

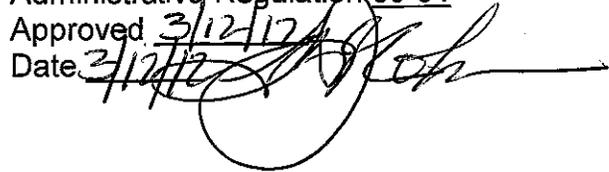
CITY OF NORTH MIAMI
ADMINISTRATIVE REGULATIONS

City Manager
Stephen Johnson

Administrative Regulation 00-51

Approved 3/12/12

Date 3/12/12



ALL DEPARTMENTS

FILM PERMITTING PROCESS

OBJECTIVE

To provide procedures for implementing film permitting processes within the City and promote a positive environment for the film, video and still photography business in North Miami.

RESPONSIBILITIES

The City Manager will designate a liaison for the permitting of film, video and still photography in North Miami.

The liaison will coordinate all aspects of film, video and still photography activities in North Miami, such as the documentation required to issue a permit, the use of City facilities and services, as well as the coordination with appropriate City departments.

The City Manager will have final approval of the permit.

PROCEDURES

1. Permit Approval Procedure and Requirements

All persons wishing to film in the City will apply for and obtain a permit prior to commencement of filming. The following procedure will be established and all requirements met for the issuance of a permit. The City Manager, at his discretion, and in the interest of the public safety, welfare, and benefit of the City, may amend the requirements, impose additional requirements, or waive requirements as deemed necessary. The following items will be submitted for permit issuance:

- Completed application form, which may be amended from time to time (Exhibit A)
- Letter of intent indicating at a minimum the exact location of the filming, dates and hours of filming, maximum number of people at any one time to be on the property for the filming, description of purpose of filming and types of shots being filmed.

- Site plan clearly indicating staging and set-up areas, as well as location of parking for all vehicles, trailers, and equipment connected with the filming.
- Proof of public liability insurance in the minimum amount of \$1,000,000 or as otherwise imposed by the City naming the City as an additional insured.
- Fee of two hundred and fifty dollars (\$250.00) will be submitted with an application for a major still photo, video or film permit for a maximum of two (2) days, and one hundred dollars (\$100.00) for a minor still photo, video or film permit. If the still photo, video or film shoot is more than two (2) days, then, a fee of one hundred and fifty dollars (\$150.00) for a major still photo, video or film , and twenty five (25.00) dollars for a minor still photo, video or film for each additional day will apply upon approval of the permit.
- The distinction between major and minor still, video or film project will be made by City staff based on the combination of a number of factors including but not limited to the size of the project (number of participants, number of vehicles, amount and size of equipment, etc.), impact on the neighborhood (street closing, parking, staging area, noise, frequency of the project, hours of filming, etc.).
- Projects requiring the use of City facilities (i.e. parks, community centers, stadium, etc.) are required to sign a separate rental agreement with the department responsible for those facilities and pay required rental fees prior to the issuance of the film permit.

2. Permit Review

The City will have at least five (5) days to review an application for a filming permit and may approve it with conditions or deny the request.

The permit will be reviewed by the City liaison, City Manager and other City officials or agencies as deemed necessary. The City Manager may at his/her discretion, with the intent of protecting public interest, safety and welfare impose conditions such as:

- Require the applicant to hire off-duty police officers to supervise and control traffic and other matters when the public rights-of-way are utilized for filming.
- Require the applicant to hire off-duty police officers to provide security and control of filming on private property.
- Require the applicant to secure signatures from abutting property owners that may be impacted by the filming. The applicant will be responsible to certify to the City that all property owners within the area designated as the impact area, have been notified of the filming. Designation of the impact area will be at the discretion of the City Manager or his/her designee.

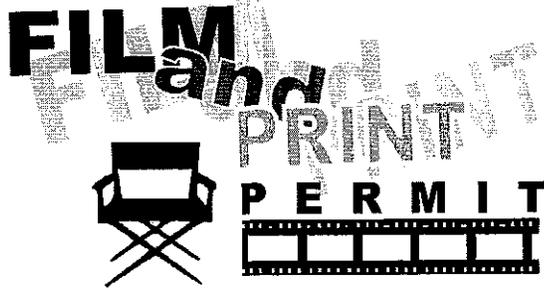
- Limit filming in a residential location to no more than three (3) a year for projects of more than five (5) days.
- Limit filming in residential neighborhoods to the hours of 6:00 a.m. to 11:00 p.m.
- Filming at non-residential locations may be limited by dates and/or times to minimize disruptions abutting neighborhoods.
- Limit the number and location of vehicles, trailers, and equipment as depicted on the approved site plan submitted in order to minimize intrusive impacts on neighborhoods.
- Depending on the size and impact of the project, require the applicant to sign an agreement with the City and/or post a cash bond to be held by the City and to be used if necessary by the City to repair damages to public property caused by filming or remuneration for violations of conditions of the permit.
- Require the applicant to provide proof of compliance with other local municipalities and agency regulations.
- Other conditions or limitations, which are necessary to protect neighborhoods from negative impacts and intrusions.

3. Denial

The City Manager may deny a permit request if there is evidence that previous filming at the same location had a negative disruption of the neighborhood, or if on previous occasions the applicant violated conditions or restrictions of a film permit, or if the applicant previously failed to obtain a film permit. The City Manager reserves the right to revoke any film permit without cause or advance notice.

This A.R. rescinds: A.R. 1-51 dated 11-6-96

EXHIBIT A



Permit No. _____

Company Applying for the Permit:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact person and telephone number for the proposed project:

Project Information:

Project Title: _____

Location: _____

Date and Times: _____

Please attach a detailed description of Project
(Duration, number of people involved, equipment, traffic requirements, and any other
pertinent information about the project)

Please fax the permit application and the required information to (305) 895-4074

For City use only	Department approval: (Department name, date and signature)
Approved:	
Maxine Calloway, Community Planning and Development	Stephen E. Johnson, City Manager