

Application No. _____

City of Hallandale Beach
Planning and Zoning Division
400 South Federal Highway
Hallandale Beach, FL 33009
Phone (954) 457-1378
Fax (954) 457-1488



Submission Checklist

FILMING ACTIVITY PERMIT APPLICATION

Date of Application Submission: _____ Folio #: _____
(Broward County Property Appraiser (BCPA) Property ID No.)

Date(s) of filming: _____ Time of filming: _____ am _____ am
pm To: _____ pm

Filming Activity Name: _____

Location/Subject Property: _____

Applicant's Name: _____ Phone: _____

Email Address: _____

Agent's Name (if applicable): _____ Phone: _____

Email Address: _____

Type of filming: Indoor Filming Activity Outdoor Filming Activity

Please submit 15 days prior to filming

This checklist is for the convenience of the applicants and the City to ensure basic submission information is provided. Applicants are responsible for submitting proposals in total compliance with Resolution No. 2013-18. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The completeness of the submittal will be determined by staff.

	APP*	CITY
1. Application has been fully completed, including full address, location and legal description of the subject property.	_____	_____
2. Cover Letter providing a full description of the proposed use, including specific dates, hours of operation/production, approximate attendance, staff support, cast and crew, legal description of the property, etc.	_____	_____
3. Survey or site plan depicting the proposal, detailed location, available parking, existing structures, proposed temporary structures, proposed signage, sanitary facilities and existing or proposed lighting, operational plan, etc.	_____	_____
4. A notarized statement signed by the owner of property authorizing the proposed use.	_____	_____
5. Notification Letter	_____	_____
6. Mailing certification with distance survey and mailing list provided by a licensed agency.	_____	_____
7. If the event is held on City property, a Certificate of insurance naming the City as additional insured must be provided	_____	_____

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Email Address: _____

Agent's Name (if applicable): _____ Phone: _____

Email Address: _____

Type of filming: Indoor Filming Activity Outdoor Filming Activity

Description/Proposed activity: _____

Type of project:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Industrial | <input type="checkbox"/> TV Series/Pilot |
| <input type="checkbox"/> TV Movie or Special | <input type="checkbox"/> Documentary | <input type="checkbox"/> Still Photo |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Music Video | <input type="checkbox"/> Web |
| <input type="checkbox"/> PSA | <input type="checkbox"/> Telenovela | <input type="checkbox"/> Other: _____ |

Production Budget: \$ _____

Owner of property: Yes No*

Name of property owner: _____

**If owner of property is other than the applicant, a notarized statement by the property owner authorizing the proposed use must be attached to this application.*Will the property owner be present during the filming? Yes No

Estimated # of attendees or cast and crew members on site at any one time: _____

Amount of off-street parking provided: _____ (specify on site plan) Number of Vehicles: _____

*Must obtain decal for staff and crew by production company*Temporary structures to be erected (Select all that apply): Tents Stages*Refer to the Building Department for appropriate permits: (954) 457-1382* Portable toilets Other: _____

Equipment to be used: _____

List any Pyrotechnic or other large scale special effects: Yes No*Refer to Fire Department for approval: (954) 457-1476. (See Filming guidelines #14).*Will this production require road closure? Yes No

Location of Road closure: _____

County roads → Broward County Transit: (954) 357-8300, State roads → Florida Department of Transportation: (954)555-5555, City roads → Engineering Dpt. ext #1601

Any City or County Services needed? Yes No

Permit Fee (See Filming Guidelines #7):

- Documentation of donation to local non-profit organization.
- City credited in film production notes

Filming Notification Letter (Required)

Make sure to provide the following

- Notification letter
- Distance survey
- Mailing certification with mailing list

Letters of notification must be forwarded to the City of Hallandale Beach for review and approval before the letter is delivered by the filming company personnel to the neighborhoods where filming is proposed to take place. City staff will review letters and ensure that variances to the guidelines are clearly stated. Letters must be received by the residents and businesses **seven (7) calendar days prior to production**. The notification letter must include the following details:

- The letter must be on film company letterhead.
- Film Company, title and type of production are identified.
- Name and phone number of production manager and location manager are provided.
- Duration of filming is provided.
- Dates and time of day that coning and production vehicles will arrive at the location, as well as wrap time and day are included.
- If proposed, street dressing, gunfire effects or other special effects are detailed.
- Proposed parking locations and production unit, including street name/side of street/parameters are clearly stated.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included.
- If applicable, the letter should identify all requested exemptions to the guidelines.

Please refer to the sample notification letter provided by Development Services.

Distribution of letters should be to residents/businesses on both sides of the streets pursuant to the "Filming Guidelines" depending on the type of production as follow:

- Indoor Filming: All properties immediately adjacent to the subject property and across the street.
- Outdoor Filming: All properties within 500 feet radius of the subject property.
- Shoots requiring road closure: All properties abutting the street in question.

I understand that all filming activities permitted in the City of Hallandale Beach must abide by the filming Guidelines as enacted by Resolution # 2013-18. I further acknowledge that I have distributed the "Code of Conduct for Cast and Crew" to all persons involved in this production. I further understand that failure of cast and crew to abide by the City guidelines and code of conduct may result in the revocation of this permit.

"I swear or affirm under penalty of perjury as provided for in Florida Statutes that the foregoing information is true to the best of my knowledge."

Signature of Applicant

Print Name

Sworn to and subscribed before me at _____ this _____ day of _____ 20____

Personally know _____
or produced ID _____
Type of ID produced _____

Notary Public