

CITY OF NORTH MIAMI
ADMINISTRATIVE REGULATIONS

Anna-Bo Emmanuel, Esq., FRA-RA, CP3P
Interim City Manager

Administrative Regulation 00-51
Approved _____
Date 5/29/13

ALL DEPARTMENTS

FILM PERMITTING PROCESS & INCENTIVES

PURPOSE:

To establish a uniform process for film permitting within the City of North Miami and to create a film-friendly environment while ensuring public safety, minimizing disruptions, and protecting the City's resources.

The City of North Miami's film permitting process operates in alignment with the interlocal agreement established with Miami-Dade County, ensuring a streamlined and consistent approach to film permitting throughout the region.

OBJECTIVE:

To streamline procedures for film, video, and still photography productions in the City of North Miami ("City") and to promote a positive environment for the film and media industry.

DEFINITIONS:

The distinction between major and minor still, video, or film projects will be made by City staff.

1. Minor productions - Crew size of 12 or fewer OR budget of \$30,000 or less.
2. Major productions - Crew size of 13 or more OR budget of \$31,000 or greater.

RESPONSIBILITIES:

The City Manager will designate the Economic Development Director to oversee film permitting within the City.

The Economic Development Director (or designated liaison/staff) shall coordinate with Miami-Dade County to ensure compliance with all permitting requirements outlined in the interlocal agreement.

The designated liaison will coordinate all aspects of film, video, and still photography permitting and activities in the City, including documentation, use of City facilities and services, and interdepartmental coordination.

The City Manager retains final approval authority for all major film permits, while the Economic Development Director shall have final approval for all minor film permits.

PROCEDURES:

All applicants must first obtain approval from Miami-Dade County's Film Office before applying for a film permit from the City of North Miami.

1. Permit Approval Process and Requirements:

All persons wishing to film in the City must obtain a permit prior to commencement of filming. At the City Manager's discretion, and in the interest of public safety, welfare, and benefit of the City, may amend, impose, or waive requirements as deemed necessary.

The following items will be submitted for permit issuance:

- A **completed application form (Exhibit A)** submitted at least three (3) business days in advance for all filming locations.
- A **letter of intent** indicating, at a minimum, the exact location of the filming; dates and hours of filming; maximum number of people on the property, at any time, for the filming; description of purpose of filming; and types of shots being filmed.
- A **site plan** must clearly indicate staging and set-up areas, as well as location of parking for all vehicles, trailers, and equipment in connection 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 (with the City Hall address).
- **Fee**
 - \$175.00 will be submitted with an application for either major or minor still photo, video, or film permit production for a maximum of two (2) consecutive days,
 - a fee of \$75.00 for each additional day after will apply upon approval of the permit.
- Productions requiring the use of City facilities (i.e. parks, community centers, stadium, etc.) must enter a separate rental agreement with the Parks & Recreation Department and pay required rental fees prior to the issuance of the

film permit.

2. Permit Review:

The City will have at least three (3) business days to review an application for a filming permit and may approve with conditions or deny the request.

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

- Require the applicant to secure signatures from abutting property owners within a 70-foot radius that may be impacted by the project. 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 City Manager's discretion or designee.
- Limit filming in a residential location to no more than three (3) a year for projects of more than five (5) days.
- Restrict filming hours in residential neighborhoods to 6:00 a.m. to 11:00 p.m.
- 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.
- Filming at non-residential locations may be limited by dates and/or times to minimize disruptions to 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.
- The City exerts authority over all aerial filming occurring from ground level to 1000 feet above ground. Productions requesting the use an Unmanned Aerial System (UAS) must comply with all Federal Aviation Administrations (FAA) UAS regulations and obtain necessary approvals from the City.
- All applicants using UAS must specify the extent of use and locations of operation.
- UAS applicants must adhere to the following FAA restrictions:

- UAS flight operations must only take place during daylight hours, defined as 30 minutes after sunrise to 30 minutes before sunset.
 - UAS flight operations must remain lower than 400 feet above ground level.
 - UAS flight speed must remain lower than 87 knots (100 mph).
 - UAS operators must always maintain unaided visual line of sight with the aircraft.
 - UAS operation is prohibited over the general public at all times and must be limited to areas solely occupied by the production crew and personnel, with full indemnification of the City.
- 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.
 - Any other conditions or limitations, which are necessary to protect neighborhoods from negative impacts and intrusions.

3. Extended Production Permit:

To qualify for an extended production permit, a production must be substantially similar to originally approved production and require multiple filming days over an extended period. If a production deviates substantially from the approved production application, a separate permit application and applicable fees will be required.

Applicants must provide an estimated number of production days needed and proposed dates. If exact dates are unknown, the permit must indicate the estimated month of production. All estimated production dates must fall within twelve (12) months of the original permit application date.

If future filming dates are not specified in the original extended production permit application, the City must receive written notice at least forty-eight (48) hours in advance (by signed letter or email) before each subsequent filming occurrence. Failure to provide such notice may result in violation and subject the applicant to applicable fines.

- Extended Production Permit Fee Structure:
- Major & Minor Productions
 - A fee of \$175.00 will be submitted with an application for a major production for a maximum of two (2) consecutive days.

- An additional upfront fee of \$75.00 will be submitted for each subsequent day of production listed in the application.

If the applicant wishes to film additional days not listed on the original extended production application submitted, the applicant must submit an additional film permit application and have permit processed as an original permit with associated \$175.00 fee.

4. Denial of Permits:

The City of North Miami reserves the right to deny or revoke a film permit if violations of the interlocal agreement or Miami-Dade County regulations occur.

In addition, the City Manager may deny a permit request if:

- There is evidence that previous filming at the same location caused disruptions to the neighborhood.
- The applicant violated conditions or restrictions of a prior film permit.
- The applicant previously filmed without a permit.
- The City Manager reserves the right to revoke any film permit without cause or advance notice.

5. Violations:

A violation of these regulations shall be considered a violation of the City's Code of Ordinances. Persons engaged in production without a permit, or otherwise in violation of the guidelines herein shall be subject to enforcement by City police or Neighborhood Service Inspectors through the issuance of immediate cease-and-desist orders. The offender may be subject to the following immediate fines:

- First offense within a 12-month period: \$500 fine.
- Second offense within a 12-month period: \$1,500 fine.
- Third offense and subsequent offenses within a 12-month period: \$3,000 fine.

FILM INCENTIVES:

Productions may be eligible for both City and County financial incentives subject to verification and funding availability.

1. Pre-Production Incentives

Any production filmed within the North Miami Community Redevelopment Agency (CRA) Boundary that invests in local businesses may qualify for reimbursement of total expenditures, subject to funding availability through the CRA and/or the City.

Productions investing \$20,000 or more in North Miami businesses, with proper documentation, may be eligible for free and/or reserved parking during production.

Productions investing \$50,000 or more in North Miami businesses, with proper documentation, may qualify for free and/or reserved space to be used as a "Base Camp" during production.

All incentive requests must be supported by itemized receipts and paid invoices demonstrating eligible expenditures. Approval is subject to availability and compliance with applicable city policies and procedures.

2. Production Incentives

Productions with more than twelve (12) crew members and budget exceeding \$30,000 may be eligible for waived fees for City parks, community centers, and other public locations..

Productions with a budget of over \$100,000 may qualify for waived administrative fees related to hiring off-duty Police officers.

To obtain reimbursement, production companies must submit invoices with a description of expenses, including itemized receipts and/or proof of payment approval is subject to compliance with City policies and funding availability.

REVIEW AND UPDATES

This regulation shall be periodically reviewed to ensure compliance with any updates to the interlocal agreement between the City of North Miami and Miami-Dade County Film Office.

Any amendments to Miami-Dade County's permitting process shall be reflected in the City's administrative regulations accordingly.

This Administrative Regulation rescinds and replaces all previous issuances on the subject:
A.R. 00-51 dated 03/12/2012
A.R. 1-51 dated 11/06/1996