



# CITY OF RANCHO PALOS VERDES

## FILM PERMIT APPLICATION

Tel: (310) 544-5226 Fax: (310) 544-5291 E-mail: [film@rpv.com](mailto:film@rpv.com)

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

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

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_  
Area Code Area Code Area Code

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

Location: (Provide address and site location on the property. For multiple locations, attach additional page(s).)

Name of Private Property Owner/Representative \_\_\_\_\_ Phone \_\_\_\_\_

Activity: (Provide a description of filming activity for each location).

Traffic Control/Activity in Public ROW: No \_\_\_\_\_ Yes \_\_\_\_\_ Attach Watch Traffic Control Plan, see page 3.

Prep, Strike, and Filming Schedule (Attach separately):

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Total Personnel (Cast and Crew) \_\_\_\_\_

Vehicles/equipment \_\_\_\_\_

Pyrotechnics \_\_\_\_\_

Technician \_\_\_\_\_ License # \_\_\_\_\_

FX # \_\_\_\_\_ Fire Permit # \_\_\_\_\_ Other \_\_\_\_\_

Insurance Company \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Private Property Representative**

**By acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.**

<b>Fees to be prepared by City staff.</b>	
Permit Application Fee	\$ _____
City Impact Fee: _____ day(s) @ \$ _____	\$ _____
City Staff: _____ hours @ \$ _____	\$ _____
Additional Costs _____	\$ _____
Application Change Fee	\$ _____
Business License	\$ _____
<b>Total Charges</b>	<b>\$ _____</b>

**Please make the check payable to "City of Rancho Palos Verdes." No refunds.**



# RANCHO PALOS VERDES

## HOLD HARMLESS AGREEMENT

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In consideration of the undersigned company being permitted to film in the City of Rancho Palos Verdes, it agrees to defend, indemnify and hold the City of Rancho Palos Verdes, California, harmless from any and all claims of lawsuits arising out of the production company's activities within the City of Rancho Palos Verdes.

The undersigned represents that he/she has the authority to execute this letter agreement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Production Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_

**City of Rancho Palos Verdes Film Permit Desk**  
**30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275**  
**Phone: (310) 544-5226 FAX: (310) 544-5291 E-mail: [film@rpv.com](mailto:film@rpv.com)**



# RANCHO PALOS VERDES

## INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING AND STILL PHOTOGRAPHY ACTIVITIES IN THE CITY OF RANCHO PALOS VERDES

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### FILM PERMIT

An approved film permit from the City of Rancho Palos Verdes is required to film, videotape or conduct photography on public and private property for the purpose of producing any motion picture, television production, commercial production, educational production, video production and still photography production.

Permits shall not be required for the following production activities:

- a. The filming, videotaping or other production of current news which includes reporters, photographers and camera persons employed by a newspaper, news service, cable or broadcasting station or similar entity engaged in news events.
- b. The filming, videotaping or other productions solely for one's private, family use.

### FILM PERMIT REQUIREMENTS

#### **Advance Notice**

An applicant is required to submit a completed film permit application at least two (2) weeks prior to the date on which the production company or applicant desires to conduct an activity for which a permit is required. Additional notice is strongly recommended and may be required for larger productions or productions that involve set construction or special effects or traffic controls. Fourteen (14) days are required for partial road closures or for the use of Abalone Cove Shoreline Park.

Please note, the City Film Permit Coordinator will not approve any film permit application until the completed application package and fees have been submitted to the City in a timely manner.

#### **Hours of Filming**

Per the Rancho Palos Verdes Municipal Code, filming activity is limited to the hours of 7:00 AM. to 7:00 PM, Monday through Saturday. Filming is prohibited on Sunday. The City may consider exemptions on the hours of filming activity on an individual production basis.

#### **Filming on Private Property**

In addition to the terms and conditions specified in this document, an applicant shall obtain the property owner's signature prior to the granting of a permit. Additionally, the applicant may be required to provide advance notice and/or gain approvals from all appropriate residents and

homeowners associations located near the proposed film permit activity as determined by the Film Permit Coordinator.

**Special Effects**

Special effects, including gunfire, explosions, cars or people repelling off the cliffs, helicopter flying, etc. are generally not permitted by the City. However, on rare occasions the City may grant permission with specific restrictions, pending approval by selected residents and/or homeowners associations.

**Directional Signs**

The posting of Directional Signs in the public right-of-way is not permitted. Any sign posted within the public right-of-way will be removed at the expense of the permittee.

**Fee Schedule**

Pursuant to Resolution No. 2010-77 adopted on September 7, 2010, the fees listed below reflect the City’s full cost of processing film permit applications and providing support city services, which directly relate to the actual cost of providing services:

<b>Application Fee (non-refundable):</b>	
<b>Movie on Private Property</b>	<b>\$ 299.00</b>
<b>Movie on Public Property</b>	<b>\$ 595.00</b>
<b>TV on Private Property</b>	<b>\$ 299.00</b>
<b>TV on Public Property</b>	<b>\$ 595.00</b>
<b>Video on Private Property</b>	<b>\$ 147.00</b>
<b>Video on Public Property</b>	<b>\$ 263.00</b>
<b>Still on Private Property</b>	<b>\$ 147.00</b>
<b>Still on Public Property</b>	<b>\$ 373.00</b>
<b>Daily City Impact fee (From Prep to Strike):</b>	
<b>Movie/TV/Video on Public Property</b>	<b>\$ 822.00</b>
<b>Still on Public Property</b>	<b>\$ 223.00</b>
<b>Staff Costs:</b> (3-hour minimum/day, non-refundable for Recreation & Parks Department Staff, charged at \$24.00/hour/person.)	<b>Varies</b>
<b>Business License:</b> (Annual business license is required for all businesses operating in the City. The fee will be prorated down by 25% after each quarter of the calendar year.)	<b>\$ 142.00</b>
<b>Rush Processing:</b> (Late applications processed at the discretion of the Film Permit Coordinator.)	<b>\$ 407.00</b>
<b>Extended Hours of Permitted Activity (Per Hour):</b> (Any pre-approved activity occurring before or after standard filming hours of 7:00 AM - 7:00 PM, Monday through Saturday, OR any driving scenes on major arterial roads during the restricted hours of 7:00 AM - 9:30 AM and 2:00 PM - 6:00 PM.)	<b>\$ 177.00</b>
<b>Security Deposit:</b> (A refundable security deposit may be required. Deposit may cover any unanticipated staffing costs, clean-up costs, locations fees, or other expenses not included with the initial film permit fees.)	<b>Varies</b>

**Exemption from Permit Fee Requirements:** Permits shall be required, yet the business license tax and permit fees shall be waived for the following:

- a. The filming, videotaping or other productions for a charitable purpose or from which no profit is derived either directly or indirectly; or,
- b. The filming, videotaping or other productions for a current class assignment. Student must provide written documentation by school or professor, as well as a current student identification to qualify for exemption.

### **Liability & Insurance Provisions**

A certificate of insurance and endorsement is required in the amount of one million dollars (\$1,000,000) naming the City of Rancho Palos Verdes, its officers and employees as co-insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage unless greater or lesser coverage is requested and approved by the Film Permit Coordinator. The certificate shall not be subject to cancellation until after thirty (30) days written notice to the City of Rancho Palos Verdes. If the applicant is conducting pyrotechnics or other special effects, the amount specified in the certificate of insurance, upon request of the City Manager or designee, may be increased.

An applicant must execute a Hold Harmless Agreement. The Hold Harmless Agreement must be signed by the same individual that signs as the company representative on the permit application. Agreement is attached.

### **Activity in the Public Right-of-Way**

Any activity proposed to occur in the public right-of-way (i.e. vehicles, camera stand, “no parking” signs, equipment, stringing cable or generators on the street/sidewalk OR driving shots) will be reviewed on a case-by-case basis. Applicants shall submit a Watch Traffic Control Plan indicating the type and placement of traffic controls to scale. The City’s Traffic Engineer will review the Watch Traffic Control Plan. If approved, the applicant will be responsible for supplying, placing, and removing the necessary Sheriff services, traffic safety equipment, etc. as presented in the Watch Traffic Control Plan. Permittee’s failure to comply with an approved Watch Traffic Control Plan shall result in immediate termination of the film permit.

Filming in the right-of-way and on major City arterials (Palos Verdes Drive South/East/West, Hawthorne and Crenshaw) are generally permitted only during non-peak traffic hours of 9:30 AM – 2:00 PM. The City of Rancho Palos Verdes does not allow full road closures for any film, video or still photography activity. However, the City will consider limited traffic control measures (intermittent traffic control) during non-peak traffic hours.

The posting of “No-Parking” signs requires advance warning of at least 48 hours. “No Parking” signs shall clearly state the times and dates of parking restrictions and shall be spaced every fifty (50) feet of in front of every house impacted. The signs shall be posted on “Type II Barricades” or “orange delineators”.

### **Los Angeles County Sheriff Department Services**

The City of Rancho Palos Verdes contracts with the Los Angeles County Sheriff’s Department for law enforcement services. The Sheriff’s Department must always be contacted regarding any film permit application. The Sheriff’s Department will determine if any public safety services are necessary, including whether or not a Deputy should be assigned to be on site during film/video/photo or other production activities, as well as any fees to be charged. Generally,

public safety services are required for productions with a cast and crew of over 50 persons, driving shots, special effects, or night shots. The Sheriff's Department fees are in addition to City fees and are paid directly by the applicant to the Sheriff's Department. County fees are subject to change without notice.

### **Los Angeles County Fire Department Services**

The City of Rancho Palos Verdes is served by the Los Angeles County Fire Department for fire safety services. The City will submit your film permit application to the County Fire Department and they will determine if the services of a Fire Safety Advisor or Officer are necessary. If a Fire Safety Advisor or Officer is assigned to the production, the Fire Department will contact the permittee one day before the activity date. Generally, fire safety services are required for productions with a cast and crew of over 50 persons, special effects, generators, and interior shots. The Fire Department fees are in addition to City fees and are paid directly by the applicant to the Fire Department. County fees are subject to change without notice.

### **Los Angeles County Beaches & Harbors, County Lifeguard, and U.S. Coast Guard**

Los Angeles County Lifeguard services must be obtained for any filming activity in connection with the ocean (i.e. swimming & boating scenes, etc.) or other bodies of water. In some cases, U.S. Coast Guard approval may also be necessary. U.S. Coast Guard approval is also necessary for filming activities conducted at the Pt. Vicente Lighthouse. These approvals are in addition to City approval and City film permit must still be completed.

### **California State Coastal Commission**

California Coastal Commission approval is necessary for any filming activity that requires structural changes to a coastal area.

### **City Department Approvals**

Approval from the following City departments may be required for some productions:

- **Community Development Department:** Department approval is required for any environmental issues, including temporary construction of sets, grading and after regular hours filming (prior to 7:00 AM and after 7:00 PM).
- **Public Works Department:** Department approval is required for any film/photo/video or other related activity that occurs in the public right-of-way (see Public Right-of-Way section).
- **Recreation and Parks Department:** Department approval is required for any related film/video/photo activity at any City park. Park staff may be required to be on site for some City park locations, such as Abalone Cove Shoreline Park. Such staffing costs are the responsibility of the applicant and are in addition to the permit costs.

### **Conditions and Restrictions**

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the Rancho Palos Verdes film ordinance (Chapter 9.16 of the Rancho Palos Verdes Municipal Code) 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 fourteen (14) consecutive days, on public or private property, without approval from the City Manager.

These procedures and guidelines are intended 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. If a film permit is denied, an applicant may appeal to the City Council in writing within five (5) working days.

**FINALLY, PLEASE NOTE, 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!**

Revised 1/11/12