



## FILMING IN THE CITY'S RIGHT-OF-WAY

Transportation and Public Works Department  
Right-of-Way Permits  
200 Texas Street  
Fort Worth, TX 76102  
[zz.TPWROWMPermits@fortworthtexas.gov](mailto:zz.TPWROWMPermits@fortworthtexas.gov)

*If any portion of a City street and or sidewalk within the City right-of-way will be restricted or closed, it is necessary to obtain a permit from the Planning and Development Parkway Department.*

**If an event, as indicated below, is held or staged on any portion of the City's right-of-way (sidewalk, lane or street), the Special Events Street Use Policy & Process shall be followed:**

- **Filming:** Required to submit a written synopsis of the filming project, event site plan and traffic control plan must be submitted for this activity. **Street Use Permit Fee: \$250**

*These Temporary Street Closure procedures relate to the closing of City streets and or sidewalks, or public rights-of-way for Public Events (3) days or less. Temporary **(full)** Street Closures for Public Events exceeding three (3) days must be approved by the City Council – **must provide (45) days lead-time to process M&C for Council Agenda.***

### **Eligibility/Criteria:**

1. Streets may be temporarily closed if they do not interfere with necessary traffic circulation, or police and fire emergency routes. This requirement is normally satisfied through use of streets during weekends and holidays and with permission of relevant City departments.
2. Temporary street closures conforming to these guidelines may be approved if determined to be in the public interest.
3. No Interstate Highway or frontage road shall be closed without permission of the **Texas Department of Transportation at 817-370-6749.**

### **Requirements:** The following requirements must be met:

1. An application for a temporary street closure permit may be obtained from the TPW Street Use Division - Permit Center 817-392-8557
2. Fort Worth Police Officers may be required to be on-site during the activity
3. Barricades are required to be staffed by an adult **(18 years of age or older)** during street closure.
4. A Certificate of Insurance showing the City of Fort Worth as an additional insured in general liability for this event is required in the amount of \$1,000,000.
5. A written synopsis of the filming project event site plan and traffic control plan must be submitted for this activity. It is important to maintain access to businesses for customers and to keep adjacent neighborhood streets open for area residents.
6. Signed and dated Special Events Agreement
7. Restroom plan for cast and crew
8. Provide a copy of your notification letter to all affected Businesses and/or Residents

**Notification:** The Event Holder is required to provide written documentation (English and Spanish, when appropriate) to all residential, non-profit and commercial properties, and specified organizations and agencies affected by the closures, including all closed streets and businesses and homes within a one (1) block radius of the closure. Notice to the public must be provided at least three (3) weeks in advance of the event. The notice must state the dates of the event, the schedule of concerts or performances and state the time restrictions street will occur. Any questions or concerns from residents, business or property owners shall be addressed by the event holder prior to issuance of a permit.



**CITY OF FORT WORTH  
FILMING ON THE CITY RIGHT-OF-WAY APPLICATION**

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

FILMING COMPANY NAME: \_\_\_\_\_ EVENT/SHOW NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

24-HOUR CONTACT NAME: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ON-SITE PRODUCER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FILMING START/END DATES: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ FILMING HOURS: \_\_\_\_ / \_\_\_\_ ANTICIPATED CROWD: \_\_\_\_\_

OPERATIONAL HOURS: \_\_\_\_ / \_\_\_\_ SIGNATURE OF PRODUCER: \_\_\_\_\_

BRIEF DESCRIPTION OF FILMING ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_

COORDINATING POLICE OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- SIDEWALK
- AMPLIFIED MUSIC (Must comply with Noise Ordinance No. 14331)
- FENCING (all structures, banners, scaffolding, vendors, stages, etc., are required to be reflected, indicated and submitted on a detailed site plan.)
- LIST NUMBER OF LANES TO BE USED: \_\_\_\_\_
- FULL STREET CLOSURE
- BLOCKING / REQUEST PARKING METER RENTAL

STREET/LANE TO BE CLOSED (Intersections) FROM TO (BEGIN & END) DATE AND TIME OF CLOSURE

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**CLOSURE TIME COMMENTS: (PLEASE INCLUDE THE OPERATIONAL HOURS OF YOUR EVENT ABOVE)**

\*\*\*A DETAILED SYNOPSIS OF YOUR FILM PRODUCTION PLAN MUST ACCOMPANY THIS REQUEST FORM \*\*\*

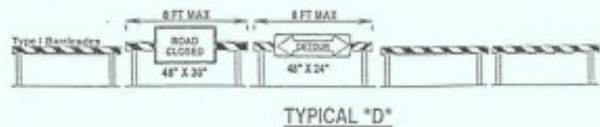
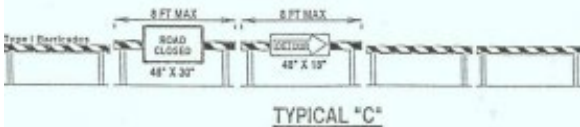
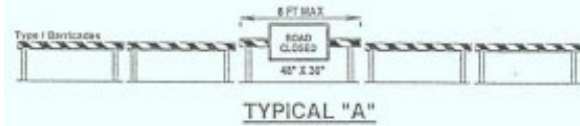
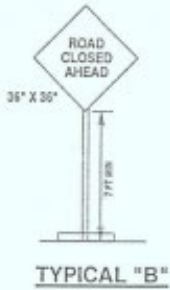
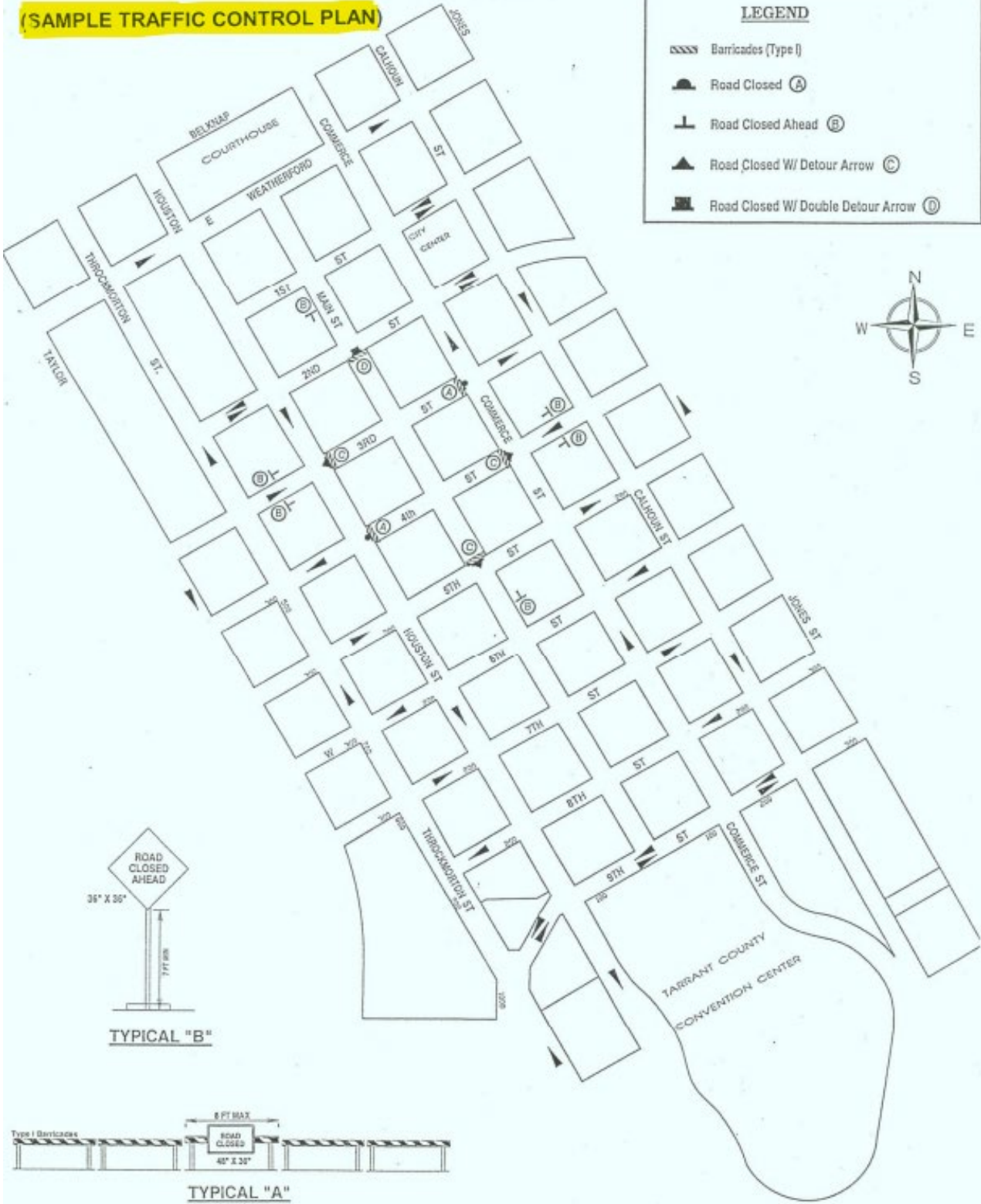
**\*\*\*A minim of 3 weeks is required to accommodate notices and processing\*\*\***

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**(SAMPLE TRAFFIC CONTROL PLAN)**

**LEGEND**

-  Barricades (Type I)
-  Road Closed (A)
-  Road Closed Ahead (B)
-  Road Closed W/ Detour Arrow (C)
-  Road Closed W/ Double Detour Arrow (D)



## SPECIAL EVENTS STREET USE TERMS AND CONDITIONS AGREEMENT

1. The "Street Use Permit" and Traffic Control Plan (TCP) must be on site during your event at all times. You are authorized to occupy only the area(s) noted on the permit. You may not occupy or block access to additional city property (sidewalks, parking lots, rights-of-way, etc.) or private property without permission.
2. The Event Holder shall comply with all requirements of the City's Street Use Requirements and any additional requirements as may be attached to the Street Use Permit.
3. Amplified music is prohibited by City Ordinance between the hours of 10:30 p.m. and 7:00 a.m. or at any time on Sunday, provided however, that it shall be a defense to prosecution per Noise Ordinance Sec. 23.8
4. An adequate number of portable toilets, including mobility-impaired units, are required.
5. All necessary food and/or beverages permits and information for proper dispensing and handling procedures have been obtained from the City Health Department (817-871-7255) and are in accordance as stated under Model Food Ordinance #9827.
6. Permits for dispensing alcoholic beverages shall be obtained from The Texas Alcoholic Beverage Commission (TABC) (817-451-9466) at least two (2) weeks prior to the event.
7. Daily litter removal is required in the vicinity of the closed streets. Litter must be removed from the sidewalks and streets inside the event area and for one (1) block around the event on the morning after each scheduled event day prior to 8:00 AM.
8. Off duty City of Fort Worth Police Officers or other peace officers licensed in the State of Texas must be on site throughout the event's operations and outside the perimeter of the street closure to provide security and traffic control. The Police Department shall determine the number of officers required for the event.
9. When it is the opinion of the Fire Code Official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall employ one or more qualified Fire Marshals, EMS and Public Safety Plan as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted, in accordance with IFC 2003 (SECTIONS 403.1, 403.1.1, and 403.1.2).
10. The Event Holder shall be responsible for costs of repairs in excess of amount of deposit and shall be invoiced and due within 30 days for all costs related to these, or other, requirements.
11. If the site is left in as good or better condition than before the event, the deposit will be returned. Reimbursement to cover damage to public or private property shall be deducted from the deposit at the rate of three (3) times the actual cost of repairs. In addition, when the City of Fort Worth has to provide on-duty resources due to the lack of Security, Fire Marshals, etc., the event holder will be billed for this service. Please allow approximately 30 days for processing any refunds.

**I have read and understand the rules, regulations, terms and conditions listed above and will abide by all requirements and ordinances of the City of Fort Worth.**

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**Print Name**

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**Signature of Event Holder**

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**Date**



## Transportation and Public Works Right-of-Way Permits

### **BASIC INSURANCE REQUIREMENTS**

The following are basic insurance requirements required to obtain a permit. Exceptions to the insurance requirements may be permitted, depending on the risk exposure in regards to respective services, products procured, or contractual terms, to name a few. These exceptions will be reviewed and approved by our Risk Management Department. However, item number 3, Statutory Limits of Workers' Compensation, is required for all public projects.

1) **Commercial General Liability (CGL) Insurance Policy**

\$1,000,000 Each occurrence  
\$2,000,000 Aggregate limit

2) **Automobile Liability Insurance Policy**

\$1,000,000 Each accident on a combined single limit basis A commercial business policy shall provide coverage on "Any Auto", defined as owned, hired and non-owned.

3) **Worker's Compensation Insurance Policy**

- ☆ Statutory Limits
- ☆ Employer's liability
  - \$100,000 Each accident/occurrence
  - \$100,000 Disease-per each employee
  - \$500,000 Disease-policy limit

4) Policy Endorsements should be stated as follows:

- ☆ **The City of Fort Worth, its Officers and Employees named as an Additional Insured as Required by City Ordinance.**
- ☆ Thirty (30) days' notice of cancellation or non-renewal. It would be advantageous to the City to require the following clause:
- ☆ "This insurance shall not be cancelled, limited in scope or coverage, cancelled or non-renewed, until after thirty (30) days prior written notice has been given to the City of Fort Worth".
- ☆ Waiver of rights of recovery (subrogation) in favor of the City of Fort Worth.

5) The insurers for all policies must be licensed/approved to do business in the State of Texas and have minimum rating of A:VII in the current A. M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of the Risk Manager.

6) The deductible or self-insured retention (SIR) affecting required insurance coverage shall be acceptable to the Risk Manager of the City of Fort Worth in regards to asset value and stockholders' equity. In lieu of traditional insurance, alternative coverage maintained through insurance pools or risk retention groups must also be approved.