley@gov.texas.gov">Lindsey.Ashley@gov.texas.gov</a> ; <a href="mailto:Kim.LeBlanc@gov.texas.gov">Kim.LeBlanc@gov.texas.gov</a> ; <a href="mailto:Film@gov.texas.gov">Film@gov.texas.gov</a>
Texas Department of Transportation (TxDOT)	Wayne Rehnborg	512-832-7390; <a href="mailto:Wayne.Rehnborg@txdot.gov">Wayne.Rehnborg@txdot.gov</a>
University of Texas at Austin	Amy Maverick Crossette	512-573-1078
Miscellaneous Contacts		
Austin Film Commission	Brian Gannon	512-583-7230
Texas Highway Patrol	Region 7	512-474-4822

**\*\*PLEASE ADVISE US IF YOU IDENTIFY OUT OF DATE CONTACT INFORMATION ON THIS LIST\*\***



**AUSTIN POLICE DEPARTMENT**  
**SPECIAL EVENTS UNIT**  
 P.O. Box 689001  
 AUSTIN, TX. 78768-9001  
 PHONE – (512) 974-5032 / FAX (512) 974-6636

**FILM PRODUCTION**

Individuals and production companies will complete this application for review by the Austin Police Department for approval. Permit applications must be faxed or emailed to the APD Special Events Unit at least **five (5) business days** prior to filming at **(512) 974-6636** or [apd.specialevents@austintexas.gov](mailto:apd.specialevents@austintexas.gov).

**DATE(S) OF FILMING:** \_\_\_\_\_

**TIME AND LOCATION OF FILMING:** \_\_\_\_\_

**LOCATION OFFICERS WILL REPORT TO (If Applicable):** \_\_\_\_\_

**PERSON REQUESTING AUSTIN POLICE DEPARTMENT (APD) APPROVAL:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**WORK FAX:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NAME OF PRODUCTION COMPANY:** \_\_\_\_\_

**COMPANY BILLING ADDRESS:** (Include Name, Street Address, City, State, and Zip Code.)

**OWNER'S FULL NAME:** \_\_\_\_\_

(If more than one, list additional on back of page)

Individuals and production companies shall pay the City's actual cost for City staff, utilities, and security used in assisting the production company. The City shall provide a film or visual media production crew with up to two (2) City of Austin police officers for up to fifteen (15) filming days, subject to certain requirements and limitations. Officers will be scheduled for up to eight (8) hour shifts in order to work traffic control and other public safety issues including the monitoring of vehicles, intermittent traffic control, lane closures, and crowd control.

**Is the filming budgeted to spend for local goods and services at least** *(check any that apply):*

- One million dollars for a feature film and documentary
- One million dollars a season for a television production of an episodic series; or
- One hundred thousand dollars for a commercial, series of commercials, infomercial, interstitial, music video, or video game.

The production company will receive an invoice from the Austin Police Department. After filming is complete, the production company shall provide the City with a final location expenditure report verifying that actual purchases of local goods and services. If the expenditures fail to meet the minimum thresholds prescribed by the City, the production crew shall pay the City for the Austin peace officer services provided during the filming in the greater Austin area.

**Requests for Officer Assignment:**

Number of officers requested? \_\_\_\_\_

Officers will be in uniform:  Yes or  No

Is a Marked Police Vehicle Requested:  Yes or  No

Officer duty hours: Start: \_\_\_\_\_

Finish: \_\_\_\_\_

**Summary of Officer Duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This project is (check one):**

- |                                                    |                                            |                                                                       |
|----------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Feature Film              | <input type="checkbox"/> Music Video       | <input type="checkbox"/> Television Programming                       |
| <input type="checkbox"/> Corporate Video           | <input type="checkbox"/> Short Film        | <input type="checkbox"/> Public Service Announcement                  |
| <input type="checkbox"/> Documentary               | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Movie <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other as specified: _____ |                                            |                                                                       |

Will this production involve a public display of weapons or act of violence?  Yes or  No

Will APD Special Events coordinate the off-duty police officers for this Production?  YES /  NO

Will other off-duty police officers be used for this event?  YES /  NO

*If yes, what law enforcement agency are they employed by?*

Austin Police Department (under a Secondary Employment Contract)

Other Law Enforcement Agency: \_\_\_\_\_

What is the name and contact information for the off-duty police officers coordinating the officers for this production? (Leave blank if APD Special Events)

Name: \_\_\_\_\_

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

Will a private security agency be used for this event?  YES /  NO

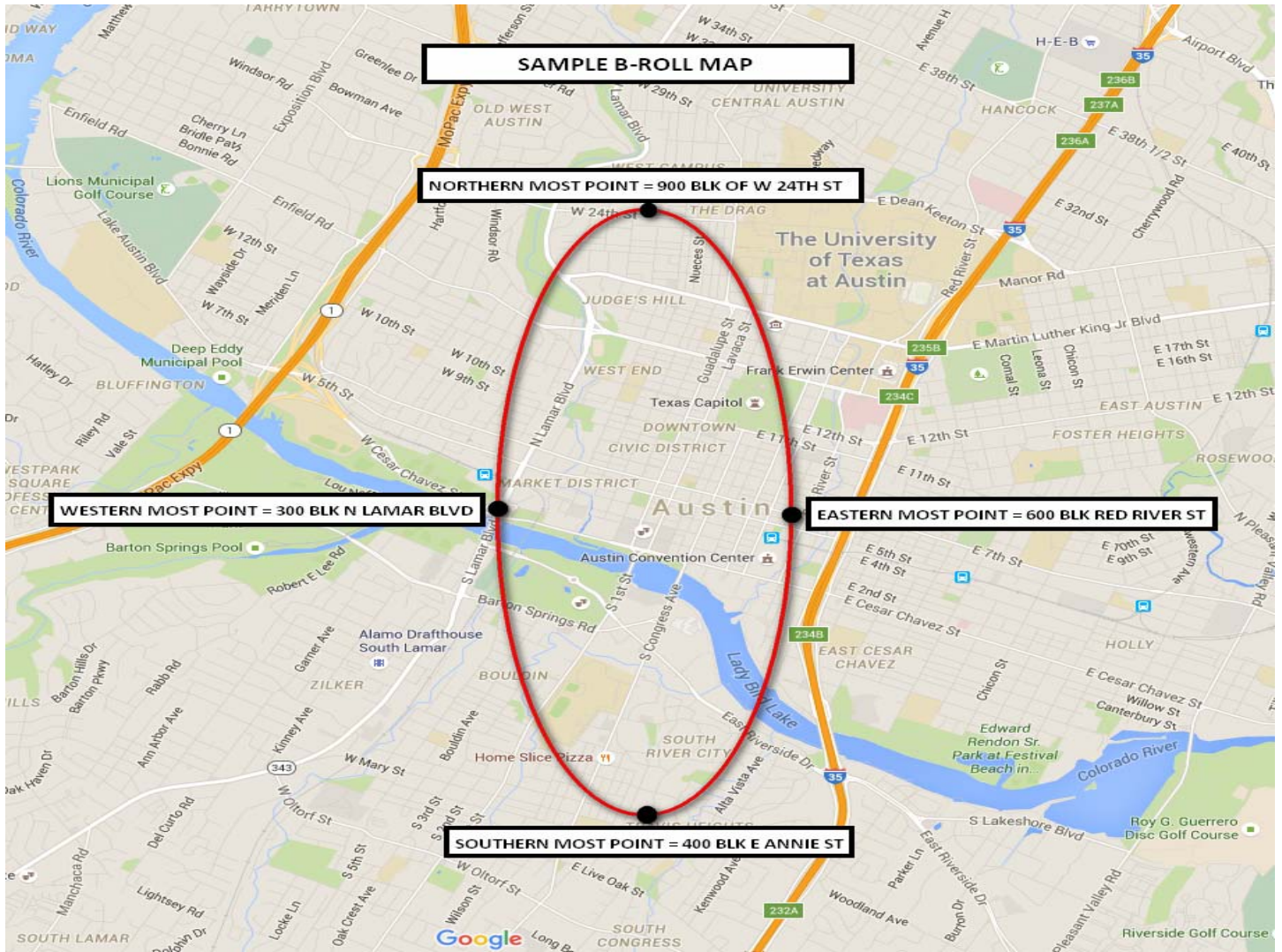
*If yes, what agency are they employed by?* \_\_\_\_\_

Number of security agents to be hired for the event \_\_\_\_\_

*I certify the information in this application is accurate and the Film Production described with this permit will follow all laws and ordinances of the State of Texas and City of Austin.*

\_\_\_\_\_  
(Signature of Applicant Requesting Permit)





## Right of Way Management Application Network

### New Activity Request - Film

#### Your Properties

- 900-999 block of W 24TH ST [remove from request](#)
- 300-399 block of N LAMAR BLVD [remove from request](#)
- 400-499 block of E ANNIE ST [remove from request](#)
- 600-699 block of RED RIVER ST [remove from request](#)

Street Name:

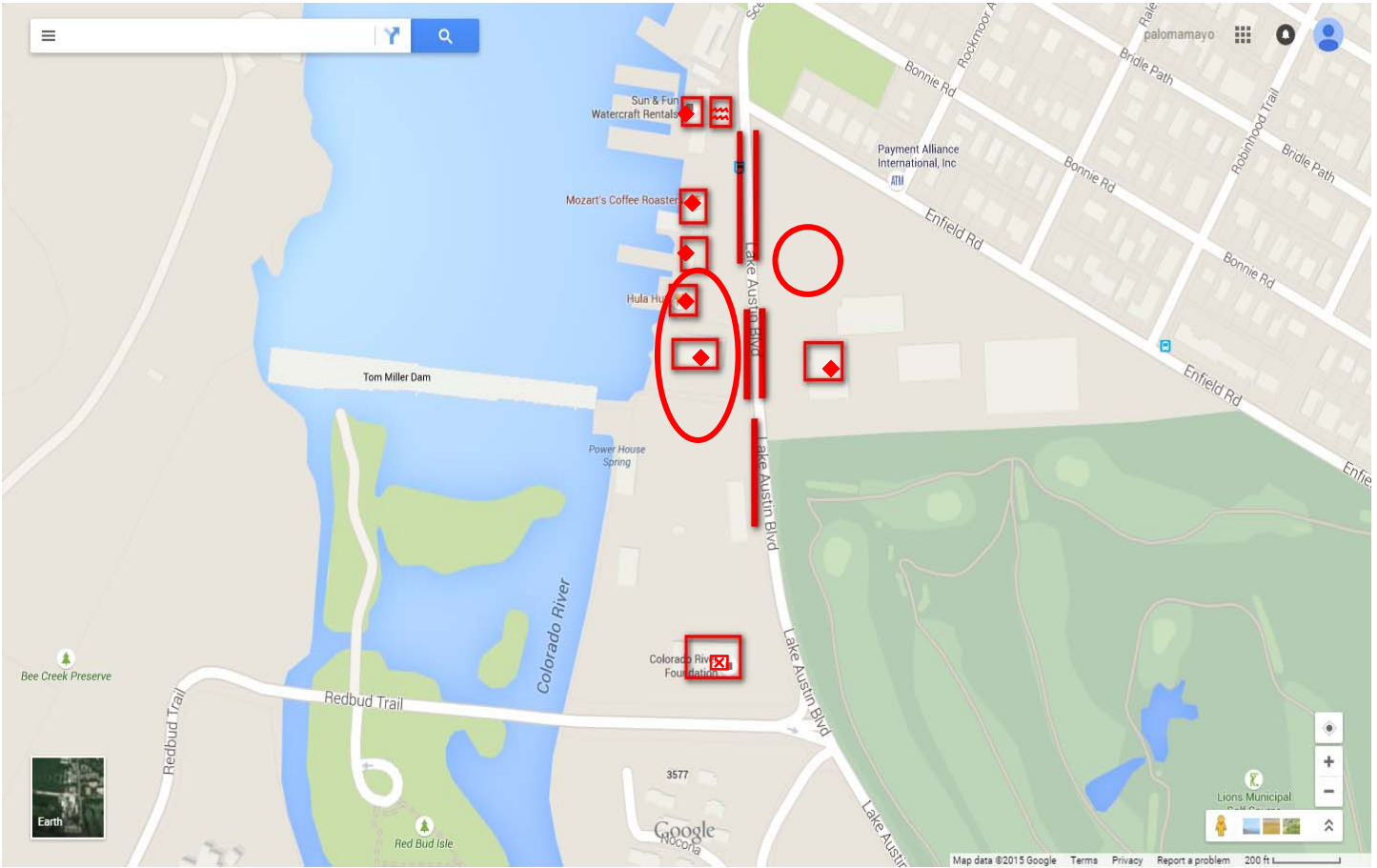
#### Identify Properties

You can request block ranges or individual properties for your permit. First, search for the street you wish to use by entering a partial name for the street. For example, if you are requesting a permit to conduct activities at 300 West 17th Street, then enter "17" in the Street Name block and click the "Search for Street" button. Then, choose either a from/to block range, or enter a house number for the appropriate street and click the corresponding "Add" button to insert the data into the permit. When you are finished entering the requested street segments or house address, click the "Continue to Next Step" button at the bottom of the page to continue to the Permit Descriptions page.

**Note:** For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

[Return](#) to Right of Way Main Menu Page.

## SAMPLE MAP - COMMERCIAL



### FILM ACTIVITY, DATE, TIME, AND SPECIFICS:


Fill-in the highlighted section with details specific to your production.


Your Production Company Name will be filming a PSA for the Right of Way Management Division at 3701 Lake Austin Blvd. on April 1, 2015 from 10 a.m. to 3 p.m.

Scenes will be shot on sidewalk. All actors on sidewalk will remain mobile and will not impede the flow of pedestrian traffic. No closure of sidewalk shall occur. All equipment will be staged on the private property at 3701 Lake Austin Blvd. Vehicles will park on along the 3600-3900 blk of Lake Austin Blvd.

### LEGEND:

----- = Parked Vehicles      ○ = Primary Filming Area

 = Two Signoff Attempts, Notification Left at Door

 = Signoff Approval

 = Signoff Disapproval

### SIGNOFF ATTEMPTS:

Attempt 1 – March 28, 2015 from 7 a.m. to 9 a.m.

Attempt 2 – March 30, 2015 from 4 p.m. to 7 p.m.



# City of Austin

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

## **NOTIFICATION OF PROPOSED FILMING PERMIT AND SIGN OFF 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 512-974-1150.

**Name of Film:** \_\_\_\_\_

**Film Company:** \_\_\_\_\_

**Permit Applicant Name:** \_\_\_\_\_

**Applicant Contact Information:** \_\_\_\_\_

### **Film Preparation Information:**

*If the applicant intends to use the right of way for preparation prior to the film activity, that information is included here.*

Dates and Times: \_\_\_\_\_

Streets Affected: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

### **Film Activity Information:**

Dates and Times: \_\_\_\_\_

Streets Affected: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

**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)

This is a (check one)  Residence  Business. \_\_\_\_\_ **(Name of Business if applicable)**

**COMMENTS:**





# City of Austin

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

## **PROPOSED FILMING PERMIT DOOR HANGER NOTIFICATION**

Dear Property Owner / Resident:

The City of Austin requires that an in-person attempt be made to notify you of a proposed right of way film permit adjacent to your property. This notification must include a map which indicates any obstructions to be placed in the closure area and a NOTIFICATION OF PROPOSED FILMING PERMIT AND SIGN OFF REQUEST. Both of these documents have been included here for your review.

Please take a few moments to review and fill out the attached form. For additional information concerning the actual filming at this location please contact the person indicated on the attached form. Once you have completed the form please contact 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 512-974-1150.

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

Date and Time: \_\_\_\_\_

Thank you,