



# Film Permit Application

Company \_\_\_\_\_ Fed/State Employer ID \_\_\_\_\_

Production Title \_\_\_\_\_ Production Type \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Phone(\_\_\_\_) Fax Phone(\_\_\_\_) Cell(\_\_\_\_)  
Area Code Area Code Area Code

Location Manager \_\_\_\_\_

Location (Please provide address and specific area on the property. Attach additional pages 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 Right-of-Way: \_\_\_\_\_ 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 No. \_\_\_\_\_

FX No. \_\_\_\_\_ 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 South Lyon  
335 S. Warren Street  
South Lyon, MI 48178

\_\_\_\_\_  
City Approval by - Signature



# Film Permit Fees / Guidelines

## FEES:

### Permit Application Fee (Non-Refundable)

Motion Picture, Television, or Video on Public Property:	\$750
Still photography on Public Property:	\$175
Additional fee for expedited processing if less than normal processing time is required. (Late applications processed at the discretion of the City Manager and his/her designee):	\$150

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

Motion Picture, Television or Video – per day:	\$1,000 – 2,000*
Public Property Location Holding – per day:	\$75

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

Any film permitted activity beyond 7 am to 7 pm 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).	Varies
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### \*Staff Costs

While actual costs vary by event, film event billings by the City shall be itemized as follows:

▪ Municipal Service Employee Time	See attached cost sheets
▪ Police Employee Time	\$54.49/officer 3 Hour minimum
▪ Fire Department Time	Pending required services
▪ Facility Fee	See above
▪ Equipment Charges	See attached sheets
▪ Purchased Materials	\$
▪ Rented Materials	\$
▪ Missing/Damaged Equipment or Supplies	\$
Sub-Total	\$
Rent/Facility Fee (If Applicable)	+\$
Less amount of City support	-\$
<b>NET TOTAL BILLING</b>	<b>\$</b>

## Security Deposit

Varies

A cash deposit, performance bond or other security acceptable to the City will be required in an amount equal to the amount estimated by the City to be billed for the City. Fees apply as are described in the fee schedule above. The estimated City fees shall be listed as a part of the City Council Resolution authorizing this special event. Arrangements for the deposit or other acceptable security are to be made by event organizers not less than (5) working days before the start of the event. It should be noted that the fees listed in the City Council Resolution are ESTIMATES ONLY. Actual fees may be higher or lower.

## GUIDELINES:

### General:

1. Obtain a film permit application from the City of South Lyon or download the permit application from our website at: [www.southlyonmi.org](http://www.southlyonmi.org). City of South Lyon Film Permit Office Contacts:  

<b>David Murphy</b> <b>City Manager</b> <b>(248) 437-1735</b>	<b>Kristen Delaney</b> <b>Director of Community &amp; Economic Development</b> <b>(248) 437-1735</b>
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2. Complete film application and submit with application fee.
3. Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of South Lyon as an additionally insured party for thirty (30) days beyond the length of the shoot.
4. Submit a hold harmless document as required. *Please note that the City's Hold Harmless form requires 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 South Lyon, 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 the 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 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 South Lyon 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 people 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. Lighting should also 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.

**Conditions/Restrictions:**

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the City of South Lyon'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 attended 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 SOUTH LYON AT (248) 437-1735**



# Filming Permit

## City of South Lyon Release and Hold Harmless Agreement

Company \_\_\_\_\_ Production Title \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

The undersigned has requested a film permit from the City for the limited purpose of motion picture, television, radio or photographic production in accordance with Chapter \_\_\_\_, Article \_\_\_\_, of the City's Code of Ordinances. Section \_\_\_\_ 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 \_\_ 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 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(\_\_\_\_) \_\_\_\_\_  
Area Code

Dates of Filming \_\_\_\_\_

STATE OF MICHIGAN        )  
  ) ss.  
OAKLAND COUNTY         )

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

Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires \_\_\_\_\_