



## FILM PERMIT REQUIREMENTS AND ADMINISTRATIVE PROCEDURES

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### 1. Applicability of a Film Permit.

A Film Permit is issued pursuant to Section 6600 et seq. of the City of Agoura Hills Municipal Code. A Film Permit is required on all private and public properties for motion picture, television, commercial, digital media and or still photography productions, as defined below. A Film Permit is not required for filming associated with broadcasting of breaking news events.

### 2. Definitions.

City Produced Projects. Motion Picture, Television, Commercial, Digital Media or Still Photography produced by or in association with the city. Productions working on the city produced projects shall obtain a letter identifying that it is a project for the city.

Drone or UAS. Known as an Unmanned Aircraft System. All FAA, City and State regulations apply. A Drone application is required with your film permit application, and if approved, UAS activity will be noted on your permit.

Filming Activity. Includes all activities associated with staging, prepping, striking, videotaping or filming commercial motion pictures, television shows, commercials, digital media and still photography.

Filming Days. Includes the actual days that a permittee/ production company will be filming on private and/or public property for the purpose of motion picture, TV, commercial, digital media and /or still photography production. Filming days will be specifically defined on the filming application/permit.

Filming Location. Actual property or properties on which any filming activity is performed, including areas used for parking and base camp (cast and crew staging and feeding area).

Film Permit Office. A division of the City, which may consist of a third party contractor that manages the day-to-day film permit activities and advises City staff as necessary.

Motion Picture, Television, Commercial, Digital Media and Still Photography Productions. All activity attendant to staging, making, filming , or videotaping commercial motion pictures, television shows, commercials, digital media and/or still photography. The taking of single or

multiple photographs for sale or use for a commercial purpose where the photographer sets up stationary equipment on public or private property or the public right –of-way any one location for longer than five consecutive minutes.

News Media. The photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.

Preparation (Prep). Workdays preceding filming activities. These activities may include set construction, or dressing, painting, landscaping, or rigging for stunts/special effects. Prep days are limited to a maximum crew of fifteen (15) people and are not counted as filming days. If the prep crew exceeds fifteen (15) people, the day is considered a filming day.

Private Video. The filming or videotaping of motion pictures or taking of still photographs solely for non-commercial use.

Production Company. An entity that establishes and controls one or more productions, including cast, crew, budget, locations and all related logistics. They are set up to produce feature films, television shows, commercials, digital media, video games, documentaries and/or still photography shoots.

Rider. Any changes to a permit occurring after receipt of the permit request, which has been processed by the film office or any change that requires a re-processing/notification of the application (see fee schedule).

Strike. Workdays at a filming location, that include the removal of equipment at the end of filming activities, but no filming. These activities may include, but are not limited to, set removal, re-painting, re-landscaping, and un-rigging from stunts/special effects. Strike days are limited to a maximum crew of fifteen (15) people and are not counted as filming days. If the strike crew exceeds fifteen (15) people, the day is considered a filming day.

Student Films. Motion Picture, television, commercial, digital media or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student filmmaker must supply proof he or she is currently enrolled.

Undeveloped Property. An unimproved property containing no structures.

All Film Permits must be coordinated through the City of Agoura Hills Film Permit Office @ 805-495-7521 or email [filming@sws-inc.com](mailto:filming@sws-inc.com).

### **3. Filming within the Public Right-of-Way**

In addition to a Film Permit, filming within the public right-of-way requires an Encroachment Permit and may require a Traffic Control Plan Review from the Public Works Department (see Section 19, below). Please consult with the Public Works Department staff @ 818-597-7322 about whether these approvals are required. If so, the production company must submit a completed Encroachment Permit Form and a Traffic Control Plan to the Public Works

Department. The Encroachment Permit fee and Traffic Control Plan Review fee shall be paid directly to the Public Works Department. Permission from the Los Angeles County Sheriff's Department may be necessary for filming within the public right-of-way and/or for filming involving a Traffic Control Plan. The applicant is responsible for obtaining all necessary approvals from the County Sheriff's Department.

#### **4. Filming within a City Park**

For filming within a City of Agoura Hills public park, please contact the City of Agoura Hills Community Services Department at (818) 597-7368 or at 29900 Ladyface Court in Agoura Hills, prior to submitting a Film Permit Application to the our Film Permit Office . Additional forms and fees are required by the Community Services Department, separate from those required by our Film Permit Office. A receipt of payment of the Community Services Department fees must be submitted to our Film Permit Office prior to issuance of a Film Permit.

#### **5. Timeframe for Issuance of a Film Permit**

The Film Permit Office staff will strive to process the Film Permit Application and issue a Film Permit as soon as possible. Please submit a full and complete application at least three (3) days prior to filming. For filming within the public right-of-way, Public Works Department MAY require up to two (2) calendar weeks to process the application and issue a film permit, although effort will be made to expedite the process.

#### **6. Permit Fees**

Film Permit fees are listed on the City of Agoura Hills Planning and Community Development Application Fee sheet and/or available in the Planning Department. Fees for an Encroachment Permit and Traffic Control Plan review are listed on the Public Works fee sheet. Fees for the use of City parks for filming are found on the Park Reservation Rate Sheet; these fees must be paid directly to the City of Agoura Hills Community Services Department. All fees shall be made payable to the "City of Agoura Hills" and paid prior to issuance of a Filming Permit.

#### **7. Refund of Fees**

An applicant/ production company may request a refund of the per day fee if the filming is completed in fewer days than indicated in the application materials and for which fees were paid. Refunds shall not be given for partial filming days. The applicant/ production company must request a refund in writing, and indicate the filming days actually used.

#### **8. Filming Hours**

Normal/standard filming hours are from 7:00 a.m. to 9:00 p.m. Monday through Saturday. No film activities are permitted on Sunday.

## **9. Interference with Normal Activities**

Filming operations shall not interfere with normal activities of any neighborhood, such as solid waste collection, street sweeping, gardening, deliveries, or ingress/egress to public or private property.

## **10. Conditions of Approval**

The “Conditions of Approval” handout outlines courtesies and proper procedures during filming, preparation and strike days and other pertinent restrictions. By signing the “Film Permit Conditions and Agreement,” the applicant/ production company is indicating that the Conditions of Approval will be followed. The Conditions of Approval has been established to help create a positive filming experience for the production company and the surrounding community.

## **11. Maximum Filming Days**

The maximum number of filming days that will be allowed for film activities at the same location is fourteen (14) days within the immediately prior twelve-month period of the date(s) for which a film permit is sought.

To extend the filming period for up to and including twenty (20) total days of film activities during a twelve-month period, an application including eighty-five (85) percent approval signatures from properties within five hundred (500) feet of the filming location shall be obtained and submitted to the Film Permit Office. The Film Permit Office will provide a radius map or list of addresses within the five-hundred-foot area. A signature form will be provided.

To grant an extension past the maximum twenty (20) total days will require approval from the city manager or his or her designee.

## **12. Permission to Use Property for Filming**

A completed and signed “Permission to Use Property for Filming” form provided by the City must be submitted as part of the Film Permit application for each property to be used in the filming, preparation and strike phases, indicating that the property owner authorizes use of his/her site for the film activities . Please note that permission of a tenant of the property is not adequate to satisfy this requirement. However, it is recommended that, in addition to the property owner’s permission, the tenant (if any) be notified of the proposed filming by the applicant/ production company.

## **13. Notification of Filming**

Residential notification is done by the Film Permit Office in order to notify residents with a 500’ radius of an upcoming film shoot and to provide the residents, the City and production companies with contact telephone numbers. All permits require a Filming Notification sheet to be distributed to residents within the 500’ of the filming location at least 24 hour prior to the first day of filming. Residential notification is not required for still photographic productions with cast and crew less than 10 people.

#### **14. Permission for Filming – Special Effects, Noise, Lighting, After Hours**

Permission for filming shall be obtained by the applicant/ production company under the circumstances listed above. In a residential area, permission from the owner or occupant of contiguous properties from the film location(s), and 85% permission from owners or occupants within the five hundred (500) foot radius of the filming is impact and physical presence, is required. For non-residential areas, permission from property owners, or authorized representatives of the owners, within reasonable range of the filming's impact and physical presence is required. An authorized representative must present written authorization from the property owner to consent to filming and for the representative to act on behalf of the owner.

*Sensitive Neighborhood Clause* – Where neighborhood consent is required for increased filming hours and/or days, signed consent forms or signed letters expressing consent of a current resident of each occupied property within a five hundred (500) foot radius of the property lines of all film locations is required. There must be an 85% minimum acceptable ratio to proceed with a particular special request including providing notice to HOA's and CCR's. A form will be provided. Neighborhood consent is not required for undeveloped properties unless the surrounding 500-foot radius of that property is occupied.

Filming After Hours. Filming to occur outside of the regular filming hours of 7:00 a.m. to 9:00 p.m. must comply with the Sensitive Neighborhood Clause in item #14.

Excessive Noise. Excessive noise, including any levels of sound above what is accepted as standard filming activities, sound amplifying equipment, live music, loud playback or set construction. In no case may the volume of sound be unreasonably loud, raucous, jarring, or a nuisance to an individual of reasonable sensitivity. The use of bullhorns is not allowed.

Lighting. Perimeter lighting, flood lighting or other external lighting used for illumination of filming activities. Such lighting shall be directed downward and inward toward the filming property (ies), and shielded so that no direct beams from the filming activity fall upon public streets, highways or private property.

Special Effects. Special effects, pyrotechnics, open flame, small explosives, or similar devices or materials. The use of these effects requires a Special Effects Permit from the Los Angeles County Fire Department, and requires that a licensed special effects pyrotechnics operator be on location to be responsible for all use, storage and handling of special effects and pyrotechnics devices and materials.

#### **15. Hold Harmless Agreement**

The applicant/film company's authorized agent shall execute a Hold Harmless Agreement, as provided by the City, as part of the Film Permit application.

#### **16. Insurance**

The applicant/ production company must provide evidence of insurance from an omitted California carrier with an "A" rating with the amount of no less than one million dollars (\$1,000,000). This will protect the City against all claims of third parties for personal injury,

wrongful death, and property damage, and agree to indemnify the City for damage to City property or claims to the city arising out of the permittee's activities. The City, and its officers and employees shall be named as additional insureds under the policy, which shall not be subject to cancellation or modification until after thirty (15) days' written notice to the City. An Accord certificate, or other similar instrument, shall be used to show evidence of insurance, along with an endorsement sheet naming the City, its officers and employees as additional insured. The applicant/filming company must also submit verification that adequate workers' compensation insurance coverage is maintained. Evidence of insurance must be submitted in hard copy (no facsimile or electronic copy). The liability amount of coverage will be determined by the City's designated Risk Manager and will be determined in relation to the filming activity that is proposed to occur.

#### **17. Film Permit Conditions and Agreement**

A Film Permit shall only be issued when it is found that the film activities will not: (a) unduly interfere with traffic or pedestrian movement or endanger public safety, and that no residential streets will be completely closed to traffic; (b) unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to private or public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant; and (c) constitute a fire hazard or any other type of hazard, and all proper safety precautions will be taken.

The general conditions of approval of a Film Permit are listed in the "Film Permit Conditions and Agreement" handout. Specific conditions, particular to an individual filming operation and Film Permit, may be added to the general conditions. The applicant/ production company authorized representative must sign the "Film Permit Conditions and Agreement," indicating that all conditions will be met.

#### **18. Traffic Control Plan**

A Traffic Control Plan may be required by the City Public Works Department for filming operations within the public right-of-way. It is the applicant's/ production company's responsibility to prepare a Traffic Control Plan. The Traffic Control Plan shall be tailored to the particular film activities; however, the following conditions would apply to all Traffic Control Plans:

- A. The permittee must use an off-duty Los Angeles County Sheriff's Deputy, coordinated through the Los Angeles County Sheriff's Department, for film shoots requiring interim traffic control. Interim traffic control on roadways is limited to five (5) minutes maximum, in intervals of no more than once every twenty (20) minute period. The permittee is responsible for contacting the Los Angeles County Sheriff's Department to arrange for officers for film shoots, and paying for any officers required.
- B. The permittee shall furnish and install all advance warning signs and any other required traffic control devices in conformance with the latest edition of the California Manual of Uniform Traffic Control Devices (CAMUTCD).

- C. Camera cars must drive with the flow of traffic and must not interfere with other vehicles in the road. If any extensions or special mounts are needed then the camera cars must require ITC or rolling brakes along with any other safety precautions deemed necessary.
- D. Stationary cameras should be mounted off the roadway. If a stationary camera is to be located in the traffic lane, all necessary lane closures must be provided for and approved by the City.
- E. No existing regulatory or warning signs can be covered without City approval.
- F. The City's policy is not to allow filming or traffic control on Kanan Road and Thousand Oaks Boulevard at any time. Filming is discouraged on these streets, however the City Public Works Director may allow filming under certain conditions.

The Traffic Control Plan shall be prepared by a registered Civil or Traffic Engineer, and be reviewed for acceptance by the Public Works Department. The Traffic Control Plan review fee, listed on the Public Works fee sheet, shall be paid to the Public Works Department as part of the Film Permit application.

## **19. Roadway Restrictions**

The following roadway restrictions shall apply during filming operations:

- A. All fire lanes shall remain open at all times. No red curb markings may be violated.
- B. Access must be maintained to all private and public buildings.
- C. No parking within thirty-five (35) feet of any driveway in a non-residential area.
- D. Park all support vehicles, including those of staff and crew, at least 300 feet from any curve. Adequate line-of-sight shall be maintained at all times.
- E. No portion of a vehicle shall be parked within a travel lane, and a walkway shall be maintained that is not in a travel lane.
- F. All traffic control devices shall be clearly visible and located such that traffic will not back up into blind curves. Intersection line-of-sight distance must be maintained.
- G. Place all warning signs at appropriate distance in advance of control points and parking areas.
- H. All parking of crew cars, trucks and other vehicles must be in legal parking spaces. If sufficient parking is not available, the permittee shall provide shuttle service.
- I. Use of production directional signs is allowed, providing the signs are removed at the end of filming each day. If they are not removed by the permittee/ production company, representatives of the City of Agoura Hills may remove the signs.

- J. Posting of temporary “No Parking” signs to be placed by, and at the expense of, the permittee. Signs must indicate the date and time that the signs are posted. Notice of parking restriction must be posted at least 48 hours in advance. “No Parking” signs are not permitted on residential streets in the City.

**20. Clean-Up of Filming Location**

The area of film activities and surrounding areas, including the public right-of-way, must be cleaned daily by the permittee, including removal of litter. The permittee is responsible for the removal of trash and recyclable materials upon completion of filming, and the permittee may only use haulers with a current City of Agoura Hills hauling permit. Solid waste shall not be disposed of in commercial dumpsters located in the community.

**21. Sheriff’s Department**

The City of Agoura Hills contracts with the Los Angeles County Sheriff’s Department for law enforcement services. The applicant/filming company is responsible for contacting the Sheriff’s Department Film Desk at (213-229-1695) to hire and coordinate with deputies, if required by the Film Permit, due to filming activity within a roadway and/or involving a Traffic Control Plan.

**22. Fire Department**

The City of Agoura Hills contracts with the Los Angeles County Fire Department for fire services. When required by permit, filming companies are responsible for obtaining a Film Permit from the Fire Department (in addition to the City Film Permit), and coordinating directly with the Fire Department for any assigned Fire Safety Advisor (FSA) or Fire Safety Officer (FSO), as well as payment of fees to the Fire Department. Refer to “Instructions for Filing a Filming Permit Application” for Fire Department contact information.

**23. Use of Tent**

The City Building and Safety Department requires issuance of a Building Permit for a tent structure to be used as part of any filming activity. Please contact the Building and Safety Department to arrange for approval, which is necessary prior to the issuance of a Film Permit by the Film Permit Office. .

**24. Use of a Monitor**

The City may impose the use of a third party monitor during any filming in the City to verify compliance with the conditions of approval. The monitor has the authority with or without the assistance of the Los Angeles County Sheriff Department to shut down a production in the event the public peace and safety is threatened.

**25. Violation of City Ordinance or Permit and Permit Revocation**

Violation of any provision of the Agoura Hills Municipal Code, including the Motion Picture, Television, Commercial, Digital Media and Still Photography Productions Ordinance (Section 6600 et seq.), the “Conditions of Approval” the “Film Permit Requirements and Administrative



Procedures,” or the Film Permit issued for the filming activity may result in the temporary suspension, or cancellation or revocation of the Film Permit. If the Film Permit is cancelled or revoked, and the filming activity is terminated by the City, the following shall apply:

- A. No filming shall be permitted at the property in violation for a period of six (6) months.
- B. No Film Permit shall be issued to the film company or its principles for a period of six (6) months.