

CITY OF GUADALUPE
COMMUNITY DEVELOPMENT DEPARTMENT

LOCATION FILMING PERMIT
PROCEDURES AND REGULATIONS

The City of Guadalupe Municipal Code Section regulating location filming (Ordinance No. 2004-368) requires that any location filming within the City limits requires the approval and issuance of a Temporary Land Use Permit by the Community Development Director. The process and permit application requirements are as follows,

I. APPLICATION REQUIREMENTS:

- A. Completed application form (attached). Approved application: (Copy: Administration, Finance)
- B. Fee Deposit- Initial Deposit \$500.00.
- C. Agreement for Payment of Application Processing Fees (form attached).
- D. Consent form for property owner(s) and tenants whose property will be used for filming activity (sample form attached).
- E. Provide two (2) copies of the script or storyboard for each day's activities.
- F. Provide a map(s) showing the filming location and auxiliary facilities (i.e. dressing rooms, large vehicles, sanitation facilities).
- G. A Certificate of Insurance evidencing comprehensive general and automobile liability insurance with a minimum coverage of \$1-5 million (depending on nature of film shoot - determined by city staff), with the applicant and all associated contractors and crews named as primary insured and the City of Guadalupe and its officers, employees and agents as additional insured.

II. PROCESSING (one-stop approval process):

For an "easy shoot" that does not require City Fire or Police services, applications must be submitted at least one (1) day in advance. All other major productions must be submitted at least one (1) week in advance. Upon submittal and completion of the application requirements, the Community Development Department will process the application and will secure the necessary permits and clearance from: (a) City Police Department (b) City Fire Department. All coordination of City permits regulations and all contracts regarding filming permits shall be through the City's Community Development Department.

III TERMS AND CONDITIONS:

A. Filming on Private Property-including private streets: The applicant shall obtain permission from any property owner(s) if the filming activity will be on private property. Any closure or use of a private streets or access way requires permission from all property owners who take access from the street. In addition, a Fire Clearance and Police Clearance for safety and emergency access considerations is required. A consent form for proof of permission shall be submitted with the application requirements (sample for attached.)

B. Filming on Public Property- including public streets: Filming on public property including public streets must be approved by the Community Development Director or City Manager. There is a fee required for the use of public buildings and park facilities. The costs for the facilities shall be paid by the applicant and in accordance with City fee produces.

C. Street Closed (public or private): For any street Closures, Police Department representative shall be present for traffic control and emergency access considerations. The number of officers/ personnel and equipment needs shall be determined by the City Police Department. Upon submittal of the necessary application requirements outlined above, the Community Development Department will obtain the necessary permits. The cost for such personnel and equipment shall be paid by the applicant in accordance with City fee procedures.

D. Time Regulations: Except as stated below, filming is restricted to the hour between 7:00 A.M and 10:00 P.M. Night filming is residential areas between the hours of 7:00 P.M. and 10:00 P.M. must be approved by the Planning Commission. If such hours are included on the application forms, the request will be processed for Commission consideration as part of the application package. Due to the high volume of tourist activity in the Guadalupe Downtown area, during the summer months (June 21 to September 21) filming shall be restricted to the hours between 7:00 A.M. and 10:00 P.M. and between 6:00 P.M. and 10:00 P.M. during the summer season. Exceptions may be considered, but must first be approved by the Community Development Director or City Administrator.

E. Notification: All residents and/or business in or near the filming location must receive not less than 48 hours advance written notice of the filming activity. The notice shall be given in written form by the film company and shall include the company name, phone number, contact person, length of time the filming will occur, parking restriction and notification if any public street or access ways will be blocked or obstructed. The applicant shall prepare the notice. The Community Development Department will assist in notice preparation upon request of the film company.

F. Identification/Parking: All production vehicles must be marked with visible identification at all times while on the approved location. The application for Temporary Land Use Permit must contain detailed information on parking needs.

Parking will be arranged as part of the permit application process.

G. Hazardous Materials: During the filming of any special effect, stunt or event requiring the use of any hazardous or flammable materials, including but not limited to fireworks, open flames, and explosives, a Fire Permit must be obtained. Handling of such materials must be via a license which is issued by the State Fire Marshal. The State Fire Marshal license number is required on the application form. A representative of the Fire Department must be present on the site. The Fire Department shall determine the amount of fire personnel and equipment necessary. Upon submittal of the necessary application requirements outlined above, the Community Development Director will obtain the necessary permits. The costs for such personnel and equipment shall be paid by the applicant in accordance with fee procedures from the City.

H. Sanitation Facilities: The applicant shall provide portable sanitation facilities for filming activities, which require eight (8) hours or more in a single location. Such facilities shall be located in an area subject to approval of the Community Development Director.

I. Clean up, Repair and Follow-up: Site, landscaping building and public improvements shall be left clean and in the same condition as when the filming activity began. The applicant shall bear responsibility to repair at his/her sole expense any damage and dispose of all trash, litter or refuse which occurs during filming operations. In the event, through application review, it appears that property damage may occur, the Community Development Director shall determine the necessity and amount of a surety bond to ensure such repair.

J. Change in Location and Schedule: The filming location designated on the permit cannot be changed unless prior 24-hour notice is given and approved by the Community Development Director.

CITY OF GUADALUPE

NOTICING LIST
INSTRUCTIONS

LOCATION FILMING APPLICATION

To comply with notice requirements, each applicant shall supply the names of property owners and tenants with each request as outlined below:

1. Property owner and tenants within the exterior boundaries of the property involved at a distance of 50 feet. This includes the applicant and any public agencies, which own property in that area (i.e. Street right-of-way).
2. The list of owners must be compiled from the largest County Assessor's tax rolls. The Assessor's office located at Santa Barbara County 105 Suite E Anapamu S. Bar or 511 East Lakeside Parkway, Suite 115 Santa Maria California. The list of tenants must be obtained from an on-site survey or from the latest City tenant survey if less than six (6) months old.
3. The names and addresses, which have been compiled, must be typed or clearly printed on gummed labels for mailing purposes. Also include a label for the owner property in the area. Put an asterisk beside the name of the owner and applicant. If the applicant wishes to notify any other person(s) not within the prescribed area, please supply them on the labels.

EXAMPLE LABEL:

City Administrator
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

Case Number# _____

CITY OF GUADALUPE
TEMPORARY LAND USE PERMIT
LOCATION FILMING

COMPANY NAME _____

ADDRESS: _____ DEPOSIT PAID _____

TELEPHONE NUMBER: _____ ATTACHMENTS: _____

On a separate sheet list all affiliate production companies involved in this production)

PRODUCTION TITLE: _____

Feature () Television () Commercial () Other ()

UNIT MANAGER: _____

TELEPHONE NUMBER: _____

FIRST ASSISTANT DIRECTOR: _____

TELEPHONE NUMBER: _____

LOCATION MANAGER: _____

TELEPHONE NUMBER: _____

OTHER CONTACT PERSONNEL: _____

TELEPHONE NUMBER: _____

REQUEST LOCATION (S): Note the address or location of private or public property, streets, sidewalks, etc. Add sheets if necessary:

ACTIVITY (be specific): Note any street closures/parking needs/interior/other special needs. Add sheets if necessary:

CONTACT: Community Development Department
PLEASE GIVE ONE-HOUR NOTICE PRIOR TO FILMING.

DATE(S)	BETWEEN THE HOURS	PERSONNEL REQUIRED		
		FILM	CONSTRUCTION	STRIKE
_____		()	()	()
_____		()	()	()
_____		()	()	()

TOTAL PERSONNEL: _____

SPECIAL EVENTS – Explain. Add sheets if necessary: _____

PYROTECHNICS (include State Fire Marshall license identification number) _____

ANIMALS: _____

OTHERS: _____

AUTOMOBILES: _____

TRUCKS: _____

CONSENT OBTAINED FROM PROPERTY OWNERS: _____

ENCROACHMENTS PERMITS OBTAINED: CITY COUNCIL: CALTRANS:

PLANNING COMMISSION APPROVAL: _____ DATE: _____

SHERIFF'S DEPARTMENT APPROVAL: _____ DATE: _____

BY WHOM: _____

FIRE DEPARTMENT APPROVAL: _____ DATE: _____

BY WHOM: _____

APPLICANT HEREBY AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND TO MAINTAIN THE PREMISE IN GOOD CONDITTON AND TO RETURN SAID PREMISES IN THE SAME CONDITION AS THEY WHERE BEFORE SAID USE.

APPLICANT HEREBY AGREES TO COMPLY WITH ALL CONDITIONS AND RESTRICTIONS INCLUDED IN PERMIT ISSUANCE.

Print - Company Representative

Signature - Company Representative

Date: _____

Signature is indication of permit approval:

City of Guadalupe
Community Development Department

Community Development Department

Date: _____

PROPERTY OWNER CONSENT FORM

I, _____, owner of Real Property located at _____ do hereby give my consent and approval for _____ Production Company to use said property for Location Filming. The Location Filming activity will take place on the following dates and hours:

DATE	HOURS
_____	_____
_____	_____
_____	_____
_____	_____

I, hereby agree to hold harmless the City of Guadalupe and any of its officers, employees, and agents for any liabilities incurred as result of any filming activities on my property.

Print Name and Address of Property Owner:

Signature of Property Owner

Date

Case Number: _____

CITY OF GUADALUPE

AGREEMENT FOR PAYMENT OF
DEVELOPMENT APPLICATION PROCESSING FEES
AND ALL FEES INCURRED FOR CITY SERVICES

-Fill out completely-
-type or print-

1. Production Company: _____

Mailing Address: _____

(Street/P.O. Box)

(city)

(state)

(zip)

Phone: () _____

2. Agent: _____

Mailing Address: _____

(Street/P.O. Box)

(city)

(state)

(zip)

Phone: () _____

3. Party Responsible for Payment (check one) Owner () Agent () Other () fill out below

Name: _____

Mailing Address: _____

(Street/P.O. Box)

(city)

(state)

(zip)

Phone: () _____

4. Name of Production: _____

As the responsible person or party, I hereby agree that the administrative, file storage, material costs, equipment costs and personnel costs incurred in the processing of the applications for the above referenced production will be paid to the City of Guadalupe. I understand that the deposit I am herewith submitting is for average processing costs and that any additional amount will be billed to me directly. I agree that such additional fees will be paid either: (a) prior to the filming events, if required by the City at that time _and/or (b) prior to the issuance of the Temporary Land Use Permit; and/or (c) at the time billing is received. In the event I withdraw the application, I understand that I will be billed for any outstanding amount, which I agree to pay within thirty (30) days, any amount due the City will bear interest at the highest legal rate. I agree to pay any attorney's fee incurred by the City in collecting said fees. I also understand that if the deposit amount has not been exceeded, I will receive a refund of the remaining amount:

Signed:

_____ Date

Check one: Owner () Agent () Other ()