



How to Create & Submit a “No Parking” Posting Map

The following guidelines are for those seeking to reserve parking in the City of Oakland for the purposes of a film-related production. Please observe these guidelines carefully.

1. Contact us (Oakland Film Office) about your parking plans. Contact information is listed above.
2. Create a clear, clean parking map (diagram) that identifies the street, cross street, and nearest street address number requested to be a no parking area for your shoot. In areas where there are parking meters, identify each meter by the serial number located on their posts. Be sure to indicate all meters that will be out of service during your production. On your diagram, be sure to include the name of the production plus the posting date(s) and time(s), street address, and production contact telephone number. [Sample parking maps are included in this document, including a template to assist in your map creation.] Create your map in black and white for clear scanning and copying.
3. Fax or e-mail your parking map to the Oakland Film Office. Once the Film Office stamps the map approved, bring it to the Engineering Counter within Permits & Zoning, located on the *fourth floor* of the Dalziel Building (250 Frank Ogawa Plaza; across the plaza from the City Hall). There is a fee of approximately \$20.00 per parking meter, per day out of service. In areas without parking meters, a fee of approximately \$5.00 per 25 linear feet is charged. See download able parking rate sheet on production planner page for rates. Payments can be made with cash, check, or credit card. **You may also hire a posting service to purchase and post the signs for you. The Film Office has recommended vendors.**

The Permit & Zoning Department hours are: M-Tu-Th-Fr 8:00 a.m. to 4:00 p.m.;
Wednesday 9:30 a.m. to 4:00 p.m.; closed Saturday and Sunday.

4. A "NO PARKING" sign will be issued for each meter and/or 25-feet. Signs must be posted on the parking meters at least *48 hours* before the first day out of service (this includes yellow, green, and white zones). In areas where there are no meters (residential streets), signs must be posted at least *72 hours* in advance. (NOTE: Since it is technically not legal to park on public streets for over 72 hours, this extended time for advance posting notifies people of your posting when they move their cars.) You are not allowed to block Red or Blue zones or bus stops.
5. Be sure to remove all signs, tape and string from meters after filming. If hired, the posting service will manage this.

Neighborhood Notification: You may be required to distribute other forms of notification to the surrounding neighborhood. Please provide us with a copy beforehand. Please include the location manager contact information, as well as the Oakland Film Office phone number in order to assist with concerns in the community. Neighborhoods in a filming area may be significantly impacted by your presence; neighborhood notification is often required. See the [Production Planner](#) page at www.OaklandCA.gov for a [Neighborhood Notification template](#).

YOURPRODUCTIONCOMPANY

"Documentary Film 1"

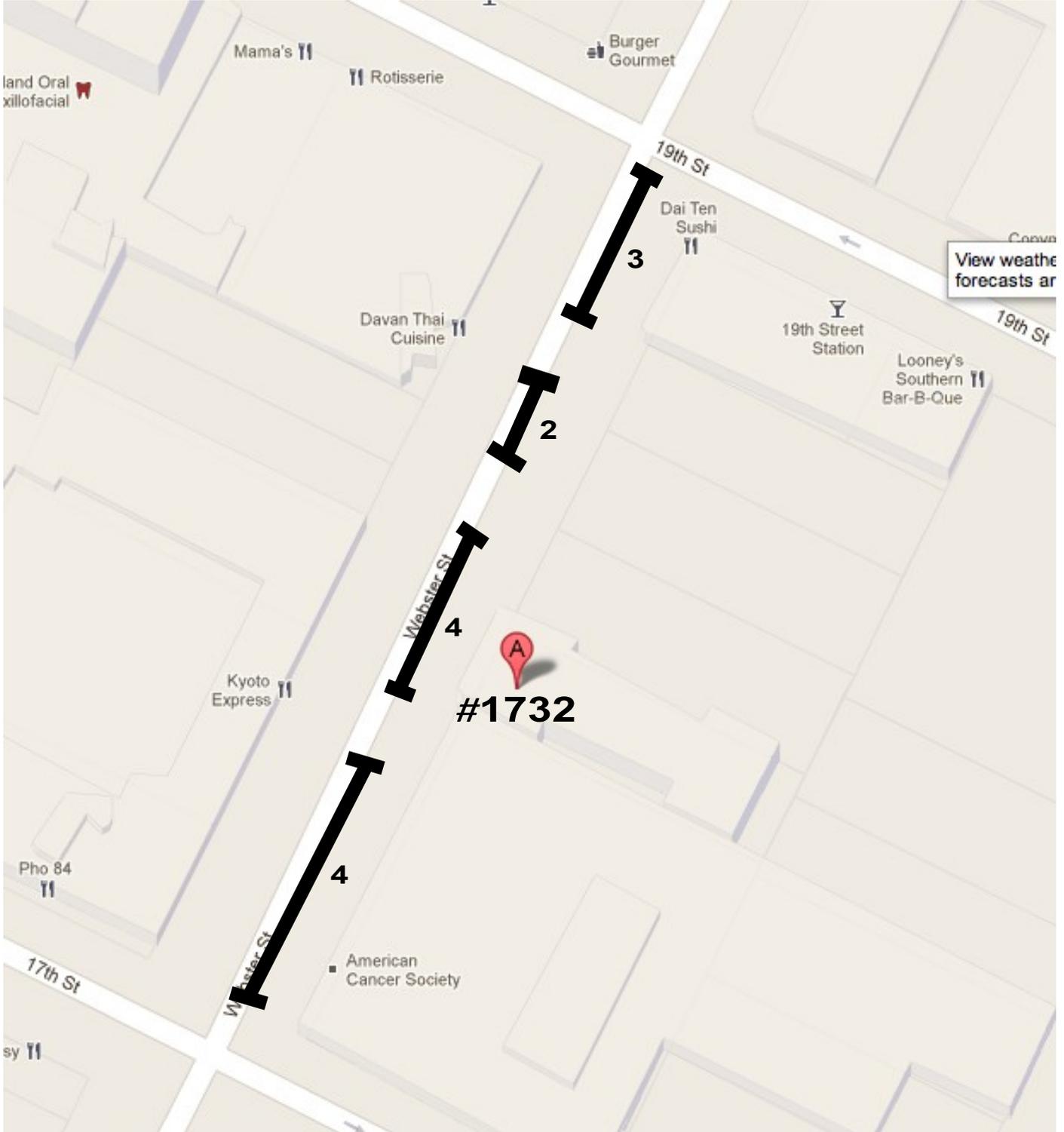
LOCATION CONTACT:

FirstLASTNAME415/555-5555

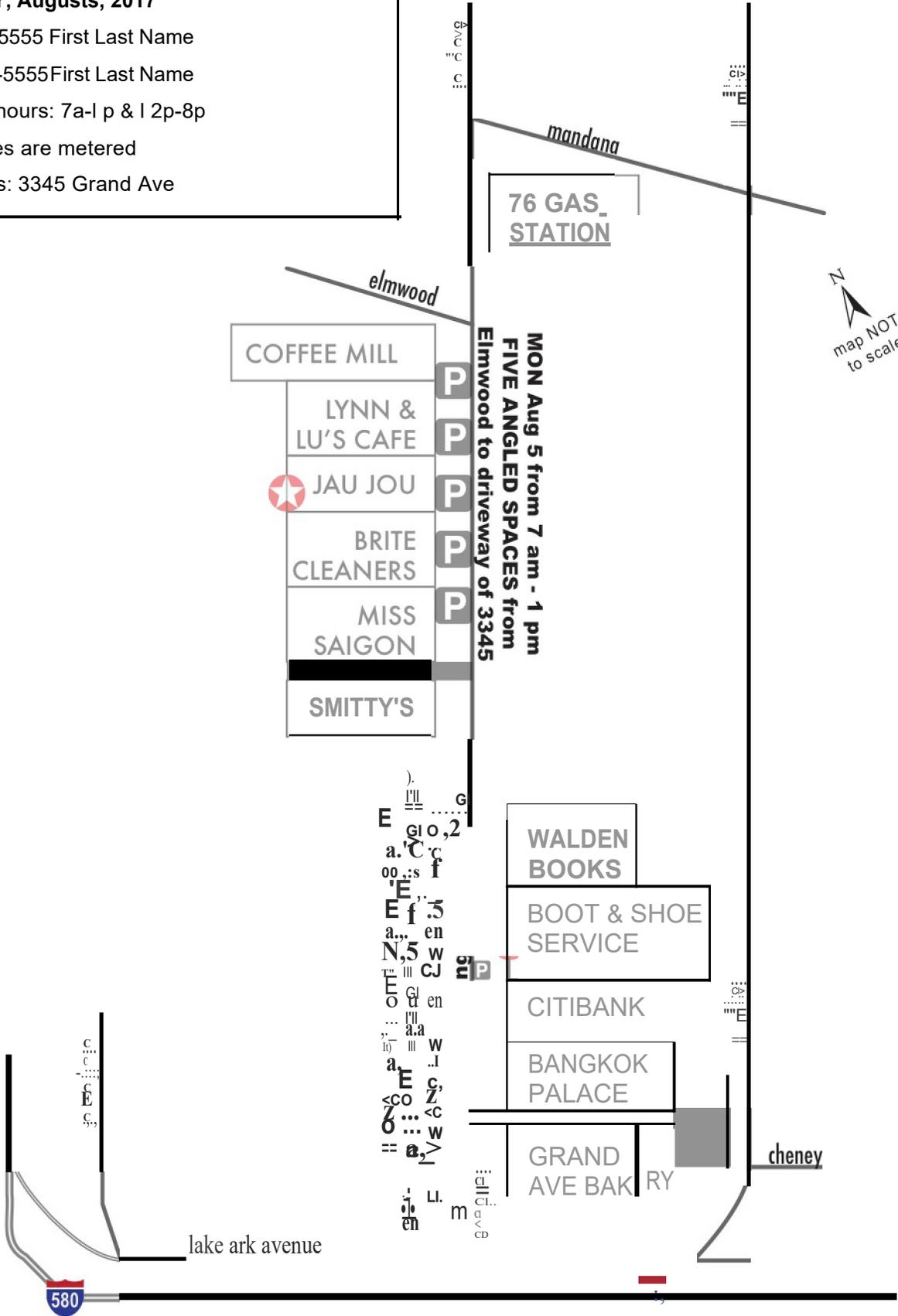
**1732 WEBSTER STREET
THURSDAY, OCTOBER 18th
POSTING TIMES: 7AM to 2PM
All spaces are metered**

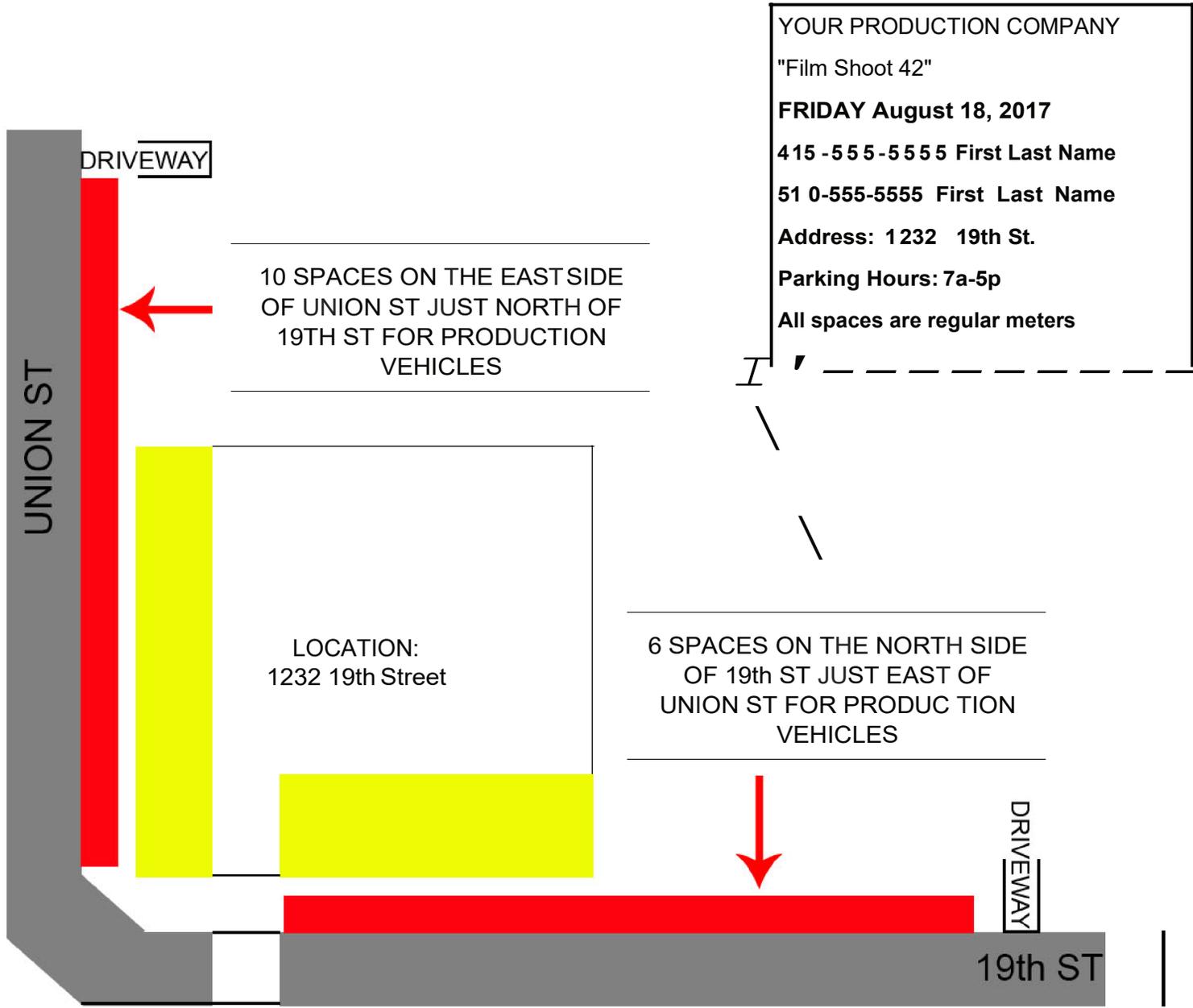


MAPNOTTOSCALE



YOUR PRODUCTION COMPANY
 " Pho to Shoot 7"
MONDAY, Augusts, 2017
 415-555-5555 First Last Name
 510 -555-5555 First Last Name
 Parking hours: 7a-l p & l 2p-8p
 All spaces are metered
 Ad dre ss: 3345 Grand Ave





YOUR PRODUCTION COMPANY
"Film Shoot 42"
FRIDAY August 18, 2017
415 -555-5555 First Last Name
51 0-555-5555 First Last Name
Address: 1232 19th St.
Parking Hours: 7a-5p
All spaces are regular meters

UNION ST

DRIVEWAY

10 SPACES ON THE EAST SIDE OF UNION ST JUST NORTH OF 19TH ST FOR PRODUCTION VEHICLES

LOCATION:
1232 19th Street

6 SPACES ON THE NORTH SIDE OF 19th ST JUST EAST OF UNION ST FOR PRODUCTION VEHICLES

DRIVEWAY

19th ST

