



CITY OF LA PALMA
Community Development Department
 7822 Walker Street • La Palma, California 90623-1771
 (714) 690-3340 • Fax: (714) 523-2141

Filming Permit Application

Category:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Feature Film	<input type="checkbox"/> Independent Feature	<input type="checkbox"/> TV Series	<input type="checkbox"/> TV Pilot	<input type="checkbox"/> TV Movie
	<input type="checkbox"/> Student Film	<input type="checkbox"/> Music Video	<input type="checkbox"/> Director's Reel	<input type="checkbox"/> Spec Spot	<input type="checkbox"/> Still Photo	<input type="checkbox"/> PSA
	<input type="checkbox"/> Documentary	<input type="checkbox"/> Other:				

Title for Filming:

Film Company Information:

Company Name:	Office Phone:	Fax:	
Address:	City:	State:	Zip:
Applicant/Contact:	Phone:	Alt. Phone:	

Location Management:

Location Manager:	Cell Phone:	Loc. Dept. Phone:
Asst. Loc. Mgr.:	Cell Phone:	Loc. Fax:
Location Rep./Agent:	Office Phone:	Office Fax:
Other Onsite Contact:	Phone:	Alt. Phone:

General Description of Filming Activities:

The term "filming" includes all preparation at a location prior to filming, the actual filming, and all clean up, or "strike" of the location. Please fill in all of the information in this application knowing that the time spent on a site begins when the crew first arrives and ends when all of the crew has departed.

Production Plan:

Attach a sketch showing the proposed filming, parking, and staging areas associated with this application.



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Film Location(s) & Date(s): [attach additional sheets if necessary]

LOCATION #1

Address/Description:		
Prep Days:	Prep Times:	Total Cast/Crew:
Film Days:	Film Times:	Total Cast/Crew:
Strike Days:	Strike Times:	Total Cast/Crew:

Filming Action: [check all that apply]

<input type="checkbox"/> INT Dialogue	<input type="checkbox"/> EXT Dialogue	<input type="checkbox"/> Nudity	<input type="checkbox"/> Dolly Sidewalk	<input type="checkbox"/> Animals	<input type="checkbox"/> Wet Down
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Drive-By	<input type="checkbox"/> Driving/Flow/Traffic	<input type="checkbox"/> Camera/Curb Lane	<input type="checkbox"/> Smoke/Open FI
<input type="checkbox"/> Gunfire	<input type="checkbox"/> Tow Shot	<input type="checkbox"/> Drive Up/Away	<input type="checkbox"/> Music Playback/Genre	<input type="checkbox"/> No-Parking Postings	
<input type="checkbox"/> Intermittent Traffic Control	<input type="checkbox"/> Other:				

Description of Any Special Effects:

LOCATION #2

Address/Description:		
Prep Days:	Prep Times:	Total Cast/Crew:
Film Days:	Film Times:	Total Cast/Crew:
Strike Days:	Strike Times:	Total Cast/Crew:

Filming Action: [check all that apply]

<input type="checkbox"/> INT Dialogue	<input type="checkbox"/> EXT Dialogue	<input type="checkbox"/> Nudity	<input type="checkbox"/> Dolly Sidewalk	<input type="checkbox"/> Animals	<input type="checkbox"/> Wet Down
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Drive-By	<input type="checkbox"/> Driving/Flow/Traffic	<input type="checkbox"/> Camera/Curb Lane	<input type="checkbox"/> Smoke/Open FI
<input type="checkbox"/> Gunfire	<input type="checkbox"/> Tow Shot	<input type="checkbox"/> Drive Up/Away	<input type="checkbox"/> Music Playback/Genre	<input type="checkbox"/> No-Parking Postings	
<input type="checkbox"/> Intermittent Traffic Control	<input type="checkbox"/> Other:				



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Description of Any Special Effects:

Description of Parking & Staging Requirements:

Include crew parking location(s), number and type of support vehicles (honey wagons, camera trucks, catering trucks, etc.), total vehicles, and other areas needed to provide a "base camp" for the film shoot. This information should be reflected on your Production Plan. [attach additional pages if necessary]

Note: Any Necessary Parking Restriction Posting Must Occur 24 Hours Prior to Filming

Subcontractors to Be Used:

Provide the name and contact information for each subcontractor (caterers, equipment rental companies, etc.) that will work on the shoot. Note that each subcontractor must obtain a Business License from the City. Temporary licenses may be obtained. [attach additional sheets if necessary]

Company Name	Office Phone	Location Contact	Location Phone

General Questions:

The following questions will help us determine if additional review, conditions, and/or fees will be required to ensure that the activity does not adversely impact the area. Any staffing fees that are charged will be based on standard hourly employee rates from the current year's City Budget.

Will traffic on any public or private road be delayed for more than three minutes at any time during the production?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any road signs or pavement striping be covered, removed, or added?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any oversize vehicles be required for the production?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any noises be generated from gunfire, explosions, aircraft, helicopters, or other activities that will exceed normal noise levels within 2,000 feet of the production?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the production create light and glare exceeding that which is normal for the area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will dust be created that would be likely to impact surrounding properties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any land be altered by grading or other earth moving activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will filming exceed 6 days in any rolling 120-day period in a residential area or 15 days in any rolling 180-day period in a commercial area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Will food, snacks, or beverages of any kind be served at the project site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any hazardous materials be brought onto the site or used during filming?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the project involve tents over 200 square feet in area, pyrotechnics, refueling of vehicles, "hot work" (cutting, welding, etc.), stunts, construction of structures, landing of aircraft or helicopters, special effects, or other unusual activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any new temporary electrical services be required (new poles, lines, or meters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the production occur in any watercourse (stream, river, creek, or flood control channel)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will concerts, parties, or special events be filmed or will a "wrap" party occur at the location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Orange County Fire Authority provides fire safety services on behalf of the City. It may be necessary to make additional arrangements through them directly (714) 573-6000 / <http://ocfa.org/>.

Any filming affecting a waterway or state highway will require approvals from the State Film Commission (323) 860-2960 / <http://www.film.ca.gov/Permits.htm> and/or the California Highway Patrol (800) 835-5247 / <http://www.chp.ca.gov/>. It is your responsibility to obtain these approvals prior to filming.

Notification Letter: All residents and merchants within 300 feet of the film location must receive written notice of filming at least three (3) days prior to filming. The letter must be typed on film company letterhead and include the date(s), time(s), specific location(s), title of the filming, and a brief description of the filming activities. The letter shall also include a contact name and telephone number for the Location Manager or other film company representative that will be on location during the filming.

Consent Forms: Any filming requiring a street closure will require written consent from 75% of the property owners on the block(s) affected by the closure. Any filming on any residential street, whether the filming is interior or exterior, may be subject to the consent requirement if the Director of Community Development determines that the filming could be seen as a burden to the neighborhood. Examples of this could include extended filming durations, late night/early morning activities, and/or excessive on-street parking requirements.

CANCELLATION POLICY: Filming must be cancelled at least 24 hours in advance of your shoot or Police and Public Works minimums will be due and payable.

I HEREBY DECLARE UNDER PENALTY OF PERJURY ALL OF THE FOLLOWING:	
(1) THAT THE INFORMATION GIVEN IS TRUE AND CORRECT AND ANY FALSE INFORMATION OR WITHHOLDING OF INFORMATION MAY SUBJECT ME TO CRIMINAL PERSECUTION AND IS GROUNDS TO DENY OR REVOKE MY FILM PERMIT;	
(2) THAT I UNDERSTAND THAT A FILM PERMIT MUST BE GRANTED PRIOR TO THE CONDITION OF OBTAINING THIS PERMIT, AND THAT GRANTING A PERMIT DOES NOT CONSTITUTE AN ENDORSEMENT BY THE CITY NOR WILL I REPRESENT OR USE THE PERMIT AS AN ENDORSEMENT BY THE CITY;	
(3) THAT I HAVE READ AND AGREE TO COMPLY WITH THE CITY OF LA PALMA STANDARD FILM PERMIT CONDITIONS OF APPROVAL; AND	
(4) THAT I AGREE TO COMPLY WITH ANY ADDITIONAL CONDITIONS OF APPROVAL THAT MAY BE IMPOSED BY THE CITY OF LA PALMA IN ORDER TO ENSURE THAT THE FILMING DOES NOT ADVERSELY IMPACT THE RESIDENTS AND BUSINESSES OF THE CITY OF LA PALMA.	
_____	_____
SIGNATURE OF APPLICANT	DATE



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OFFICE USE ONLY

Date Received:		Filing Fee:		Cash <input type="checkbox"/>	Check <input type="checkbox"/> No.:		
Production Plan <input type="checkbox"/>	Permission To Use Property <input type="checkbox"/>		Notification Letters <input type="checkbox"/>		Certificate Of Insurance <input type="checkbox"/>		
Consent Forms Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Received <input type="checkbox"/>		Student/Nonprofit Letter <input type="checkbox"/>					
Required Review:	PD <input type="checkbox"/>	PW <input type="checkbox"/>	Bldg <input type="checkbox"/>	Comm Svs <input type="checkbox"/>	Fire <input type="checkbox"/>	Health <input type="checkbox"/>	Other <input type="checkbox"/>
Received Comments:	PD <input type="checkbox"/>	PW <input type="checkbox"/>	Bldg <input type="checkbox"/>	Comm Svs <input type="checkbox"/>	Fire <input type="checkbox"/>	Health <input type="checkbox"/>	Other <input type="checkbox"/>
Disposition: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/>			By:		Date:	Applicant Notified <input type="checkbox"/>	



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Permission to Use Property

(to be completed for each private property used for filming and/or staging)

Title for Filming:

Location Address:		Location Number on Application:	
Owner's Name:			
Mailing Address:	City:	State:	Zip:
Phone:		Alt. Phone:	

I understand the nature of film-related work to be conducted on the subject property identified above and give permission of said activities and for modifications and extensions of the film-related work. I also understand that the City of La Palma is exempt from liability arising from any property damage or injury to myself, family, employees, or other personnel or livestock on my property or other properties during time of film production, including all set-up (prep), filming, and removal of props, equipment, and vehicles (strike) associated with the operation. I further understand that any arrangements for special conditions or restrictions for filming activities beyond those imposed by the City of La Palma are the responsibility of the property owner. Lastly, I know of no violations of City ordinances, codes, or regulations on the site.

Signed:	Dated:
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(The property owner or an authorized agent must sign this form.)