

Jefferson Parish Film Rules and Regulations

The Office of Film Jefferson is hereby authorized and directed to promulgate rules and regulations governing the form, time, and location of any film activity set forth within Jefferson Parish in accordance with *Jefferson Parish Code of Ordinances* (Chapter 26, Article IV). Office of Film Jefferson shall also provide for: issuance, exemptions, application, review, suspension, revocation, appeal, fees, transfer, and liability of film permits.

Film permitting process within Jefferson Parish shall be governed by:

- A. Permit Exemptions (no fee or Permit is required):
 - a. News media,
 - b. Family video,
 - c. Studio filming,
 - d. Charitable films,
 - e. Student filming,
 - f. Promotional filming,
 - g. Court filming,
 - h. Governmental filming,
 - i. Local business filming, or
 - j. Any other activity deemed to be in the public interest by Office of Film Jefferson.
- B. Applications for Filming (before any Permit is processed):
 - a. Must be completed in full and filed with Office of Film Jefferson,
 - b. Must be signed and accompanied by an insurance certificate as required herein, and
 - c. Must be received at least ten (10) business days prior to date on which Applicant desires to conduct activity for which Permit is required.
 - i. If intended activities may interfere with traffic or involve potential public safety hazards, Application must be received at least fifteen (15) business days prior to date on which Applicant desires to conduct activity for which Permit is required.
 - ii. Late Applications will not be processed unless issuing authority determines special circumstances, relative to the Application, precluded a timely submission.
 - d. There shall be a non-refundable initial application fee of one-hundred and fifty dollars (\$150.00) for each production.
- C. Applicant Meetings:
 - a. Prior to issuance of Permit, Applicant or Office of Film Jefferson may request a meeting with relevant parish/local departments or relevant council member(s) to facilitate a more streamlined and open film permitting process.
- D. Requests for Permit:
 - a. Each film location must obtain its own unique Permit.
 - b. Film location permit requests—inclusive of all applicable local, state, and federal permits/approvals—must be individually filed with Office of Film Jefferson no later than five (5) business days prior to date when filming begins at such locations.
 - i. If intended activities may interfere with traffic or involve potential public safety hazards, then related film location permit request(s) must be filed with Office of Film Jefferson no later than ten (10) business days prior to date when filming begins at such location(s).
 - c. Late permit requests will not be processed unless issuing authority determines special circumstances, relative to the Application, precluded a timely submission.

- d. Each film location permit request must include:
 - i. Contact information of all Production Company(-ies) involved, including: name(s), address(es), phone number(s), and e-mail(s);
 - ii. "Working Title" of production;
 - iii. Contact information of person(s) in charge of filming activity, including: name(s), address(es), phone number(s), and e-mail(s);
 - iv. General statement of character/nature of proposed filming activity, including: detailed description of any potentially disruptive activities;
 - v. Address at location of filming activity;
 - vi. Inclusive dates and hours filming activity will transpire;
 - vii. Number of personnel to be involved;
 - viii. Statement regarding use of animals, pyrotechnics, simulated gunfire, or any other potentially hazardous activities;
 - ix. List and staging plan of major equipment to be used, including but not limited to: trucks, buses, limousines, generators, honey wagons, cameras, booms, and cranes;
 - x. Explanatory map illustrating all relevant filming locations, including but not limited to: base camp, catering, crew parking, etc.; and
 - xi. Such additional information as Office of Film Jefferson may reasonably require.
- E. Issuance and Denial of Permit:
 - a. Office of Film Jefferson shall issue a Permit if it determines proposed use:
 - i. Will not unreasonably interfere with traffic or pedestrian movement,
 - ii. Will not endanger, be detrimental to, or unreasonably interfere with the public peace, health, safety, or general welfare;
 - iii. Will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in/through permit area,
 - iv. Will not adversely affect Parish's ability to perform normal parish functions or furnish normal parish services in the vicinity of permitted area and will not result in Parish incurring costs/expenditures in money/personnel that have not been reimbursed by Applicant/Permittee; and
 - v. Will not constitute a fire/safety hazard, as determined by proper authorities, and all proper safety precautions and inspections as required by proper authorities will be taken, as is reasonably necessary, to protect the public peace, health, safety, and general welfare.
 - b. Office of Film Jefferson shall deny Permit if Application contains incomplete/false information or if conditions of all applicable laws and regulations have not been met.
 - i. When grounds for denial of Permit can be corrected by imposing reasonable conditions, Office of Film Jefferson may elect to impose such conditions rather than denying Permit.
- F. Suspension and Revocation of Permit:
 - a. Office of Film Jefferson may immediately suspend or revoke a Permit if:
 - i. Any required conditions or applicable laws/regulations are no longer being met,
 - ii. Information supplied by Permittee becomes or is determined to be false/incomplete, or
 - iii. Any substantial change in circumstances results in proposed use becoming detrimental to the public peace, health, safety, or general welfare; or it is found necessary for protection of the same.

G. Adjustment, Transfer, and Reassignment of Permit:

- a. Upon reasonable notice by Permittee, Office of Film Jefferson is authorized to change date(s) and/or location for which a Permit has been issued without requiring a new Permit or a new permit request.
- b. Film location Permit(s) shall not apply or be transferred to any other person(s), company(-ies), or location(s).

H. Appeals:

- a. Applicant/Permittee may appeal a permit denial, revocation, suspension, condition, or a decision by Office of Film Jefferson not to waive a deadline.
 - i. Appeals shall be filed with Office of Film Jefferson no later than two (2) business days after date when written notice of decision is made.
 - ii. Failure to file a timely appeal shall result in a waiver of the right to appeal.
 - iii. Office of Film Jefferson shall review appeal(s) no later than two (2) business days after filing(s) and render appeal decision(s) at the end of such review period. Office of Film Jefferson's appeal decision(s) may be further appealed to Parish Council at its next available meeting. Parish Council decision(s) shall be final.

I. Street/Lane Closures:

- a. If filming at location may require intermittent traffic control and/or street/lane closure(s), Applicant must request that the relevant law enforcement authority or state agency, in conjunction with Parish, authorize such intermittent traffic control and/or street/lane closure(s); and Applicant shall notify Office of Film Jefferson of all applicable closure request(s) on the related film location permit request.

J. Special Effects/Fire Permit:

- a. For filming of any special effects or stunts requiring use of pyrotechnics or any material deemed hazardous, including but not limited to: fireworks, open flames, or explosives, Applicant must obtain a fire permit from the relevant local fire department.

K. Aerial Filming:

- a. All aerial filming productions must provide a copy of an approved FAA Form 7711-2, or other official waiver, along with a copy of the briefing on flight operations for all participating persons/property.
- b. No film Permit shall be construed as a waiver of 14 CFR § 91.119, 14 CFR § 91.515(a), or 14 CFR § 91.303, which dictate federal flight altitude regulations.

L. Use of Parish Property:

- a. Applicant shall request use of Parish-owned property with relevant Parish department. Such request(s) must be made at least five (5) business days prior to date when filming begins at such location.

M. Liability Provisions:

- a. Before a Permit is issued for film production on public property, a certificate of insurance will be required in an amount not less than one-million dollars (\$1,000,000.00) per instance of claim

for general liability. For protection against claims of third persons for personal injuries, wrongful deaths, and property damage and to indemnify Parish for damage to parish property arising out of Permittee's activities, certificates of insurance shall name as additional insureds:

“The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council.”

Address: Office of Film Jefferson
1221 Elmwood Park Boulevard, Suite 403
Jefferson, LA 70123

Moreover, Parish reserves the right to determine any additional insurance requirements it may deem necessary to protect Parish. And no certificate of insurance shall be cancelled without Parish receiving at least thirty (30) days advance written notice of all coverage provided to Parish that is to be cancelled.

- b. Permittee shall conform to all applicable federal/state requirements for worker's compensation insurance for all persons operating under Permit.
- c. Prior to issuance of Permit, Applicant shall execute a hold-harmless agreement as provided by Parish. Such agreement shall indemnify, defend, and hold Parish, its officers, employees, and agents harmless from all claims and liabilities of any kind whatsoever, resulting from or arising out of the issuance/denial of such Permit or that are caused or claimed to be caused by Parish, its officer, employees, or agents, and from all expenses of investigating and defending against the same.
- d. To ensure cleanup and restoration of production footprint, Applicant may be required to submit a refundable security deposit.

N. Violation and Enforcement:

- a. If Applicant/Permittee violates any provision of these Film Rules and Regulations or a Permit issued pursuant thereto, Parish may revoke or suspend Permit. Parish further reserves the right to initiate criminal, civil, and/or administrative penalties pursuant to *Jefferson Parish Code of Ordinances* (Sec. 1-10).
- b. In its discretion Parish may revoke a Permit if said Permittee fails to abide by any provision of the *Jefferson Parish Code of Ordinances* or state/federal law/regulation.

The following shall apply to all filming activities:

O. Notification:

- a. At least forty-eight (48) hours prior to any activity requiring Permit, all residents and merchants within one (1) block in all directions of all filming/parking activity must receive notice of:
 - i. Filming dates, times, and location address;
 - ii. Any planned stunts or special effects that might cause visual or auditory disturbance;
 - iii. Any possible street closures, traffic interruptions, or parking issues; and
 - iv. Contact information of both Production Company and Office of Film Jefferson.
- b. For review and approval prior to distribution, a copy of notification letter(s) must be supplied by Applicant to Office of Film Jefferson.
- c. All notification letters distributed to residents must contain contact information of both Production Company and Office of Film Jefferson.

- d. Notification letters must be distributed one block in all directions from key location and from those locations impacted by parking footprint.
- P. Frequently-Filmed Areas:
- a. Particular scrutiny shall be given to requests and Permits in frequently-filmed areas.
 - b. To prevent neighborhood fatigue, film locations (and all locations impacted by parking footprint) shall be deemed frequently-filmed areas if, within previous ninety (90) days, such areas are:
 - i. Residential areas used for six (6) or more days of shooting, or
 - ii. Commercial areas used for fifteen (15) or more days of shooting.
 - c. If a film location is deemed a frequently-filmed area, a neighborhood ballot must be submitted to Office of Film Jefferson. All neighbors and/or business owners within one (1) block in all directions of filming and parking footprint must be issued a ballot. Should more than forty percent (40%) of balloted individuals vote against the proposed filming activities, Permit may be denied.
- Q. Cleanup:
- a. Permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and to the cleanup of trash and debris. Upon completion of filming and before leaving site each day, the area shall be cleaned of trash and debris and restored to its original condition. Permittee shall budget production timelines so as to complete all such daily production activity (e.g. cleanup, restoration, load-out, and full departure) within the timeframe of Permit.
 - i. Permit(s) may be conditioned upon the restoration of the public place and the reimbursement of Parish expenses, including among other expenditures: the removal/reinstallation of street fixtures/signage and any parking restriction activities as may be required.
- R. Filming on Private Property:
- a. Applicant is required to obtain property owner's permission, consent, and/or lease for use of property not owned or controlled by Parish.
- S. Nudity:
- a. Any nudity, as defined in *Jefferson Parish Code of Ordinances* (Sec. 20-75), shall be screened from public view.
- T. Residential and Merchant Protection:
- a. Production personnel (and their equipment) shall not block sidewalk area in front of an open commercial business or a residential building—including residential patios, windows, doorways, or entryways—unless Production Company has secured permission of the merchant and/or property owner. Customers, employees, residents, and guests of affected properties shall be allowed free ingress/egress to all buildings, merchants, and parking facilities. During production, arrangements shall be made to ensure access to properties, merchants, deliveries, trash pickup, move-in/move-out, etc.

- b. Generators, portable toilets, toilet vehicles, recreational fires, and outdoor food preparation using charcoal/gas grills must abide by established Parish ordinances.
- c. Production personnel must focus lighting on filming area only and make every effort at all times to shield lighting from adjacent properties, pedestrians, and patrons of commercial businesses.

U. Parking:

- a. In order to assure safety of citizens in surrounding community, access roads (which serve as emergency service roads) must never be blocked.
- b. When parking in a parish-owned public parking lot, Permittee may be billed according to current rate schedule established by Parish.
- c. When parking in a vacant lot, production vehicles must park at least ten feet (10 ft.) from adjacent property lines.
- d. If Permittee must park equipment, trucks, and/or cars in residential areas or zones that will not permit it, Permittee must post temporary "No Parking" signs with approval of Office of Film Jefferson. All public works projects by any governmental agency shall take priority over any filming activity, whether such filming is permitted or not.
- e. Temporary "No Parking" signs shall be made available by Office of Film Jefferson.
 - i. Permittees shall pick-up and place signs no less than forty-eight (48) hours prior to commencement of filming and shall remove all signs no later than twenty-four (24) hours post conclusion of filming.
 - ii. If Permittee has followed all notification requirements of this section for the posting of "No Parking" signage and a vehicle is parked in said posted "No Parking" area, Permittee is authorized to tow said vehicle only to relocate it. Permittee shall indemnify and hold Parish harmless accordingly.
- f. The parking restrictions listed below are to be followed and enforced in all circumstances, regardless of any general parking permits that may be issued to a production. Please note: distance should be calculated to include any truck gates or trailers.
 - i. No parking within fifteen feet (15 ft.) of a fire hydrant;
 - ii. No parking within twenty feet (20 ft.) of an intersection;
 - iii. No parking within twenty feet (20 ft.) upon the approach to any "STOP" sign, flashing beacon, "YIELD" sign, or traffic control signal located at the side of a roadway;
 - iv. No parking within twenty feet (20 ft.) of the entrance to a fire station;
 - v. No parking within fifty feet (50 ft.) of a railroad crossing;
 - vi. No parking within three feet (3 ft.) of a public or private driveway, wheelchair ramp, or bicycle ramp;
 - vii. No parking on a sidewalk, on a crosswalk, within an intersection, or alongside a neutral ground curb;
 - viii. No parking alongside or opposite any street excavation when stopping, standing, or parking would block traffic;
 - ix. No parking any place where parking will block a traffic control device; and
 - x. No parking in handicapped parking or spaces designated for persons with disabilities, unless parked vehicle has a handicapped license plate or a disabled veteran license plate.

V. Adherence to Tree Protection and Preservation:

- a. It shall be unlawful for Permittee to park (or allow to be parked) cars, trucks, and/or equipment within the root protection zone ("RPZ" as defined in Sec. 40-178) of a tree on public property or a tree on private property located within the boundaries of Old Metairie Neighborhood Conservation District and Metairie Ridge Tree Preservation District (as delineated in Sec. 40-168 and Sec. 40-177).

W. Traffic Control:

- a. For filming that would impair traffic flow, Permittee must use Jefferson Parish Sheriff's Department and/or State Police to comply with all traffic control requirements deemed necessary. All interruptions of normal pedestrian or vehicular traffic must be noted on Permit and are subject to review by Office of Film Jefferson and by Jefferson Parish Traffic Engineering Division. Permittee shall obtain all necessary permits and approvals from Louisiana Department of Transportation and Development (LADOTD) prior to filming on a state highway and provide proof of such approval to Parish.
 - i. Permittee shall install (or cause to be installed) advance-warning signs and any other traffic control devices, including directional signage, in conformance with parish, state, and federal law/regulations. All appropriate safety precautions must be taken. All signs used for traffic control shall meet minimum reflectivity standards of Jefferson Parish Standard Specifications No. TE-006 (revised) and TE-006A (revised). Additionally, all traffic control devices shall be in accordance with Part VI of *Manual on Uniform Traffic Control Devices*, 2009 ed. as revised.
 - ii. For any lane closure or intermittent traffic control (ITC), traffic restriction time periods will be determined, in conjunction with Parish, by governing state and/or law enforcement agency(-ies) based on traffic volumes, location, and time of day.
 - iii. Prior to any street/lane closures, a site-specific Traffic Control Plan shall be submitted to Jefferson Parish Traffic Engineering Division for review and approval.
 - iv. Unless authorized by Parish or governing law enforcement agency, camera-cars must be driven in direction of traffic and must observe all traffic laws.
 - v. Any emergency roadwork or construction by parish/state crews and/or private contractors under permit/contract to the appropriate department shall have priority over filming activities.

X. Flood Control:

- a. Should filming occur while a tropical disturbance, storm, or hurricane is in the Gulf of Mexico, all filming activities will be subject to watches, warnings, and evacuation orders of parish, state, and federal authorities and may be suspended or halted accordingly. Please note: when filming in or on flood control properties, the controlling agency must grant express permission and be named as an additional insured.

Y. Noise Control:

- a. Unless otherwise stated, Permittee shall act pursuant to *Jefferson Parish Code of Ordinances* (Sec. 20-102).
- b. Generators located in residential neighborhoods shall be house-powered or whisper-quiet.

Z. Standard Filming Hours:

- a. Standard filming hours shall be between the hours of seven o'clock a.m. and ten o'clock p.m. (7AM–10PM). Office of Film Jefferson may extend these hours based on a showing of necessity and upon showing such exception would not disturb the peace.

Office of Film Jefferson appreciates the cooperation and assistance of film personnel in accordance with these rules and regulations. Office of Film Jefferson seeks to ensure a positive production experience for all and on occasion may update and amend these rules and regulations in an effort to reach that end. Adherence to these rules and regulations will be to the benefit of all filmmakers, will protect the quality of life of parish residents and guests, and will ensure the ongoing success of the film industry in Jefferson.

All production personnel should at all times adhere to these rules and regulations; and production leadership acknowledge by the signatures below that they have read and agreed to comply accordingly with the above.

****Please sign and return a copy to Office of Film Jefferson.****

Name of Production Company

Signature of Location Manager

Signature of Producer

Signature of Location Transportation Captain

Date of Agreement

Jefferson Parish Film Rules and Regulations Addendum

Old Metairie Neighborhood Conservation District

In addition to the broader Jefferson Parish Film Rules and Regulations and in accordance with *Jefferson Parish Code of Ordinances* (Chapter 26, Article IV), Office of Film Jefferson has promulgated the following rules and regulations governing the form, time, and location of any film activity set forth within the boundaries of Old Metairie Neighborhood Conservation District (as delineated in Sec. 40-168).

The following shall apply to all filming activities within Old Metairie Neighborhood Conservation District:

A. Base Camps:

- a. Production base camps shall not be located within the boundaries of Old Metairie Neighborhood Conservation District.

B. Vehicles and Equipment:

- a. Only essential equipment and working vehicles may be parked on filming/parking location(s) within the boundaries of Old Metairie Neighborhood Conservation District.
 - i. All other equipment and vehicles including crew and extra vehicles (unless picture cars) must be parked off-site in a production-company-secured parking site (base camp) outside the boundaries of Old Metairie Neighborhood Conservation District.
- b. Generators in Old Metairie Conservation District shall be house-powered or whisper-quiet.
- c. All non-essential production vehicles with a length over thirty-one feet (31 ft.) may not enter within the boundaries of Old Metairie Neighborhood Conservation District but shall instead be parked in base camp, unless Office of Film Jefferson previously approves otherwise.

C. Filming Hours:

- a. Production personnel must plan to complete daily set-up, load-in, cleanup, restoration, load-out, and full departure from filming/parking location(s) within Old Metairie Neighborhood Conservation District during the standard filming hours of seven o'clock a.m. through ten o'clock p.m. (7AM–10PM); and production timelines shall include a "hard out" within timespan of Permit. Office of Film Jefferson may extend these hours based on a showing of necessity and upon showing such exception would not disturb the peace.

All production personnel should at all times adhere to these rules and regulations, which may on occasion be updated and amended by Office of Film Jefferson; and production leadership acknowledges by the signatures below that they have read and agreed to comply accordingly with the above.

****Please sign and return a copy to Office of Film Jefferson.****

Name of Production Company

Signature of Location Manager

Signature of Producer

Signature of Location Transportation Captain

Date of Agreement