CITY OF SIMI VALLEY

Location Filming Permit Application Packet

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Items A, B, C, and D are required for all applications and must be submitted to the City of Simi Valley Customer Services Division. Items E and F are required for some applications, depending on the type of filming. Items G and H are for your information only.

For information about location filming and film permitting in Simi Valley, including detailed submittal instructions, please visit us on the web at www.simivalley.org/filming, or contact us at (805) 583-6842.

For information about adult filming and permitting in Simi Valley, please contact us at (805) 583-6385.

Please send completed applications to the City via any one of the following methods:

Option 1: E-mail the application to lshamout@simivalley.org.

Option 2: Fax the application to (805) 583-6399.

Option 3: Mail or hand-deliver the application to the Customer Services Counter at City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063.

CITY OF SIMI VALLEY

Authorization No. _____
For Internal Use Only

Instructions available at: WEB: www.simivalley.org/filming TEL: (805) 583-6842 FAX: (805) 583-6399

Location Filming Permit Application

Company Name: _____ Fed. Tax ID: _____

Company Address: _____

Contact Person: _____ Phone: _____ E-mail: _____

Name of Production: _____ Type: _____
(Feature Film/TV/Still Photography/Student Film, etc.)

Location 1 Name/Address: _____

Type of Location: _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

Location 2 Name/Address: _____

Type of Location: _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

Location 3 Name/Address: _____

Type of Location: _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

Types/Number of Oversized Vehicles: _____
(e.g., Cranes, Trailers, Craft Services, etc. Please identify which locations have those items.)

Special Services Requests (Additional Lead Time May Be Required):

☐ Intermittent Traffic/Pedestrian Control ☐ No Parking Signs ☐ Street Closures ☐ Unmanned Aircraft System

If requested, please explain: _____

Insurance Certificate Attached: ☐ Yes ☐ No Property Owner Consent Attached: ☐ Yes ☐ No

The undersigned submits this application under the provisions of Simi Valley Municipal Code Chapter 5-32 and such other rules and regulations, as applicable, and guarantees that, if this application is approved, the filming will be operated in conformity with all applicable rules, regulations, and conditions. Furthermore, it is understood that all nuisances as well as non-compliance with applicable conditions that are brought to the attention of operators of the filming activities when the activity is in progress must be corrected immediately. If corrections are not made, the appropriate authorities may immediately cancel the permit.

Applicant: _____ Date: _____

City Approval: _____ Date: _____

QUESTIONNAIRE FOR FILMING

Contact: Lori Ross, Filming Fire Safety Coordinator
Tel: (805) 947-8535 Fax: (805) 383-4766

NAME OF PRODUCTION AND PRODUCTION COMPANY:

_____

LOCATION OF FILMING: _____

DATE/S OF FILMING: _____

Fire Department Review Fee for Any Filming Activity:	**$216.00**
Review Fee for Still Photography:	**$144.00**
Review for Student Film:	$216.00

If any of the following will be present at the production site or base camp area a Fire Code Permit and a Fire Safety Officer may be required.

Tents/canopy 401-1600 sq. ft.	☐ No	☐ Yes	$216.00
Tents/canopies great than 1600 sq.ft	☐ No	☐ Yes	$360.00
Pyrotechnics (explosives, squibs, open flame)	☐ No	☐ Yes	$252.00
Refueling unit	☐ No	☐ Yes	$144.00
Hot work, welding, and cutting operations	☐ No	☐ Yes	$324.00
Construction of structures	☐ No	☐ Yes	
Operation or landing of aircraft or helicopters	☐ No	☐ Yes	
Stunts	☐ No	☐ Yes	

The Fire Safety Officer is on a time card and paid by the production company. The current rate is $48.00 per hour with an 8-hour minimum, with time-and-a-half after 8 hours and double time after 12 hours.

COMPANY REPRESENTATIVE: _____

Contact number: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Applicant agrees to defend, indemnify, and hold harmless the City of Simi Valley and its officials, officers, employees, agents, and representatives from and against all claims, lawsuits, liabilities, or damages arising out of, in connection with, and/or relating in any manner to any act or omission of Applicant, its agents, employees, and subcontractors of any tier, and employees thereof, in connection with the performance or nonperformance of activities authorized by this application.

Applicant shall thoroughly investigate any and all claims, indemnify the City of Simi Valley, and do whatever is necessary to protect the City of Simi Valley and its officials, officers, employees, agents, and representatives as to any such claims, lawsuits, liabilities, expenses, or damages. The City of Simi Valley shall be included as an additional insured in the Applicant's liability insurance policies and endorsements.

_____ _____

Signature of Authorized Representative Date

_____

Name of Production Company

General Liability Special Endorsement
for the City of Simi Valley

1. ENDORSEMENT NO.

2. ISSUE DATE (MM/DD/YY)

3. PRODUCER

TELEPHONE

4. INSURED

5. POLICY INFORMATION:

Carrier:

Policy No.:

Policy Period:

COVERAGE TRIGGER ☐ Occurrence

LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

6. ☐ Deductible ☐ Self-insured Retention (check which) of $ _____

7. **APPLICABLE.** This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the City of Simi Valley unless checked here ☐ in which case only the following specific agreements and permits with the City of Simi Valley are covered:
CITY AGREEMENTS/PERMITS

8. TYPE OF INSURANCE

GENERAL LIABILITY

☐ COMMERCIAL GENERAL LIABILITY
☐ COMPREHENSIVE FORM

9. COVERAGES

	LIABILITY LIMITS IN THOUSANDS $	
	EACH OCCURRENCE	AGGREGATE
☐ PREMISES/OPERATIONS		
☐ UNDERGROUND & COLLAPSE HAZARD		
☐ PRODUCTS/COMPLETED OPERATIONS		
☐ CONTRACTUAL		
☐ INDEPENDENT CONTRACTORS		
☐ ____		
☐ ____		

10. OTHER PROVISIONS

11. CLAIMS: Underwriter's representative for claims pursuant to this insurance (address and telephone).

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter thereto, it is agreed as follows:

12. **ADDITIONAL INSURED.** The City of Simi Valley and its respective boards, districts, officers, agents and employees are included as additional insureds with regard to liability and defense of all claims, lawsuits, liabilities or damages of whatsoever nature arising from the operations and uses performed by or on behalf of the named insured.

13. **CONTRIBUTION NOT REQUIRED.** Insurance is primary with respect to any insurance maintained by the City of Simi Valley and shall not call on the City's insurance for contribution.

14. **CANCELLATION NOTICE.** With respect to the interests of the City of Simi Valley this insurance shall not be cancelled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the City of Simi Valley addressed as follows: City of Simi Valley, Attn.: Risk Manager, 2929 Tapo Canyon Road, Simi Valley, CA 93063.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

15. CITY DEPARTMENT/BUREAU

CITY OF SIMI VALLEY
2929 TAPO CANYON RD
SIMI VALLEY, CA 93063

16. AUTHORIZED REPRESENTATIVE ☐ Broker/Agent ☐ Underwriter ☐ _____

I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.

Signature _____
(original signature required on copy)

Telephone: ( ) _____ Date signed _____

CITY OF SIMI VALLEY'S INSURANCE REQUIREMENTS

For those conducting business with the City of Simi Valley, insurance coverage may be provided by either (1) an approved general and/or *Auto Liability Endorsement Form for the City of Simi Valley* or (2) an acceptable certified copy of the insurance policy (Declarations of Coverage) with an approved Additional Insured Endorsement (CG 20150993/CG 20101093). A Certificate of Insurance is not acceptable evidence of insurance for liability and automobile coverage due to the following language on the standard ACORD form:

> *"This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."*

To protect those doing business with the City, the public, and the City, insurance must:

1. Cover the specified exposures to loss arising out of the work performed or activity conducted.

2. Contain limits high enough to pay reasonably feasible judgments.

3. Have the City, its boards, officers, agents, and employees included as "Additional Insured" on the contractor's insurance for General and Auto Liability. The City shall be named as "Loss payee" as its interest may appear on all property insurance. Workers' Compensation and Professional Liability do not require for the City to be named as an *"Additional Insured."*

4. Have the insurance by primary and not call on the City's insurance for contributions.

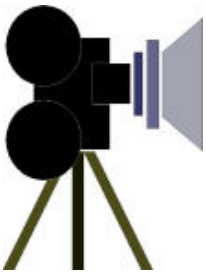
5. Provide that insurance shall not be cancelled or reduced in coverage until after 30 days written notice.

6. Provide a hold harmless agreement to include the defense and indemnification of the City. This obligates the contractor/permittee insurer or holds the contractor/permittee responsible in the event of insufficient or inadequate insurance.

7. Have an A.M. Best's Rating of B+,VII and be admitted in California. Any exceptions must be reviewed and approved by the City's Risk Manager. Should you have any questions on insurance requirements, please contact the City's Risk Manager at (805) 583-6739.

8. Insurance must be approved prior to commencement of the work activity.

Notice of Proposed Filming



The City of Simi Valley requires filmmakers to notify surrounding residents and businesses of any proposed filming activities that may affect neighboring properties. A description of the activities proposed in your neighborhood is shown below.

Filming Location: _____

Date(s) and Times: _____

_____

_____

Parking: _____ vehicles will be parked _____

_____

_____.

Outdoor Lighting: _____

_____.

Exterior Noise: _____

_____.

If you have any questions or concerns about the filming activities, please contact the filming company:

_____ _____
(Name) (Telephone Number)

If you need to report any noise or parking violations due to filming activities, please contact the Simi Valley Police Department, 24 hours a day, at (805) 583-6950.

If you have any questions or concerns regarding the City's Location Film Permit process, please contact Brian Chong at the City of Simi Valley at (805) 583-6706.

Instructions for Notice of Proposed Filming

Filming Location: Identify the address of filming. Separate locations require a separate Notice of Proposed Filming for each location.

Example: 2929 Tapo Canyon Road

Date(s) and Times: Include the day(s), date(s), and times of filming at the location.

Example: Thursday, July 9, 8:00 a.m. – 10:00 p.m.
Friday, July 10, 8:00 a.m. – 12:00 p.m.

Parking: Include the number of vehicles needed for the filming and explain where they will be parked (off-site, in the street), etc. If temporary "No Parking" signs or street closures are proposed, include that information.

Example: Five vehicles will be parked on the west side of Tapo Canyon Road. Temporary "No Parking" signs will be posted for 200 feet on either side of 2929 Tapo Canyon Road. No street closures are proposed.

Outdoor Lighting: Identify any outdoor lighting that may affect neighboring properties. If no outdoor lighting is proposed, state that. Do not leave this field blank.

Example: Outdoor lights will be set up in the parking lot but will shine away from adjacent properties.

Exterior Noise: Identify any exterior sources of noise that may affect neighboring properties. If no exterior sources of noise are proposed, state that. Do not leave this field blank.

Example: A generator will be running intermittently during filming, but it will be turned off no later than 9:00 p.m. Exterior dialogue will be recorded but will not affect adjacent properties.

Certification of Notifications

The undersigned hereby certifies that all residents and/or businesses listed below have been notified of the proposed filming activities described in the Notice of Proposed Filming attached to this page.

_____ _____

(Signature) (Date)

_____

(Print Name)

By signing below, no permission or consent is implied for the proposed filming. Signatories are signing only to acknowledge that they have been notified about the proposed filming.

Street Address	Name	Signature	Date

Please attach additional sheets as necessary.

Instructions for Certification of Notifications

Filmmakers must notify any residents or businesses that may be impacted by filmmaking activities, prior to issuance of a Location Filming Permit. Impacted properties include those affected by any one or more of the following:

- Parking
- Temporary Parking Prohibitions
- Temporary Street Closures
- Outdoor Lighting
- Exterior Noise

If you are unsure of whether your filming requires notifications, please contact Linda Shamout at (805) 583-6842.

If nobody is present at an address, a copy of the Notice of Proposed Filming may be left at the address. In such instances, list the address and indicate “No one home; left notice” in the “Name” and “Signature” columns.

If a notified party does not wish to sign the form, list the address and indicate “Would Not Sign” in the “Signature” column.

A copy of the Notice of Proposed Filming must accompany the completed Certification of Notifications.

For filming with major impacts, the City may require permission from adjacent property owners instead of notification, when one of the following occurs:

- Late-night filming hours in or adjacent to residential neighborhoods
- Full street closures (not intermittently opened)
- Other unusual filming requests

If your filming might require permission instead of notification, please contact Linda Shamout at (805) 583-6842 for forms and instructions.

Location Filming Permit Fees

Base Fee – Minor Permit (2 Days of Filming or Fewer):

- To City of Simi Valley:
  - $360 Minor Location Filming Permit Application Fee (non-refundable)
  - $58 Temporary Use Permit Fee
  - $100 per day Business Tax
- To Ventura County Fire Protection District:
  - $216 Review Fee

Base Fee – Major Permit (3 Days of Filming or More):

- To City of Simi Valley
  - $755 Major Location Filming Permit Application Fee (non-refundable)
  - $58 Temporary Use Permit Fee
  - $100 per day Business Tax
- To Ventura County Fire Protection District:
  - $216 Review Fee

Base Fee – Still Photography Permit

- To City of Simi Valley
  - $90 Still Photography Permit Fee
  - $58 Temporary Use Permit Fee
  - $150 per day Business Tax and Still Photography Permit base rate
- To Ventura County Fire Protection District
  - $144 Review Fee

Other Costs, as Requested:

- If the Ventura County Fire Protection District requires a Fire Safety Officer, additional fees are due (see page 3).

- If filming is proposed within the public right-of-way, an Encroachment Permit Fee ($276) is required.

- If street closures or Intermittent Traffic Control (ITC) services are requested from the Simi Valley Police Department, the following fees apply, with a two-hour minimum:
  - Officer: $101 per hour*
  - Sergeant: $123 per hour*
  - Lieutenant: $148 per hour*

- If temporary “No Parking” signs are requested, one of the following fees is required:
  - City posts signs*: $75, plus $0.15 per linear foot of signage, inclusive of driveways
  - Applicant posts signs: $0.50 per sign
    - Only official City signs may be used; please call Linda Shamout for instructions at (805) 583-6842

- If dumpsters or trash services are required, you must use one of the two franchised trash service providers in Simi Valley:
  - G.I. Rubbish Company: (805) 522-9400
  - Anderson Disposal: (805) 526-1919

* Two-week advance notice is required for street closures, ITC, and temporary “No Parking” signs.

CITY OF SIMI VALLEY

TEMPORARY SIGNS – FILMING
(SVMC Section 9-37.070)

What is the purpose of the Temporary Sign Ordinance?

Signs have an obvious impact on the character, quality, and economic health of our City. As a prominent part of the scenery, they may distract the viewing public and affect the safety of vehicular and pedestrian traffic. The Temporary Sign Ordinance accomplishes a balance between advertising needs, the freedom of expression, and the necessity of regulatory constraints.

What are requirements for <u>Noncommercial Temporary Signs</u> like filming directional signs?

- A separate Temporary Sign Permit is not required.
  (A Location Filming Permit is still required.)
- Signs must be 12 square feet or less in size
- Signs shall not exceed a height of 6 feet.
- Signs may only be placed on private property, with the permission of the property owner or leaseholder
- Except in front of single-family residences, the following information must be affixed to the lower right hand corner of the sign:
  - Contact information for the sign owner (name, address, and phone number)
  - Date of sign installation
  - Property owner's permission (including name, address, and telephone number)

How does the City enforce the ordinance?

The City may immediately remove illegal temporary and portable signs from the public right-of-way. Removal is aimed at reducing hazards to vehicular and pedestrian traffic posed by signs located in the public right-of-way. Code Enforcement staff will work with property owners to remove or legalize signs located on private property. Enforcement of the Sign Ordinance promotes the public health, safety, and welfare by improving community aesthetics. If you believe your sign has been removed from the public right-of-way, please contact the Public Services Center at 583-6400 within 14 days of removal. After 14 days, all removed signs will be discarded. For signs on private property, the City requests the sign owner/property owner to correct the violation, remove the illegal sign, or authorize the City to abate the sign. Costs involved for abating the illegal sign are charged to sign owners.