

## **1.0 SONOMA COUNTY UNIFORM FILM PERMIT APPLICATION INSTRUCTIONS AND PROCESS**

### **1.1 Application Checklist**

Additional information may be required to complete the application as determined by the specific jurisdiction(s) requiring filming permit(s) within Sonoma County.

### **1.2 Application Deadlines**

Timeframes to submit a complete application to individual jurisdictions range from three (3) to thirty (30) days (subject to application and insurance requirements) As much lead time as possible is appreciated and recommended to aid in completing your application, as film permitting is only a small portion of the duties of these agencies.

The specific deadlines, pursuant to applicable jurisdictional ordinances, are as follows:

County Roads	Three (3) to five (5) days
Healdsburg	Thirty (30) days.
Petaluma	At least seven (7) days.
Rohnert Park	Seven (7) days.
Santa Rosa	No earlier than eighteen (18) months or later than fifteen (15) days.
Sebastopol	Seven (7) to fifteen (15) days prior to filming.
Sonoma	Fourteen (14) days.
Windsor	Seven (7) to fifteen (15) days prior to filming

### **1.3 Notice(s), Approval/Appeal Period(s) Posting(s), Parking Plan, and Publicity Plan**

Prior notice, ranging from three (3) to thirty (30) days, depending on jurisdiction, is required to obtain a permit to film. Special exemptions may be given at the discretion of the City Manager or County designated staff for filming or photographic shoots that have little or no impact on public safety, health or private property. Cities will require specific approval percentages from affected businesses and residents. Affected entities are considered those within a two-block radius around filming activity. Specific noticing/posting requirements and approval/appeal periods for each jurisdiction are as follows:

County Roads	Three (3) to Five (5) days; notification of business and property owners required.
Healdsburg	Application shall be approved or denied within thirty (30) business days of receipt of completed application and filing fee.
Petaluma	Filming in the Downtown Area requires prior approval from the Petaluma Downtown Association (PDA). Contact the PDA at (707)-762-9348, fax (707) 762-4317 to find out if your location falls within their boundaries and to receive their application materials. Most permits require two weeks notification.
Rohnert Park	Application shall be approved or denied within two (2) business days of receipt of completed application and filing fee.
Santa Rosa	After submission of application, City official will contact applicant to continue process.
Sebastopol	Approval period three (3) to ten (10) days; appeals must be filed within five (5) days of permit denials. A non-refundable appeal fee is

	required (See Section 1.4.1). Written approval by at least two-thirds of affected merchants or residents. If in downtown, consent from Downtown Association
Sonoma	Application shall be approved or denied within two (2) business days of receipt of completed application and filing fee. Appeals must be filed within five (5) days of permit denials and will be heard by City Council at its next regular meeting
Windsor	After submission of application, Town staff will work with applicant to continue process. Town Staff posts public notice.

**1.3.1 Postings**

- A. Copy of approved filming permit is to be posted at filming site and be retained on site by individual in charge of filming.
- B. Parking Plan is to be posted in affected areas.
- C. Any "NO PARKING" signs designated in the approved Parking Plan are to be posted at least twenty-four (24) hours prior to call time. Postings are to be verified by City officials.
- D. Residential notification of filming activity must be posted seventy-two (72) hours prior to filming. Notice must include filming dates, times and contact names. City Manager's Office must be notified after these notifications have been disseminated.

**1.3.2 Parking Plan – (see Appendix 2.3)**

**1.3.3 Publicity Plan – (Required for City of Sonoma)**

The City of Sonoma requires applicants to publish a "Notice of Filing a Publicity Plan" in the Sonoma-Index Tribune newspaper at least forty-eight (48) hours prior to filming. The applicant must state the date(s) and publication(s) in which "Notices of Filming" will be published and mailed to affected businesses and residents.

**1.4 Fee(s), Deposit(s), Compensation(s), Use of City Property/Personnel and Outstanding Fees**

**1.4.1 Fees**

Fee schedules for each jurisdiction are as follows:

County Roads	Non-refundable \$213
Healdsburg	Non-refundable \$300
Petaluma	Non-refundable \$200; Downtown Association has \$500 fee
Rohnert Park	No initial fees for application
Santa Rosa	No initial fees for application
Sebastopol	Non-refundable \$500 for major motion picture, \$300 motion, \$100 still; if applicable, a non-refundable \$150 appeal fee is required.
Sonoma	Non-refundable \$460
Windsor	Non-refundable \$440

#### 1.4.2 Deposit(s)

Deposit requirements for each permitting jurisdiction are as follows:

County Roads	Deposit to be determined during application process
Healdsburg	Deposit to be determined during application process
Petaluma	Deposit to be determined during application process
Rohnert Park	Deposit to be determined during application process
Santa Rosa	Deposit to be determined during application process
Sebastopol	Refundable \$10,000; may be modified by City Manager
Sonoma	Refundable \$10,000; may be modified by City Manager
Windsor	Deposit to be determined during application process

#### 1.4.3 Compensation to Affected Businesses

Compensation to directly affected businesses may be required. Specific City regulations are as follows:

County Roads	Not required
Healdsburg	Compensation may be required for affected businesses. Amounts to be determined when obtaining permission to film in or around affected businesses
Petaluma	Petaluma Downtown Association has guidelines for compensation
Rohnert Park	Not required
Santa Rosa	Not required
Sebastopol	Not required by ordinance; any amounts to be determined when obtaining permission to film in or around affected businesses
Sonoma	Requires a statement from the City Manager's designated film liaison for any filming activity in or adjacent to any city Commercial or Mixed Use zone identifying any businesses affected and the means of compensation for any inconvenience or potential loss of revenue.
Windsor	Not required by ordinance; any amounts to be determined when obtaining permission to film in or around affected businesses

#### 1.4.4 Fees and conditions for use of City Property, Personnel and/or Vehicles

- A. Property fees vary by City and may be based on proposed use. Healdsburg's Facilities, Streets and Plaza direct costs will be determined (wages, fringe, outside support services and other costs) after reviewing application. The City of Sonoma and Town of Windsor have a rate schedule for various City/Town sites. Contact respective City Manager's Office in Santa Rosa, or the Economic Development/Community Services Department in the Town of Windsor for details and updated fees
- B. The presence of City employees may be deemed necessary by the City Manager's Office during permit review process; filming company will pay all expenses.
- C. City vehicles such as safety and non-safety vehicles can be leased for various rates (except Petaluma & Windsor). Contact respective City Manager's Office for particular details and update fees.
- D. Conditions for use of City Property, Petaluma:

- a. Permission is required for altering city property. City property (street signs, parking zones, etc.) shall not be removed, defaced, or altered in any way unless the City Manager's Office has granted specific authorization in this permit.
- b. No equipment used in or for the purpose of the filming activity shall be placed in City streets, sidewalks or other City property, except as so noted in the approved parking plan.
- c. Any prop vehicles used as marked radio police cars shall have their light bars and decals covered at all times when not on camera.
- d. The filming of City buildings, which could be clearly and easily identified as "City of Petaluma" is strictly prohibited. This also includes filming of the City Seal. The City of Petaluma does not endorse any product or service as may be portrayed in any filming activity.

**1.4.5 Payment of Outstanding Fees**

The applicant shall pay to the City/County within fifteen (15) days after receipt of invoices the costs incurred by the City/County for services rendered in connection with filming activities authorized by filming permit, which are in excess of any fee deposits already paid to the City/County.

## 2.0 APPENDICES

### 2.1 Insurance and Indemnification / Hold Harmless Requirements for Permitting Jurisdictions

#### 2.1.1 Insurance Requirements

*(application line items 11 and 12)*

- a. Applicant shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company licensed to do business in California. The policy shall name the City/County, its officers, employees and agents as co-insured. Cities of Santa Rosa and Healdsburg both offer insurance coverage for filming and can be contacted for more details.
- b. A copy of the policy or a certificate of insurance along with all necessary endorsements must be filed with the City/County in advance of the issuance of the permit.
- c. The following are the specific conditions required:

County Roads Healdsburg Windsor	Please go to attached insurance requirements.
Rohnert Park Santa Rosa	Insurance liability must cover a \$1,000,000 minimum per occurrence. Additional requirements will be specified during permitting process. Contact individual City for more details.
Petaluma	Coverage shall be provided by a Comprehensive General Liability Insurance Policy as specified in the Petaluma Municipal Code, Chapter 13.40.120, and related City Council resolution(s). Contact City of Petaluma for more details.
Sebastopol	Insurance requirements are specified by Sebastopol Ordinance. Contact City of Sebastopol for more details.
Sonoma	Coverage shall be provided by a Comprehensive General Liability Insurance Policy in the amount prescribed by City Council resolution. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Service Office (ISO) Comprehensive General Liability Insurance coverage. Applicant must obtain liability insurance in the amount of \$1,000,000 naming City of Sonoma, its officers, employees and agents as co-insured. Proof of such coverage must be received by the City three days prior to the start of filming, and must be maintained for the duration of the activity. Contact City of Sonoma for more details.

#### 2.1.2 Indemnification/Hold Harmless Requirements

- a. Applicant agrees to indemnify, defend and hold harmless the City/County where filming occurs, the City/County's officers, agents, employees, from all actions, suits, claims, damages, losses and liability of any kind whatsoever, including attorney's fees for any injury to, or death of, persons, or damage to property, including City/County property, which arise in any connection with the filming activity for which this film permit is

issued, which are caused by, in whole or in part, the Applicant, its officers, employees, agents, or any person(s) acting with the knowledge or consent, express or implied, of the Applicant, regardless of whether any act, omission, or negligence active, passive, or concurrent of the City/County or its officers or employees contributed thereto.

## 2.2 General Conditions

### Restricted Days and Hours

*(application line item 16)*

City restrictions (special exemptions may be granted at the discretion of City Managers) are as follows:

Healdsburg	City Manager will impose reasonable restrictions on days and hours to be determined
Petaluma	No filming activity shall occur between the hours of 7pm and 7am unless specifically authorized by the permit. Filming in downtown subject to additional restrictions.
Rohnert Park	Filming is restricted in residential areas from 10pm until 7am. Commercial areas are restricted between 8am and 10am and 3:30pm and 6pm. Industrial areas are available 24 hours a day.
Santa Rosa	Filming is restricted in residential areas from 10pm until 7am. Commercial areas are restricted between 8am and 10am and 3:30pm and 6pm. Industrial areas are available 24 hours a day.
Sebastopol	Filming not allowed between 8pm and 7am in residential zones or within 150 feet of a residential dwelling unless permission is otherwise specifically authorized in permit.
Sonoma	Filming shall not last for more than three consecutive days in one location without consent of City Council. Filming is not allowed on Fridays, holidays, during scheduled downtown Plaza events, and the period between the day before Thanksgiving to January 2 <sup>nd</sup> .
Windsor	To be determined during application process.

### Clean and Restore Condition

All City/County Property and streets shall be cleaned and restored to the same condition or better as they existed prior to filming activity. Applicant must agree to reimburse the City/County for any costs incurred to repair or replace City/County property damaged as a result of filming activity.

### Penalties/Revocation of Film Permit

In the event that an authorized representative of the permit issuing City/County finds that the activities being conducted by the applicant unnecessarily endanger the health and safety of any person, will cause damage to real property, or are in violation of terms of filming, said representative, at his/her discretion, may suspend or revoke the issuance of the Film Permit. Appeals are made to the issuing City's Council or County of Sonoma.

### 2.3 Parking Plan

*(application line item 17)*

A Parking Layout Plan is required in the application process. The Plan is to identify vehicles used during and for filming, their locations and any scheduled street or county road closures and how traffic will be re-routed. Production vehicles, which are noted in Parking Plan, must be visibly identified with name of Film Company in windshield of each vehicle. Except as noted and approved in Parking Plan, production vehicle parking shall be limited to one side of the street. At no time shall production vehicles be illegally parked.

Regulations concerning the duration of traffic stoppage are as follows:

Sebastopol Rohnert Park	No specific restrictions
Petaluma Healdsburg Santa Rosa Windsor	No vehicle or pedestrian traffic shall be stopped for more than three (3) minutes during filming activity unless approved in permit
County Roads	If filming is taking place on County Roads, applicant will need to state in the Parking Plan whether or not it will inform participants of their road use responsibilities described in the California Vehicle Code with respect to pedestrian/vehicle right of way along the event route.

### 2.4 Special Effects

*(application line item 20)*

The use of special effects, or any other disruptive activities, needs to be listed and detailed in the Uniform Film Permit Application. Certain activities require special permission from the City Manager's Office or PRMD Sonoma County. Specific details are as follows:

County Roads	The use of gunfire and or explosive devices will be reviewed and restricted in regards to the time of day and time of year.
Healdsburg	The use of incendiaries, pyrotechnics, and hazardous materials must require authorization from the Fire Chief.
Petaluma	No bullhorns, sirens, gunfire, PA system address, or similar noise without authorization from City Manager's Office.
Rohnert Park	Filming not to interfere with normal activities of the neighborhood, shall not interfere with street cleaning or refuse collection, and shall not deprive public egress or ingress to private or public property. The use of incendiaries, pyrotechnics, and hazardous materials must require authorization from the Fire Chief.
Santa Rosa	Filming not to interfere with normal activities of the neighborhood, shall not interfere with street cleaning or refuse collection, and shall not deprive public egress or ingress to private or public property.
Sebastopol	No bullhorns, sirens, gunfire, explosions without authorization from City Manager's Office
Sonoma	No gunfire, explosions, and other noise-creating or hazardous devices to be used without authorization from City Manager's Office.

Windsor	Filming not to interfere with normal activities of the neighborhood, shall not interfere with street cleaning or refuse collection, and shall not deprive public egress or ingress to private or public property. No gunfire, explosions, and other noise-creating or hazardous devices to be used without authorization from City Manager's Office.
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# CODE OF CONDUCT

## CALIFORNIA FILM COMMISSION STATE OWNED/OPERATED PROPERTIES FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE INDUSTRY: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we film, we will see more production leaving California, resulting in fewer jobs for all of us. Please adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:  
\*Name of company \*Name of production \*Company Contact  
\*Kind of production \*Type of activity & duration
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit, should park one by one, and turn off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbors' or merchants' property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the permit. All catering, craft service, construction, strike and personal trash must be removed from location.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated in the permit.
8. Please keep all noise levels as low as possible.
9. Observe designated smoking areas and always extinguish cigarettes in butt cans.
10. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the company.
11. All sets and props should be removed upon completion of their use.