



# City of Tulsa

## FILM PERMIT APPLICATION

07/2017

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### **Summary of Production**

Production Title: Undivided Nation Date of Project: 01/14/18 - 01/22/18  
Location 1: TBD Council District: TBD  
Location 2: TBD Council District: TBD  
Film Description: Documentary and Social Media capture for Undivided Nation **(Attach Schedule)**

**Production Category:** ☐ Feature Film ☐ Short Film ☒ B-Roll Film  
☐ Reality Television ☐ Episodic Television ☒ Documentary ☐ Public Announcement  
☐ Commercial ☐ Music Video ☐ Photo Shoot ☒ Other: non-profit

**Production Includes:** ☐ Street Closure ☐ Lane Closure ☐ Intermittent Traffic Control  
☒ Public Right-of-Way ☒ Private Property ☒ Public Park ☐ Private Park  
☐ No Parking Signage ☐ Tent/Canopy ☐ Drone ☐ Camera Vehicles  
☐ Gunfire ☐ Weapon Props ☐ Knives/Swords ☐ Criminal Simulations  
☐ Special Effects ☐ Explosive Devices ☐ Open Flame ☐ Pyrotechnics  
☐ Smoke Machine ☐ Stunts ☐ Animals ☐ Other: \_\_\_\_\_

Number of Crew/Cast: 5 Number of Crew/Cast Vehicles: 2 Number of Equipment Vehicles: 0

### **Production Manager, Applicant and Location Manager Information**

Production Company: Undivided Nation Website: http://undividednation.us/

Production Manager: Taylor Hay-Roe

Email: bytaylor@mailia@gmail.com Phone: (360) 464-5484

Applicant Name: Sara Oliveira

Email: filmwithsara@gmail.com Phone: (209) 591-3738

Location Manager: Sara Oliveira

Email: filmwithsara@gmail.com Phone: (209) 591-3738

On-site Contact: Michelle Place Mobile: (918) 712-9484

Billing Contact: David Leaverton Phone: (214) 870-6062

Billing Address: P.O. Box 5607 Austin TX 78763

Street

City

State

Zip

**Production Timeline and Lane/Street Closure Information**

**Production Starts:** Date: 01/14/18 Time: 4pm  
 Street Closure for Production Start: Date: n/a Time: n/a  
 Street(s) to be Closed for Production Start: n/a

(Attach Site Map)

Intermittent Traffic Control Only: Date: n/a Time: n/a  
 Street(s) to be Used for Intermittent Traffic Control Only: n/a

(Attach Site Map)

**Production Ends:** Date: 01/22/18 Time: 2pm  
 Street Reopens after Production End: Date: n/a Time: n/a

Yes ☐ No ☒ Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: \_\_\_\_\_

(Attach Traffic Control Plan)

Equipment Setup: Date: n/a Time: n/a Equipment Pickup: Date: n/a Time: n/a

**Secondary Permits Required**

Yes ☐ No ☒ Using Tent/Canopy on-site? If yes, Provider and Phone: \_\_\_\_\_

(Apply for Tent Permit)

Yes ☐ No ☒ Does your production include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes, Provider and Phone: \_\_\_\_\_

(Apply for Fireworks Permit)

Yes ☐ No ☒ Using Drone on-site? ☐ Commercial Operator ☒ Recreational Operator

If yes, please attach License. If none, please explain: TBD

Yes ☐ No ☒ Will your production include the use of any signs, banners, decorations, or special lighting? If yes, please describe: \_\_\_\_\_

Yes ☐ No ☒ Crew/Cast Parking? ☐ Parking Garage ☐ Paved Lot ☐ Street ☐ Unpaved Lot  
 2 vehicles. Plan to park in designated public spots.

If yes, attach Parking Plan. If no, please explain: \_\_\_\_\_

Yes ☐ No ☒ Using [City](#), [County](#), [River](#) or Private Park? Name of Park and Location: \_\_\_\_\_

(Apply for Park Permit)

Yes ☐ No ☒ Using Portable Toilets? If yes, Provider and Phone: \_\_\_\_\_

Equipment Setup: Date: n/a Time: n/a Equipment Pickup: Date: n/a Time: n/a

Yes ☐ No ☒ Using Security/Police? Contact and Phone: \_\_\_\_\_

Yes ☐ No ☒ Using Medical Services? Contact and Phone: \_\_\_\_\_

Yes ☐ No ☒ Using Fire Department? Contact and Phone: \_\_\_\_\_

## **Mitigation of Impact**

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your production: This production will have a very small footprint and consists of no props or equipment outside of our camera gear. We plan to pick up and dispose of any trash we may produce.

Number of Trash Receptacles: n/a Number of Dumpsters: n/a Number of Recycling Containers: n/a

Yes ☐ No ☒ Have you presented your production concept to the officially recognized community groups that represent the production area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain: Unaware of how to get in touch with this entity and what to communicate.

Yes ☐ No ☒ Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your production? If yes, please attach a complete list of these entities. If no, please explain: Planning to have a small footprint with minimal impact.

Yes ☐ No ☒ Do you have a sample of the notice that you propose to distribute to the impacted entities? If yes, please attach. If no, please explain: Perhaps need to guidelines and coaching on what to draft for this.

## **General Rules for Application**


- ☐ A Film Permit is required for any outdoor production proposed to block pedestrian or vehicular traffic, or to take place on public or private property.
- ☐ A Letter of Support is required from the [Tulsa Office of Film, Music, Arts & Culture](#).
- ☐ Traffic control devices must be placed according to the [Manual on Uniform Traffic Control Devices](#) (MUTCD) and any additional City requirements for any type of road or lane closure venue.
- ☐ The Tulsa Police Department Special Events Unit (918) 586-6054 / (918) 586-6067 must be contacted for film-related intermittent traffic control or using criminal stimulations and/or weapon props.
- ☐ Contact [Tulsa Fire Department](#) (918) 596-9689 for a proposed explosion, open flame and/or pyrotechnics.
- ☐ Contact [Emergency Medical Services Authority](#) (EMSA) for medical stand-by.
- ☐ Public rights-of-way must not be altered. Streets, sidewalks, trees, plants and building must be protected from damage during your production.
- ☐ Notification to all impacted entities within 300 feet is required for the proposed production (See below).
- ☐ Applicants must remove all trash and debris immediately following the production.
- ☐ **Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start lines, finish lines, route markers, logos and placement of tents, props, etc. unless approved by [City](#).
- ☐ A permit does not give permission to trespass on private, county, state or federal property. You will need to show written proof that you have permission to use such property.
- ☐ A written communication from the Chief Officer of the Production Company authorizing the applicant and/or Location Manager to apply for this Film Permit on their behalf must be submitted.
- ☐ The City of Tulsa must not be included as a sponsor of your event unless authorized in writing.

## **General Rules for Application**

- ☐ Any Film which necessitates the closing or using a street or sidewalk, private property for an outdoor production, police escort or intermittent traffic control must carry a [policy of liability insurance](#) in the amount of \$1,000,000.00. Such insurance policy should be issued by an insurance company licensed to do business in the State of Oklahoma. A certificate of such insurance coverage, naming the City of Tulsa (175 East 2nd Street, Tulsa OK 74103) as Additional Insured, must be on file with the City of Tulsa before the production occurs. List the name and date of the production on the certificate of insurance.
- ☐ In most cases, issuance of a Film Permit will serve as your approval to use amplified sound within your production venue as outlined in your permit application. Sound levels should not exceed 90 decibels 15 feet from the source. [Sound levels](#) may have to be lowered between 11 p.m. and 7 a.m.
- ☐ Tents/canopies or grouping of tents over 400 square feet require a tent permit. A tent permit must be obtained before erecting a tent. Tent stakes driven into the ground, street, sidewalk, or tent straps attached to poles are prohibited on public property. The [Tent Permit Application](#) (918) 596-9601 requires submittal fifteen (15) business days prior to the event. Review [Tent/Canopy requirements](#).
- ☐ There is no permit required for a Drone within the City limits at this time; however, all FAA regulations must be followed. Please review the [Best Management Practices](#). Please [register](#) your Drone and send a copy of the license to the Special Events Coordinator.
- ☐ Rules for discharges into the storm sewer are stated in [Chapter 5 Pollution ordinance, section 502, B. subsection 1.d](#). Prohibited discharges "Any material that is disposed of or dumped in such a manner that causes pollutants to be discharged." This includes, but is not limited to, paints, process wastewater and liquids other than uncontaminated water. Violations of the pollution ordinance carry fines up to \$1000.00 per violation.
- ☐ Your permit may be revoked for any of the following: Fraud, misrepresentation, imminent threat to public health, safety and/or welfare. If your permit is revoked, future permit requests may be denied.

## **Affidavit of Applicant**

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Print Name: Sara Oliveira Signature:  Date: 1/10/18

Mail to: Special Events Coordinator, 175 E. 2nd St., Ste. 590, Tulsa, OK 74103, (918) 576-5636 or  
Email to [Special Events Coordinator](#). Your electronic submission will serve as your electronic signature.

*Thank you for completing your Film Permit Application. Before you submit your application to the City of Tulsa, please make sure that the following steps have been completed:*

*Have you?*

- ☐ Reviewed the general rules of the application?
- ☐ Signed (if to be mailed) and dated your application?
- ☐ Attached a written communication from the Chief Officer of the Production Company authorizing the applicant and/or Location Manager to apply for this permit on their behalf?
- ☐ Attached your Letter of Support from the Tulsa Office of Film, Music, Arts and Culture.
- ☐ Attached your production site plan/map?
- ☐ Attached your production traffic control plan/map?
- ☐ Attached your production security, communication, contingency plan?
- ☐ Attached your production parking plan/map?
- ☐ Attached a list of the entities and community groups impacted by your production that were notified and/or provided letters of support or endorsement?
- ☐ Attached notice of communications that will be distributed to residents, businesses, schools, places of worship and other entities impacted by your event?
- ☐ Attached written permission from the owners, if using private property?
- ☐ Attached your Certificate of Insurance?

*Please submit the following documents to the City of Tulsa (if applicable) at least five (5) business days prior the production:*

- ☐ Copy of your tent permit(s).
- ☐ Copy of your park permit.
- ☐ Copy of your fireworks/fire permit(s).
- ☐ Proof of Drone registration with the FAA.

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### For City of Tulsa Special Events Committee Use Only

Date received: 01.10.2018 Date routed: 01.11.2018 Date for review: Email Review

Special Events Committee Recommendation: Pending ☐ Yes ☐ No ☐

Date routed to Mayor: 01.11.2018 Mayor's Recommendation: Yes ☐ No ☐

Date routed to Council: 01.11.2018 City Council Approval: Yes ☐ No ☐

Date Permit Issued: \_\_\_\_\_ Comments: \_\_\_\_\_

Form revised 01.11.2018.

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We are independent filmmakers partnering with a non-profit organization, Undivided Nation. They are a family of 5 who have sold their home in Dallas, TX and are currently on a 50-state road trip all across the USA. Their mission is to meet people from every corner of the country, and to host and participate in discussions with people of all races and backgrounds about what it means to be American and what it could look like for our country to be truly united as people. Tulsa is their first official stop on the journey, and we're all very excited to experience your city and the people who inhabit it!

As far as our production footprint, it will be very small. We will have two cameras, one on a monopod and one on a handheld device. We would also like the opportunity to gather some drone footage when and where that is appropriate. We will not be blocking off any streets and will keep most of gear stored in a personal vehicle when not in use. At most, we will have two vehicles; one full-size sedan and one small SUV. We will plan to park in designated spots and not interrupt any traffic or public parking guidelines.

We will be filming public areas as a means of gathering establishing and landscape footage of the city itself, as well as approaching people on the street and hopefully receiving permission to engage in conversation with them for the film.

The dates of our production are January 15th-22nd. We will be arriving on the 12th and plan to have the 13th and 14th solely as pre-production days. So, likely no filming will take place during that time. However, if it doesn't affect cost by too much, it could be nice for the permit to cover those days just in case.

For more information, [click here](#).