



Devens Filming Guidelines*

Introduction

Thank you for choosing to film your production in Devens. To help balance the needs of filmmakers with those of Devens businesses and residents, the Devens Enterprise Commission in collaboration with MassDevelopment Devens has developed guidelines to assist you in applying to film in Devens. These Guidelines are intended to promote public safety and minimize nuisance impacts when filming.

These guidelines seek to make your filming experience in Devens a positive one. They are intended to be flexible and complement the Devens Enterprise Commission (DEC) existing event permitting system. Adherence to the guidelines will help ensure that authorized filming activities in Devens will have minimal impacts on residents, businesses, historic districts, parks, streets, sidewalks, and open spaces.

I. Filming Permit Required When Filming in Devens

A filming permit from the DEC is required for any filming activity taking place within the Devens Regional Enterprise Zone, whether on public or private property.¹ The Devens Enterprise Commission Staff will serve as your point of contact for filming within Devens and can be reached at 978-772-8831 ext. 3338. Prior to the application process, a pre-production meeting is required with DEC Staff who will convene all necessary local officials as part of this meeting. No filming permits will be issued to any production company until such meeting has taken place. A complete listing of all anticipated locations with tentative dates should be provided up front to aid in identifying any potential conflicts with Devens services, local events, festivals, or other filming activities.

Reserving dates and locations will take place on a first-come, first-served basis (determined by the date of receipt of a completed event permit application by the DEC office). All productions must maintain minimum public liability insurance policies for filming on location in Devens in the following amounts:

General Liability Insurance \$1,000,000

Automobile Liability \$1,000,000

Worker's Comp and Employer's Liability \$1,000,000

A copy of these insurance certificates shall be submitted as part of the event permit application.

A completed filming permit application must be submitted (see attachment) to the DEC office, ideally a minimum of three working days before the filming activity takes place (Level One Application Process for low-impact filming events). The DEC will make every effort to act expeditiously on all filming permit applications.

II. Notification of Affected Businesses and Residents

The Production Company must notify all businesses and residents affected by the filming activity. Notification of affected residents, business, and/or organizations should take place following the DEC's approval of the application and prior to the planned activity. The DEC Director may grant exceptions for smaller projects such as commercials.

One application may be used for up to four (4) locations for the same production.

¹ Except when filming in a sound stage environment.

The DEC reserves the right to deny permits where insufficient time has been allowed for proper notification, or when the notification process has been improperly applied.

III. Traffic Control and Street Closure

Approval must be obtained prior to any film activity that would disrupt normal traffic flow. Traffic control, if needed, must be coordinated with the Devens Public Safety Officer. The Devens Public Safety Officer retains the right to determine the number of officers needed.

Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper signage. Production companies that wish to detour traffic inside the Devens Regional Enterprise Zone limits must submit a plan in writing ten working days in advance to the Devens Public Safety Officer. Traffic detours are subject to approval by the Devens Public Safety Officer and the Public Works Department.

IV. Special Effects, Explosives, and Similar Devices

No film activity involving the use of explosives, pyrotechnics, fire, smoke-making machines, or other special effects of involving flammable materials, may be undertaken unless specifically authorized by permit from the Devens Fire Department.

V. Removal of Vegetation

Removal or alteration of vegetation in the public right-of-way or on MassDevelopment-owned lands is prohibited unless specifically approved by permit.

VI. Residential Areas

The DEC has certain expectations regarding the presence of film companies in residential neighborhoods. Film companies should act as if they are guests whose continued presence in Devens relies solely on the goodwill of the affected residents. These expectations include, but are not limited to the following:

- A. All equipment or support vehicles not in immediate use shall be parked so as not to interfere with pedestrians or vehicular traffic, and shall utilize no more than 50% of on-street parking in blocks where necessary and customary for residents to use on-street parking. Exceptions may be made for period scenes.
- B. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the Devens Public Safety Officer and/or property owner. Ten feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- C. Production vehicles must be parked so as to preserve safe lines-of-vision at intersections and accord with all MassDevelopment by-laws regarding on street parking which can be found at <http://www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/946CMR5.pdf>. The Devens Public Safety Officer must approve all deviations and require an officer specifically to maintain safe movement of traffic.
- D. Lighting for filming, both during the day and at night, should be oriented away from neighboring residences wherever possible and should not interfere with traffic.
- E. Production companies blocking or holding traffic on streets scheduled for garbage pickup must move trash cans to locations accessible to sanitation vehicles and then return them to their owners or coordinate in advance with the MassDevelopment Devens DPW a time when sanitation vehicles may access the area affected.
- F. Residents may neither charge production companies for the use of public rights-of-way in front of their homes nor prohibit their use without justifiable cause.

- G. Production companies must return any public rights-of-way used for filming, base camp, or equipment purposes, to their original condition in a timely manner and repair damage to foliage, grass and public property.
- H. Wherever possible, base camps and dressing room trailers shall be parked away from neighboring residences. Production companies must take proactive measures to control noise from generators, slamming doors, engines and other noise generating activities/equipment during late night operating hours (both before 7 A.M. and after 10 P.M.).
- I. Any filming activity involving holding, delaying, or re-routing traffic in residential areas must be accompanied by at least one police officer.
- J. The Devens Public Safety Officer reserves the right to require the presence of a police officer at any filming activity taking place at public parks, or utilizing public property and/or rights of way for base camps.
- K. No parking of equipment of any kind in alleys, including generators, shall be utilized without written permission from the Devens Public Safety Officer and the DEC, and the written consent of affected residents.

All of the above elements can be discussed as part of the pre-production meeting process outlined in Section I. of these guidelines.

VII. Fees

There are charges associated with the use of certain Devens services or facilities. Where set fees are established, production companies are charged the same fee as other for-profit ventures for the service or facility used. A fee schedule for film-related activities and services is attached. The DEC understands that there will be unique requests for which a fee has not been established. Services for which a fee has not been established will be charged at the discretion of the DEC on the basis of time, equipment, and materials. All fees are subject to change.

VIII. Waivers

Waivers to these Guidelines must be requested in writing to the DEC Director, Peter Lowitt, 33 Andrews Parkway, Devens, MA 01434.

The DEC recognizes that in preparation for the initial meeting the location manager may not have all of the requested information at hand. This contact list for filming at Devens is provided so that the location manager can better prepare for their initial meeting with the Devens team in order to assure a smooth production process. The list of Devens contacts include:

- Devens Recreation at 978.772.1864 (Hillary Andrews)
- Devens Public Safety Office (Fire Chief) at 978.772.4600 (Chief Kelly).
- Devens Public Works Department (DPW) at 978.772.1864 (Shane Melone)
- Devens Enterprise Commission (DEC) at 978.772.8831xt 3338 (Peter Lowitt)
- State Police at Devens: 978.772.8800

****For any off-site filming on Devens/MassDevelopment property, please start with Hillary Andrews***

See attached Devens Filming Permit Application and Fee Schedule

DEVENS ENTERPRISE COMMISSION

DEVENS REGIONAL ENTERPRISE ZONE

33 Andrews Parkway, Devens, MA 01434

978-772-8831 ext. 3338

dawnbabcock@devensec.com

DEC NO. : _____

DATE: _____

FEE: _____

FILMING PERMIT APPLICATION (p. 1 of 2)

=====

Production Company _____

Name of Film _____

Contact Person _____

Production Address _____

City _____ State _____ Zip Code _____

Office Phone # _____ Mobile Phone # _____

Fax # _____ Email Address _____

Type of Filming (check all that apply)

Feature Film _____ TV Movie _____ TV Series _____ Commercial _____ Other _____

Film Location address _____

Film Date _____ Hours _____

Prep/wrap outside listed time? Yes _____ No _____ (see page 2 – Additional Information)

In case of inclement weather or other emergency, alternate date will be _____

Describe scene _____

Number in Cast _____ Number in Crew _____ Number of Extras _____

Equipment Parking _____

Base Camp _____

Crew Parking _____

FILMING PERMIT APPLICATION

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Extras Parking _____

Extras Holding _____

Catering (include any vehicle parking) _____

Other On-Street Parking _____

Street Closure Requested? If yes where (please be as specific as possible)* _____

*Police Detail Required for all Street Closures.

Intermittent Traffic Control (ITC) and/or Pedestrian Traffic Control (PTC) Requested? If yes where (please be as specific as possible)* _____

*Intermittent traffic control (ITC) may only be done in 2-3 minute intervals.

Police Officers # needed _____ Hours needed _____ am/pm to _____ am/pm

Police Cars # needed _____ Hours needed _____ am/pm to _____ am/pm

Special Equipment and Placement (generators, condors, etc) _____

Special Requests (barricades, alteration to Devens property, etc) _____

Moving to another location upon completion? Yes _____ No _____

If yes, list location _____

Additional Information (include any prep and wrap activities, times, parking) _____

FOR OFFICE USE ONLY:

DEC Staff: _____

Fire Dept.: _____

Police Dept.: _____



DEVENS ENTERPRISE COMMISSION
 33 Andrews Parkway
 Devens, MA 01434

DEVENS ENTERPRISE COMMISSION FILMING PERMIT FEES

DEC Filming Permit Application:	Fee:
Base fee (minor impact filming)*	\$150.00 plus
Base fee (major impact filming)*	\$500.00 plus
Per location (if more than one)	\$50.00
Building, Electrical, Plumbing & Gas Inspectional services**	\$70.00/hour

Devens Enterprise Commission (DEC): Peter Lowitt (978)772.8831 ext. 3338

MASSDEVELOPMENT FEES:

There are additional charges associated with the use of certain Devens services, facilities and/or public spaces. Where set fees are established, production companies are charged the same fee as for-profit ventures for the service or facility used. The DEC and MassDevelopment understand that there will be unique requests for which a fee has not been established. Services for which a fee has not been established will be charged at the discretion of the DEC and/or MassDevelopment on the basis of time, equipment, and materials. Additional fees are due on or before the date of filming/production.

Please reach out to the relevant departments for any associated fees for additional services that may be required:

Devens Police Services: <i>State Police Devens: (978)772.8800</i>
Police Detail for road closures/traffic control

Devens Fire Services: <i>Public Safety Officer: Chief LeBlanc, Devens Fire Department (978) 772.4600:</i>
Fire Inspector Special Inspection One Fire piece of Apparatus Standby fire safety officer (FSO) CMR 527 permits***

Devens Utilities: <i>Devens Utilities Manager: Jim Moore: (978)784.2931</i>
Temporary water service via hydrants Hydrant meters Temporary sewer connections

Devens Public Works: <i>Devens Public Works Department Manager: Shane Melone (978)772.1864</i>
Maintenance Laborer Maintenance Specialist Equipment: <ul style="list-style-type: none"> - Aerial lift - Message board - Dozer/Crawler - Generator - Loader, wheel - Loader, backhoe, wheel - Dump truck - Pick-up truck - Wooden horses/barriers - Jersey barriers

Devens Recreation Manager: <i>Hillary Andrews (978)772.8875</i>
Devens facility, park rentals

* "Major Impact" includes productions with a crew size of 20 or greater or located within the Business Community Services District or impacting a designated truck route(s), major road(s) or public recreational areas within Devens. Minor Impact" includes all other productions.
 ** Contact relevant inspector(s) to determine if a related permit application is required.
 *** Additional permits may be required for transportation, storage and/or use of fireworks, explosives, flammables and combustibles. Contact the Devens Public Safety Officer for more details.