



Town of Apple Valley Film Permit Application



FOR TOWN USE ONLY

Date Submitted: _____ Case No.: _____ Received By: _____

Planning Fee: _____ Other Fees: _____ Case Planner: _____

This application is provided with information of the requirements of the Town of Apple Valley and San Bernardino County for Health Safety and Law Enforcement. Each applicant should be prepared to comply with said requirements prior to the making of this application and prior to any operation. Separate permits should be obtained from each Department when needed. For your protection and for the protection of your patrons, the Uniform Building, Fire, Plumbing and Electrical Codes are in effect and a rigid inspection of food and health facilities is made. Except as exempted, no person, corporation or business shall use any public or private property, facility or residence for the purpose of taking commercial motion pictures or television pictures or commercial still photography without first applying for and receiving a permit to do so from the Planning Division. **Please provide a five (5) business day notice prior to filming, in the event road closures are necessary or there is a potential public safety hazard.**

APPLICATION PROCESSING FEES

	<u>Initial Deposit</u>	<u>Actual Cost Not to Exceed</u>
<input type="checkbox"/> Planning Processing Fee	\$941	Actual Cost
<input type="checkbox"/> Town provision of necessary personnel, including police and contract engineering and the cost of any required building permits.	Actual Cost	Actual Cost

***Should processing time exhaust the initial deposit amount, the applicant will be required to deposit additional funds.**

APPLICANT INFORMATION (Please type or print legibly in ink)

Name of Production Company/Individual Applicant _____

_____ Telephone _____

Fax _____ Email _____

Address _____ City _____ State _____ Zip _____

Authorized Representative _____

Title _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Names of: Director _____ Telephone _____

First Asst. Director _____ Telephone _____

Unit Production Manager _____ Telephone _____

Location Manager _____ Telephone _____

A Film Permit is not required for the following:

- News media that includes reporters, photographers or cameramen in the employ of a newspaper, news service or similar entity engaged in on-the-spot broadcasting of news events concerning persons, scenes or occurrences which are on the news and of general public interest.
- The non-commercial filming or video taping of motion pictures solely for private use on private property.
- Projects which have qualified for a charitable exemption under Section 501©(3) of the Internal Revenue Code (Section 5.04.020 amended Ordinance 197 adopted June 23, 1998)

AFFIDAVIT

I hereby apply for a temporary filming permit under the provisions of Section 5.04.030 of the Town of Apple Valley Municipal Code, and agree to comply with all provisions of said Code and applicable State laws. I hereby state that I am aware it is my responsibility to attempt to maintain order at said filming event, and will provide such personnel as may be required and approved by the Town. I also hereby attest to the truth of the facts presented in this application.

I/We certify that all the foregoing information is true and correct and recognize that if any information proves to be false or incorrect the Town shall be released from any liability incurred and any permits or approvals may be null and void.

Signature of Applicant: _____ Date _____

Signature of Owner: _____ Date _____

(A letter of authorization from the owner may be submitted in lieu of the property owner's signature.)

PROJECT INFORMATION

1. Type of production or project.

2. The date(s), time(s), and exact location(s) (including preparation and striking days) where the filming shall occur.

3. A brief description of the proposed filming activity, including any other activity which would affect the use of public facilities in the area.

4. The number of individuals in cast and crew.

5. A description of the types and number of vehicles to be utilized.

6. *If an applicant intends to use either wild animals, chemicals, explosives or fire, or intends to engage in any other hazardous activity, a statement to that effect shall be required and attached to the application.
7. Final Clean-up of Site to Be Accomplished By (date) _____
8. Number of Security Guards/Parking Attendants/Traffic Control _____
9. **Insurance:**
 - (a) Before any permit is issued the applicant shall provide the Town with evidence of a policy of liability insurance issued by a solvent corporation holding a certificate of authority to engage in the insurance business in the State of California in an amount not less than \$1,000,000. The policy shall name the applicant and the Town of Apple Valley, its officers, agents, servants, and employees, as co-insured and the Flood Control District if applicable, for protection against any loss, claims, liability, injury and damage of any nature arising out of, or in any way connected to the filming conducted by applicant, and the insurance coverage shall be primary and not contributing with any other insurance of the Town.
 - (b) No cancellation or reduction in coverage or modification of this policy, for any reason, shall become effective until the expiration of thirty (30) days written notice of such cancellation, reduction or modification of coverage shall have been given to the Town Treasurer.
 - (c) The applicant shall enter into a hold harmless and indemnification agreement provided by the Town prior to the issuance of any permit.

*If answering yes to Number 6 above, please provide details.

SUBMITTAL REQUIREMENTS:

- _____ 1. All applications for a permit shall be submitted at least one (1) working day prior to the date desired, provided, however, that if the project will interfere with traffic or present a potential public safety hazard, such application shall be submitted at least five (5) working days prior to the desired date.

- _____ 2. If the project shall take place in whole or in part on private property, the application for a permit shall be accompanied by written permission from the vested owners of the property.

- _____ 3. If the project will interfere in any way with the normal flow of traffic in the Town, the applicant shall provide a traffic control plan for review and approval.
 - (a) The plan must utilize the services of local law enforcement personnel and/or California Highway Patrol.
 - (b) The plan must require the applicant to furnish and install advance warning signs and any other traffic control devices in conformance with Town regulations.
 - (c) The Town, based on traffic safety consideration, may agree to the restriction of traffic to one twelve-foot lane of traffic or to the stopping of such traffic intermittently.
 - (d) Without prior written approval by the Town, the traffic shall not be detoured across a double yellow line.
 - (e) Unless otherwise approved, camera cars shall observe all traffic laws, and shall be driven in the direction of traffic.
 - (f) The applicant shall agree to comply with all traffic control requirements set by the Town.
 - (g) Issuance. The permit shall be issued by the Director of Economic and Community Development (or designee) and shall be prominently displayed on site at all times. (Section 5.04.030 amended Ordinance #197 adopted 7-23-98).

- _____ 4. Provide a vicinity map with location of project area.

- _____ 5. Indicate Town roads and cross streets that will be used for this project:

- _____ 6. Provide Apple Valley Fire Protection District (AVFPD) approval for pyro-tech/explosives.

