



CITY OF SIMI VALLEY

Home of The Ronald Reagan Presidential Library

Location Filming Permit Application Packet

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Items A, B, C, D, and E are required for all applications and must be submitted to the City of Simi Valley Customer Services Division. Items F, G, and H are required for some applications, depending on the type of filming. Items I, J, and K 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) 583-6736.

For information about adult filming and permitting in Simi Valley, please contact us at (805) 583-6380.

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

- Option 1: E-mail the application to locationfilmingpermit@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.



Authorization No. _____

For Internal Use Only

Rider No. _____

For Internal Use Only

E-mail: locationfilmingpermit@simivalley.org Call: (805) 583-6736 FAX: (805) 583-6399

Location Filming Permit Application

Company Name: _____ Fed Tax ID: _____

Company Address: _____

Contact Person: _____ Phone: _____ Email: _____

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

Basecamp: Yes No Basecamp Location: _____

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

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

If requested, please explain: _____

Is property located in an HOA? Yes No

If YES, has property owner obtained permission from HOA to film? Yes No

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 the 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 the 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: _____ 2 Date: _____



QUESTIONNAIRE FOR FILMING

PRODUCTION COMPANY: _____

NAME OF PRODUCTION: _____

LOCATION OF FILMING: _____

DATE/S OF FILMING: _____

Fire Department Film Review Fee for Filming: \$228.00

Still Photography Review Fee: \$152.00

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 401 to 1600 sq. ft.	\$190.00
Tents greater than 1600 sq ft	\$342.00
Pyrotechnics (explosives, squibs, open flame)	\$266.00

Additional activities:

Interior Set Construction	No	Yes
Construction of structures	No	Yes
Operation or landing of aircraft or helicopters	No	Yes
Stunts	No	Yes

The Fire Safety Officer is on production company time card and paid by the production company.

Current rate is \$58.00 an hour with an 8-hour min. Time and a half after 8 hrs and double time after 12 hrs.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions
805-947-8535 / Lori.ross@ventura.org

Company Representative / Location Contact Name: _____

Contact Number: _____

CITY OF SIMI VALLEY'S INSURANCE REQUIREMENTS LOCATION FILMING

These are the Insurance Requirements for film permit applicants. By completing the Location Filming Permit Application, you verify that you comply with and agree to be bound to these requirements. It is recommended that you check with your Insurance advisor(s) to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under these requirements. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover your liability under these requirements.

The applicant shall procure and maintain for the duration of the permit insurance against claims for injuries to persons or damages to property which may arise from or in connection with the activities or performance of work identified in the permit and the results of that work by the applicant, his agents, contractors, representatives, employees or subcontractors.

Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if applicant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: as required by the State of California, with Statutory Limits.
4. Aviation Liability Insurance (UAS/Drones): On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

Other Insurance Provisions

The Insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officials, officers, employees, agents, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the applicant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the applicant's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this application, the applicant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officials, officers,

employees, agents, volunteers, and representatives and not call on the City's insurance for contributions.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with prior notice to the City.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Applicant shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before filming/work begins. The City reserves the right to require complete, certified copies of all required insurance policies and endorsements required by these specifications.

Special Risks or Circumstances

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Hold Harmless

Sign and provide the hold harmless agreement to include the defense and indemnification of the City. This obligates the applicant's/permittee's insurer or holds the applicant/permittee responsible in the event of insufficient or inadequate insurance.

Should you have any questions on insurance requirements, please contact the City's Risk Manager at (805) 583-6739.

Verification:

I have read and understand the above requirements and agree to be bound by them for any filming activities identified in the permit application.

Authorized Signature

Date

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/Production

City of Simi Valley Film Permit Attestation Statement

City of Simi Valley

2929 Tapo Canyon Road, Simi Valley, CA 93063 • (805) , ' - * + ' * • simivalley.org/filming

This statement attests to compliance with the County of Ventura Public Health Officer requirements and with the State of California Guidance for Music, Film, and Television production. By completing and signing this document the applicant attests to the statements contained herein and accepts responsibility and liability associated with the actions and statements below.

Instructions: Please read the following statements, check the yes box indicating you understand the provision and will comply, sign and date where requested.

1.	I will have a designated COVID-19 Compliance Officer on set.	Yes
2.	I will follow the prevention protocols identified in the appropriate industry guidance: <ul style="list-style-type: none"> • Alliance of Motion Picture and Television Producers: https://pmcdeadline2.files.wordpress.com/2020/06/iwlmsc-task-force-white-paper-6-1-20.pdf • Association of Independent Commercial Producers (AICP): https://www.aicp.com/business-resources/business-affairs-information/aicp-guidlines/covid-19-workplace-guidelines/production-specific-considerations 	Yes
3.	I will post the COVID-19 Hotline Flyer (COVID-19 Hotline Flyer)	Yes
4.	I will not have live audiences.	Yes
Print First Name:		
Print Last Name:		
Signature		Date

Instructions for Completing the Notice of Proposed Filming Form

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.

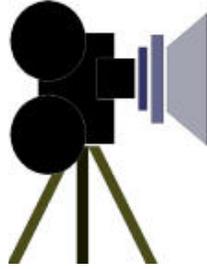
Outdoor Lighting: Identify any outdoor lighting that may affect neighboring properties. If no outdoor lighting is proposed, state that. Do not leave this field blank.

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.

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 Heidi DiNardo at the City of Simi Valley at (805) 583-6380.

Instructions for Completing the Certification of Notifications Form

Filmmakers must notify any residents or businesses that may be impacted by filmmaking activities within 48 to 72 hours of proposed filming as identified by the City's filming staff, prior to issuance of a Location Filming Permit. Impacted properties include those affected by any one or more of the following:

- Temporary Parking Requests (mandatory 72 hour notice)
- Temporary Street Closures
- Outdoor Lighting
- Exterior Noise

If you are unsure of whether your filming requires notifications, please contact Customer Services at (805) 583-6736.

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. A second attempt to reach the occupant may be required depending on the scope of filming.

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 to residential areas, the City may require the applicant to obtain permissions from surrounding property owners utilizing the Certification of Permissions form when one of the following occurs:

- Late-night filming hours in or adjacent to residential neighborhoods
- Intermittent or Full Street Closures
- ITC/IPC services
- Cul-de-sac street filming
- Other unusual filming requests

To determine if the proposed filming might require permission, please contact Customer Services at (805) 583-6736 for forms or instructions.

Location Filming Permit Fees

Base Fee:

- To City of Simi Valley:
 - o \$150 (for first location)
 - o \$60 (additional location)
 - o \$295 Temporary Use Permit Fee
 - o \$100 Business Tax Fee (per day)
 - o \$270 Event requiring ITC/IPC Review (additional cost)
 - o \$60 Standard Rider (each) *at the discretion of the City's Filming Office
 - o \$250 ITC/IPC Rider (each) *at the discretion of the City's Filming Office

Cancellation fee applies if canceled 48 hours prior to proposed filming

- To Ventura County Fire Department:
 - o \$222 Review Fee

Fees are waived for student filming projects. Please see instructions for student filming requirements.

Base Fee – Still Photography Permit

- To City of Simi Valley
 - o \$80 Still Photography Permit Fee
 - o \$295 Temporary Use Permit Fee
 - o \$100 Business Tax Fee (per day)
- To Ventura County Fire Protection District
 - o \$148 Review Fee

Other Costs, as Requested:

- If the Ventura County Fire Department 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 (\$288) 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:
 - o Officer: \$101 per hour, (includes vehicle)
 - o Sergeant: \$123 per hour, (includes vehicle)
 - o Commander: \$143 per hour, (includes vehicle)
- *If temporary "No Parking" signs are requested, one of the following fees is required:
 - o City posts signs: \$75, plus \$0.15 per linear foot of signage, inclusive of driveways
 - o Applicant posts signs: \$35, plus \$0.50 per sign*Only official City signs may be used; please call Customer Services for instructions at (805) 583-6736

"No Parking" signs must be posted at least 72 hours before proposed filming and will be verified by City staff

- If dumpsters or trash services are required, you must use the City's franchised trash service provider in Simi Valley:
 - o G.I. Rubbish Company: (805) 522-9400

A minimum one-week advanced notice is required for ITC/IPC services. Two-week notification is preferred in order to guarantee police coverage for ITC/IPC services. Map submittal identifying the placement of "No Parking" signs must be included with application filing.



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 Noncommercial Temporary Signs 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.

Student Filming Requirements

Although student films are exempt from filming permit fees, a Location Filming Permit Application is still required to be completed. However, in the event that any applicant requires direct services from the City during location filming activities, including but not limited to, the use of City property, equipment, or personnel, the applicant shall reimburse the City of the cost of all such services provided. Additionally, refundable deposits may be collected from the applicant to ensure compliance with permit conditions.

The City will need the following information to process the application:

- Property owner(s) permission (where filming is to occur)
- Ventura County Fire Department Questionnaire for Filming, completed
- City of Simi Valley's Hold Harmless Form and Indemnification Agreement, signed
- A copy of insurance coverage (Declarations of Coverage) with an approved Additional Insured Endorsement listing the City of Simi Valley, completed

In addition, the student must submit the following documents with their Location Filming Application:

- Student Film Certificate
- *Letter from a school administrator or instructor on the school's letterhead stating that the applicant is a student and that the proposed filming is for a school project.

**A student is defined as "an applicant who has submitted a letter written on school letterhead by a school administrator or instructor stating that the applicant is currently enrolled in a recognized U.S. educational institution and that the film is not for commercial release and who agrees, in writing, to pay the City of Simi Valley all waived fees in the event that the film is ever used for commercial purposes."*