



PORTLAND FILMOFFICE

Notification and Permit Conditions for ROW: Sidewalks and Streets ITC and Partial/Full Lane Closures

Letters of Notification and Neighborhood/Business Association Communication

1. NOTIFY residents, businesses, and neighborhood/business associations at least three business days in advance of permit start time.
 - Productions are required to notify businesses and residents three business days in advance of filming. This means that locations need to be selected three business days in advance if there will be parking or ROW permits issued. Notification needs to happen before permit will be issued. Notification is a condition of receiving the permit to film.
 - Three business days' notice allows time for productions to respond to questions/concerns from the neighborhood BEFORE filming begins.
 - If unavoidable circumstances delay notification, contact the Portland Film Office immediately.
2. Notify by letter
 - Template provided by Portland Film Office online at: <http://www.portlandfilmoffice.com/s/Neighborhood-Notification-Letter.docx>
 - Letters must have production name, contact name, and contact number so that business owners or citizens can contact the production directly with questions/concerns.
3. Letters must be distributed to every business and residence in filming area and, when appropriate, in areas adjacent to filming activity.
 - Productions are responsible for distributing notification letters to residents/business owners.
 - If it is not possible to personally hand deliver notification, leave the letter affixed to doorknob or securely affixed in very visible location on the property.
 - Do not put letters in mailboxes – it is a federal violation.
 - If permit is for ITC/closure on any street, then notification on adjacent streets is mandatory.
4. Production must also notify neighborhood and business associations if they will be filming in the area.
 - Maps and contact names for these associations are online: <http://www.portlandonline.com/oni/>.

- Look under “My Neighborhood” section for links to organizations and contact names.
- Please use these resources to determine who your contacts will be and notify them three business days in advance of filming.

Placing of Barricades

1. All No Parking barricades must be placed at least 24 hours in advance of parking permit start time. The City requires 3 -5 barricades per block face, use more if appropriate.
2. Barricades should be placed on sidewalk, perpendicular to sidewalk and facing parking spaces, so that Date/Time info is clearly visible.
3. All barricades must have the same information:
 - Dates and Times of parking permit
 - Name of Production Company
 - Permit is For Film
 - Information should be written clearly, legibly and as large as possible.
 - Use this template to print signage for your barricades:
<http://www.portlandfilmoffice.com/s/pbot-filming-no-parking-sign-template.pdf>
4. Once filming has wrapped, please immediately remove barricades and free up parking spaces.
 - When spaces are no longer needed by production, they should be released back to the public.
5. Resources for assistance with notifications and barricading are online via OMPA at:
http://sourceoregon.com/directory/list/equipment/barricades_traffic_control/