

CITY OF MONROE - APPLICATION FOR FILM PERMIT

Mailing Address:
PO Box 1249
Monroe, GA 30655
Phone: 770.266.5331

Shipping Address:
215 N. Broad Street
Monroe, GA 30655

LOW IMPACT FILM APPLICATION

FOR OFFICE USE ONLY

The information below is a request for approval of a filming permit. If the film activities proposed below create undue hardship for you, please contact the city's film permitting office by the close of business on _____. (Ext.5331)

HIGH IMPACT FILM APPLICATION

The information below is a request for approval of a filming permit that will require services from your department that go above and beyond those generally provided. Please review the request and determine if this request can be handled and provide the film office with associated fees and charges by _____.

Received: _____ Approved/Denied: _____

Company _____ Film _____

Address _____

Contact Person _____ Office Phone _____

Fax _____ Pager _____

Mobile _____ Phone _____

E-mail _____

Type: Feature Film ____ TV Movie ____ TV Series ____ Commercial ____ Still Photo ____

Other _____

Location _____

Film date(s) _____ Hours ____

Prep/wrap outside listed time? No _____ Yes _____ If yes, see page 2.

In case of foul weather or other emergency, film date will be _____.

Describe scene: _____

Number of Cast _____ Crew _____ Extras _____

Street Closure location(s) _____

Equipment parking location(s) _____

Base camp location(s) _____

Catering truck location(s) _____

Crew parking location(s) _____

Extras' parking location(s) _____

Other on-street parking location(s) _____

Police Officers: Amt. _____ Hours _____ to _____ Amt. _____ Hours _____ to _____

Vehicular traffic control requested at _____

Pedestrian traffic control requested at _____

Special equipment and placement at _____

Special situations/effects (stunts, animals, gunfire, noise, etc. _____

Special requests (hydrant meter, alteration to city property, etc.) _____

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

OFFICE USE ONLY				
PERMITS	DESCRIPTION	FEES	DATE RECEIVED	RECEIPT #
APPLICATION FEE		\$2500.00		
USE OF CITY PROPERTY	(\$1,000 daily minimum)			
CITY SERVICES				
CITY SERVICES				
CITY SERVICES				
OTHER				
OTHER				
TOTAL				

City of Monroe - Guidelines for Filming

PO Box 1249, 215 N. Broad St., Monroe, GA 30655

Phone: 770.266.5330

STATEMENT OF POLICY: The Monroe City Council invites and encourages film production utilizing City property provided: the City of Monroe's primary responsibility to provide service and protection to the general public is not impaired; City of Monroe is compensated for the time, labor, and other costs associated with permitting the utilization of City of Monroe property and facilities; and, City of Monroe is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project. City of Monroe reserves the right to refuse access to City property on the grounds of prior reference examination, and portrayal of the City in the content of the project.

SUMMARY OF PROCEDURES:

1. All requests for filming on City property will be directed to the Planning and Development Department. All contacts and arrangements will be made through that department. The film maker/production company is not to be directed to any other office of the City.
2. The designated City representative from the Planning and Development Department will forward a Film Request Package to the applicant for completion. The Package should include: Price List, Administrative Policies and Procedures for filming, and Permit Form.
3. The City representative will review the request upon receipt of the completed Package and required fee. If necessary, a meeting and tour will be arranged with the Production Location Scout for a suitable location for filming.
4. After the Package is reviewed and a site selected, the City representative will communicate with the affected departments and establish the logistics and personnel requirements for the production.
5. The City representative will communicate approval or denial to the applicant. If the request is approved, the City representative will notify the applicant and bill them for any additional fees. All fees must be paid to the Planning and Development Department before the actual permit is issued.
6. If the application is denied, the applicant may initiate an appeals process by writing the City Manager within five (5) days of receipt of denial. The City Manager will respond to the appeal within two (2) days of receipt of the appeal.
7. Once the filming/shoot is completed, the affected Department(s) will make an assessment of damages and refund any unused damage deposit and per diem holdover to the applicant. Allow thirty (30) days for processing.
8. If subcontractors, vendors, or caterers are used during the term of agreement, the parties are subject to City guidelines on use of City facilities and terms embodied in the Ordinance.

ADMINISTRATIVE POLICIES AND PROCEDURES

I. PERMIT REQUIRED FOR USE OF PUBLIC RIGHT OF WAY: A permit is required for any commercial film activity which involves the use of public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes, or impacts the public right of way beyond normal traffic. (Examples: on-street parking; interruption of vehicular or pedestrian traffic flow; placement of flats, cameras, lights or other equipment on public property.

Application will be made on the City's standard form (attached) and presented to the City representative or his/her duly appointed representative for review. Early application is recommended as permits are issued on a first come first served basis, and time may be needed to work out any difficulties associated with the planned activity. Requirements may vary depending on the impact of the activity as defined below:

II. NOTIFICATION OF AFFECTED BUSINESSES AND RESIDENTS: The Production Company will notify all businesses and residents affected by the activity. Notification should take place following the City's review of the application, and no less than three (3) business days prior to the planned activity. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area (Example: activities impacting parking or traffic in the downtown business district, see Section VII.C). Exceptions may be made in special situations. The area to be covered by notification may vary depending on the impact of the planned activity, but will be a minimum of all businesses or residents in the linear block in which the activity is to occur.

III. TRAFFIC CONTROL AND STREET CLOSURES: Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty police officers hired by the Production Company through the City's Police Department. The City retains the right to determine the number of officers needed. Intermittent holding of traffic shall not exceed three-minute intervals except when specifically approved by permit.

Street closures are discouraged in most instances. Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper notification.

Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City. The film liaison office will provide the Production Company with the appropriate contact at the GDOT.

When street closures are necessary or film activity will impact the navigation of emergency vehicles, the Production Company must abide by a plan prescribed by Monroe Fire and Emergency Services for the provision of safety services in accordance with the Monroe City Code

IV. SPECIAL EFFECTS, EXPLOSIVES AND SIMILAR DEVICES: No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by Monroe Fire & Emergency Services. Use of explosives or pyrotechnics requires a certificate from the Probate Court. The Production Company will be responsible for acquiring the permit. Monroe Fire and Emergency Services will not issue a permit until they have received the certificate. The film liaison can provide a contact at the Probate Court.

V. REMOVAL OF VEGETATION: Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.

VI. FILM IMPACT:

A. **LOW IMPACT FILM ACTIVITIES:** In general, low impact activities in the are defined as those which:

- Allow uninterrupted flow of pedestrian traffic;
- Hold vehicular traffic for no more than one-minute intervals;
- Utilize no more than four (4) on-street parking spaces in any linear block containing businesses dependent on on-street parking;
- Have minimal impact on normal business activities;
- Take place in the downtown business district outside normal business hours;
- Utilize no more than fifty percent (50%) of the on-street parking spaces in any linear block containing business not dependent on on-street parking;
- Utilize no on-street parking where there are no marked on-street parking spaces;
- Utilize no parking in alleys without prior approval by the abutting businesses and the Fire Department;
- Provide parking for cast, crew, extras and other nonessential vehicles in off-street lots, as well as alternate parking for those displaced from these lots;
- Provide a private holding area for extras; and
- Conduct prep and wrap activities in accordance with the above.

B. **HIGH IMPACT FILM ACTIVITIES:** In general, high impact film activities are those that fall outside two or more of the criteria for a low impact activity. Additional criteria that classify a film activity as high impact include:

- ☐ High speed chases or crashes;
- ☐ Use of pyrotechnics or explosives; or
- ☐ Use of aircraft.

VII. DOWNTOWN BUSINESS DISTRICT:

A. **DOWNTOWN BUSINESS DISTRICT DEFINED:** The Downtown Business District is defined as that area in the Downtown Development Authority (DDA) boundaries.

B. **PERMITTING AND NOTIFICATION PROCEDURE FOR HIGH IMPACT FILMING IN THE DOWNTOWN BUSINESS DISTRICT.**

1. A completed Application for Permit shall be submitted to the City's representative for review as soon as possible.
2. The Production Company shall distribute copies of the completed application, at minimum, to all businesses and residents within a full block in each direction from the planned activity no less than five (5) business days prior to the planned activity. The Production Company shall have each recipient initial for receipt of the application, and shall submit the sign-off sheet to the City's representative.

3. Businesses shall have one (1) business day in which to notify the City of any concerns/objections in reference to the proposed film activities.
4. The City representative shall attempt to resolve concerns or objections reported in consultation with the business, the Production Company, and the Planning and Development Department.
5. If the permit is issued, the Production Company will notify businesses and residents of the finalized plans, no less than three (3) business days in advance of the planned activities.

C. RESTRICTIONS

1. We discourage filming in the downtown business district during the period from Thanksgiving Day through December 26 or during special events in downtown. If filming is necessary during these times, it should be planned for Sunday or outside normal business hours. Even low impact filming permits may be denied near merchants whose businesses are highly dependent on sales during these times, or during special events.
2. Street closure of Broad Street within downtown is not permitted on Thursdays or Fridays.
3. Filming will not be allowed within two (2) blocks of a planned event if the event is an annual event or if expenses have already been incurred prior to notification of planned film activities. Exceptions may be made for low impact filming.
4. No more than two (2) film permits shall be issued within the downtown business district for any given time/date. Exceptions may be made for low impact filming.

VIII. RESIDENTIAL AREAS

- A. In areas zoned residential, film activities will not begin prior to 7:00 a.m., and will end by 11:00 p.m. weekdays and Sundays, and by midnight on Friday and Saturday, except with special advance permission.
- B. Affected residents in an area not less than two blocks in either direction must be notified by letter or in person not *less* than three days in advance. Notification should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, or any special effects.
- C. All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- D. When filming on residential streets which experience traffic congestion as a result of schools opening and closing or the morning and evening “rush” hours, neither pedestrian nor vehicular traffic may be held during these “rush” times, which will be agreed upon in advance by the film liaison and the locations’ manager.
- E. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City or property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- F. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.

- G. Lighting for filming, both during the day and night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
 - H. Production companies are responsible for cleaning and restoring locations used, including public and private lands, with a minimum amount of noise and disruption.
 - I. Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:
 - ☐ moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or...
 - ☐ coordinating, in advance, a time when sanitation vehicles may access the area affected.
 - J. Residents may not charge production companies for use of the public right-of-way in front of their homes, nor prohibit use without justifiable cause, but may reasonably expect the right-of-way to be restored to its' original condition by the production company.
 - K. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours before 11:00 p.m., unless cleared in advance with the Planning and Development Department and the neighbors affected.
 - L. Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in the early morning before 7:30 a.m. and after 9:00 p.m. in the evening.
- IX. PERMIT FEES:** Each applicant will pay the required fees as established by resolution of the City Council. Where set fees are established, Production Companies pay the same fee as the general public for the service or facility. Services for which a fee has not been established will be charged on the basis of time, equipment, and material. All fees are subject to change.
- A. There is a \$2500.00 processing charge for a film permit to reimburse the City for the staff time required to evaluate the application and establish conditions of approval. Processing fees may be waived at the discretion of the City Administrator for charitable and nonprofit organizations which qualify under Section 501c(3) of the United States Internal Revenue Code, and City sanctioned organizations if substantial benefits will inure to the City of Monroe.
 - B. There are charges associated with use of certain City services or facilities. The facilities charges and in certain circumstances, the service fees, may be waived at the discretion of the City Administrator for the following, if substantial benefits will inure to the City of Monroe:
 - 1. Productions conducted by a cable television company operating under a franchise granted by the City which are not conducted on public property, do not interfere with public rights-of-way, and which involve fewer than two (2) motor vehicles;
 - 2. Productions for wholly charitable or educational purposes and from which no profit is derived, either directly or indirectly;
 - 3. Student filming; and

4. Productions by City sanctioned organizations.

Police Officer (\$150 minimum)	\$75/hour
Police Vehicle (as required)	\$100/day
Fire Inspector (4 hour minimum)	\$50/hour
Fire truck	\$500/hour
Hydrant meter hookup	\$500 Deposit
Water from hydrant meter rates	
1-6,000 gallons.....	\$8.07 per 1000 gallons
Street Closure	\$250/each minimum

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| <ul style="list-style-type: none">• A&B Explosives permit• C Explosives permit• Fireworks permit• Transport A & B Explosives permit |
|--|

Fire department permits are free, however, applicable federal and state permits must be obtained for the use and transportation of explosive materials. Contact the film office if you have questions regarding these permits.

Use of City Property (varies by location) \$1,000/day minimum

CHARGE FOR SERVICES RENDERED ON LATE REQUEST There will be an additional \$250 charge for City services rendered as a result of requests made with less than two (2) working days' notice.