



Film Permit Application

Company _____ Fed/State Employer ID _____

Production Title _____ Production Type _____

Address _____

Street _____ City _____ State _____ Zip _____
Phone (_____) _____ Fax (_____) _____ Cell (_____) _____
Area Code Area Code Area Code

Location Manager _____

Location (Provide address and specific area on the property. Attach additional page for multiple locations.)

Type of Filming _____

Name of Private Property Owner/Representative _____ Phone (_____) _____
Area Code

Activity (Provide a description of filming activity for each location including maps, sketches, etc.)

Prep, Strike, and Filming Schedule -- Attach separately

Traffic Control/Activity in Public ROW: No _____ Yes _____ (Attach Traffic Control Plan)

Date(s) _____ Time(s) _____

Total Personnel (Cast and Crew) per site/day _____

Vehicles/equipment (i.e. generator, etc.) _____

Pyrotechnics _____

Technician _____ License # _____

FX # _____ Insurance Company _____ Expiration Date _____

Company Representative Signature

Private Property Representative Signature
(if applicable)

When complete and by acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.

Return to: City of Novi
Civic Center –City Manager’s Office
45175 West Ten Mile Road
Novi, MI 48375

City approval by – Signature



FILMING PERMIT
RELEASE AND HOLD HARMLESS AGREEMENT
CITY OF NOVI

COMPANY: _____ PRODUCTION TITLE: _____

ADDRESS: _____

The undersigned has requested a filming permit from the City for the limited purpose of motion picture, television, radio, or photographic production in accordance with Chapter 24, Article III of the City's Code of Ordinances. Section 24-31(9) requires Permittee to provide an agreement to hold the City harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the City has agreed to permit such activity subject to all the conditions and requirements of Chapter 24 and the following condition:

Permittee shall agree to, and hereby does agree to indemnify, defend, and hold harmless the City, its Council, and its agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in this Permit, and/or as a result of participation in or attendance at the activity, event or use provided for in the Permit, caused by the negligent acts, errors or omissions of the Permittee, its agent, subcontractors, or employees, or others, regardless of whether or not Permittee alleges such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by the City.

SIGNATURE: _____

PRINT SIGNATURE NAME: _____

TITLE: COMPANY: _____

PHONE: _____

DATE(S) OF FILMING: _____

STATE OF MICHIGAN)
) ss.
OAKLAND COUNTY)

Subscribed and sworn to before me this _____ day of _____, 200_ by
_____ of _____, a Michigan _____, on behalf of said _____

Notary Public

_____ County, Michigan

My Commission Expires: _____



Fees / Guidelines

Permit Application Fee (non-refundable):

Motion Picture, Television, or Video Shoot:	\$ 150
Commercial Advertisement Production of four (4) hours or less:	\$ 75
Still photography:	\$ 50

Additional fee for expedited processing if less than normal processing time is required. (Late applications processed at the discretion of the City Manager or his/her designee): \$ 150

Daily Public Property Use Fee (From Prep to Clean-up Time)

Motion Picture, Television, or Video - per day:	\$ Varies*
Public Property Location Holding - per day:	\$ 75

Extended Hours of Permitted Filming Activity (Public or Private Property)

Any film permitted activity beyond 7am to 7pm Monday through Saturday OR driving scenes on major, minor or neighborhood roads requiring special barricades, noticing, and/or public safety personnel (hourly rates for staff time to be calculated and charged separately). \$ 75

Security Deposit

A refundable security deposit may be required to cover any unanticipated City staff costs, clean-up costs, refund fees to user groups affected by the film permit activities, and/or other expenses not included/anticipated in the initial film permit fee calculation. \$ Varies*

Staff Costs

Monitoring fee for additional police, fire, ordinance enforcement, public works, recreation & parks, or other staff as determined by the City Manager or his/her designee; Fee will be estimated based on hours needed and scheduled. \$ Varies**

* Fee could vary depending upon actual property used and the impact on regularly scheduled events.

** Staff time to be based on most current City overtime rate schedule and calculated and paid in advance of film permit activities.

1. Obtain a film permit application from the City of Novi or download the permit application from our website at www.investnovi.com/film. Notification and a film permit is required whether filming occurs on public or private property. Novi Film Permit Office Contact:

Ara Topouzian
Economic Development Manager
248.347.0445

2. Complete film application and submit with payment.
3. Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Novi as an additionally insured party for thirty (30) days beyond the length of the shoot.
4. Submit hold harmless document as required. Please note that the City's Hold Harmless form required a notarized signature.
5. The film company must notify affected residents, occupants and businesses, in advance of any filming and as instructed by the City of Novi, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests, and sidewalk usage (without obstructing pedestrians). If required by the City, draft neighborhood notification letter and neighborhood signatures (if required by City Manager) must be attached to the Film Permit application.
6. If a road closure is requested, please attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and a brief description of what you will be filming, as well as placement of work trucks, crew/equipment, "no parking" signs, etc. The City's Engineering or Public Works Departments and Police Departments will review the Traffic Control Plan and grant approval if appropriate. Failure to comply with an approved Traffic Control Plan shall result in immediate termination of the film permit.
7. Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes. A 20 ft. clearance between vehicles parked on either side of the road is mandated to allow for emergency response vehicles to pass. Production vehicles must not block parking lot access/egress ramps to any freeway, etc.
8. Base camp cannot be on the streets of Novi unless approved in advance by the City Manager. Only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
9. Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition

Consideration & Disruption

Consideration to Residents/Occupants/Businesses: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

Lighting: Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

Noise: The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

Disruption to Residents/Occupants/Businesses: It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

Vehicles, Traffic, Parking

Traffic:

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

City Department Approvals

Approval from the following City departments may be required for some productions:

Community Development (Planning, Building and Code Enforcement): Department approval is required for any environmental issues, including temporary construction of sets, electrical inspection of base camp, etc.

Engineering and/or Public Works Department: Department approval is required for any film/photo/video or other related activity that occurs in the public right-of-way or that requires a hydrant hook-up for water access. Costs incurred are the responsibility of the applicant.

Recreation and Parks Department: Department approval is required for any related film/video/photo activity at any City park. Park staff may be required to be on site for some City park locations. Such staffing costs are the responsibility of the applicant.

Conditions/Restrictions

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the City of Novi's film ordinance constitutes a misdemeanor and all filming activity will be halted. Such violations will void the permit for future use. No changes to the permit will be allowed after initial permit issuance without the written approval of the City. Additionally, filming may not occur for more than seven (7) consecutive days, on public or private property, without approval from the City Manager or his/her designee.

These procedures and guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements on an application-by-application basis. Additionally, the City reserves the right to deny a film permit based in the manner described in the Municipal Code. The city shall reserve the right to withdraw a permit or stop production in the event that the applicant does not adhere to these rules and regulations.

**FOR MORE INFORMATION, PLEASE CONTACT THE
CITY OF NOVI FILM OFFICE
248.347.0445.**