

**City of St. Paul Department of Public Works
Traffic and Lighting Division Right of Way Section
Filming Procedures/Policy
March 18th, 2011**

- The Marketing and Promotions Office is designated by the Mayor to work directly with film companies working in Saint Paul.
- After working out all requirements with the film company for their film shoot, the Marketing and Promotions Office requests right-of-way permit(s) from Public Works for lane closures and traffic control needed during the project, etc. Public Works prefers issuing the permits to Marketing and Promotions Office.
- Before a permit(s) is issued, ROW (Right of Way) permit staff will review site conditions with Marketing and Promotions to identify and, if necessary, assist with setting up all necessary traffic control measures, bus detours, etc., working with the film company, Police Department, and traffic control barricade company or similar entity to place traffic control signs, barricades, etc.
 1. Public Works has a strong preference in the downtown area for weekend work (6PM Friday-6AM Monday), 9AM-3PM only, or 6PM-6AM only, in order to keep rush hour traffic flowing smoothly.
 2. If multi-day permit, Public Works strongly prefers set up after 9AM first day, and tear-down before 3PM last day.
- Public Works will talk to and/or meet with permittees on site if necessary before the effective date, and confirm and/or modify permit conditions if needed.
- The permit section (651-266-6151) will write all conditions on the permit. These conditions may have to be more restrictive during especially critical major downtown events such as Taste of Minnesota.
- Filming permits are exempt from hooding labor fees by Council Resolution. Other fees apply: Lost revenue meter fees. (Not applied on Sundays or holidays) and per meter per day permit fees.

Approved: _____

Traffic Engineer

3-18-11

Date

Public Works Traffic and Lighting Division Right of Way Section
Traffic Operations Building
899 North Dale Street
St. Paul, MN 55103
651-266-6151