



Camera Ready - Filming Procedures

1. Film permits shall be run through the economic development department for the City and are subject to City Manager or Assistant City Manager approval.
 2. Fees for use of city-owned public spaces will be determined between the city and private film company prior to use.
 3. If a business or residency is directly affected by filming, compensation will be decided between the filming company and business owner or homeowner.
 4. Film company must notify and if necessary, negotiate reasonable impact fees with all potentially impacted businesses and residents, working with economic development dept. to identify the list of potentially impacted locations.
 - a. Typical film days shall be conducted between the hours of 7:00 a.m. and midnight for set up, filming, and breakdown.
 5. Private property use will be an agreement between the filming company and property owner.
 6. Road closure requests must be submitted without change no less than 10 days in advance of date of closure.
 - a. For example, if filming on Wednesday, September 9, request should be submitted by Monday, August 31 for final approval Wednesday, September 2 with communication beginning Thursday, September 3.
 7. Closures will be approved no less than 1 week from the closure date request. Beyond 1-week out, closures may not be changed except to open up a road originally requested to be closed. For road closure requests specifically:
 - a. Road closure and traffic plan requests should come with the application for approval and will be routed through the Police Department prior to City Manager or Assistant City Manager approval.
 - b. Fees and payment for police services should be negotiated directly with the Special Operations Division of the Lawrenceville Police Dept. at the time logistics are being reviewed for approval.
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City of Lawrenceville Camera Ready Contact:

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