



General Information Regarding Filming, Videotaping and Still Photography Activities

Permitted Activity Hours

For activities taking place in residential and non-commercial areas, including arrival and departure from locations, the hours permitted shall be between 7:00 a.m. and 7:00 p.m. Monday through Friday, except as may be approved by the City Manager or his/her designee after review of input and/or responses from property owners and residents in the affected area. For activities taking place in commercial areas, including arrival and departure from locations, the hours permitted shall be 7:00 a.m. and 7:00 p.m. Monday through Friday except as may be approved by the City Manager or his/her designee. Absolutely no such activity shall be permitted in any area on Sundays or major holidays or between the hours of midnight and 6:00 a.m. of any given day.

Fees & Application Deadlines

Application Fee A non-refundable Application Fee of one hundred dollars (\$100) shall be paid to the City at the time of application for a permit is made. The application must be submitted four (4) working days prior to commencement of activities. Failure to do so will result in a late fee.

Late Application Fee A non-refundable Late Application Fee of two hundred dollars (\$200) shall be paid for applicants wishing to undertake activities within four working days prior to commencement of activities.

Permit Fee A permit fee in the amount of one thousand five hundred dollars (\$1,500) per day shall be paid, except that if the activities are to take place on privately-owned property or Descanso Gardens and no City property is used, including streets, sidewalks, parks or other public rights-of-way, no permit fee shall be paid to the City. No permit fee is required for still photography.

Late Permit Fee Permit fees for late applications are two (2) times the regular fee.

Refund of Fees Permittee shall be entitled to a refund of sixty-six percent (66%) of the permit fee provided the Permittee notifies the City of canceled activity by 3:00 p.m. of the last working day prior to the day of the scheduled activity.

Insurance Requirements

Permittee is to maintain in full force and effect general liability and automobile insurance in the amounts not less than two million dollars (\$2,000,000) combined single limit per occurrence for bodily injury and property damage. During any activity which includes chase scenes, special

effects, stunts, or activities involving aircraft, not less than three million dollars (\$3,000,000) combined single limit per occurrence for bodily injury and property damage insurance shall be required.

Encroachment onto Property

Infringement upon, encroachment on, or use of any property other than the site location, shall be prohibited except where the express written consent of the property owner has been obtained. Such use shall include the parking or storing of vehicles or equipment and/or the trespassing or traversing of property by individuals, animals, vehicles or equipment. Encroachment onto public property shall require the obtaining of an Encroachment Permit from the Los Angeles County Department of Public Works.

Activity Impact Mitigation Plan

Applicant must submit and implement an Activity Impact Mitigation Plan (AIMP) when the City has deemed it necessary. The AIMP shall identify efforts which will be undertaken to mitigate potentially negative impacts to the affected areas as a result of the proposed activity.

Advanced Notices

The applicant shall mail to all affected property owners, at least four (4) working days prior to commencement of the proposed activity notification advising such property owners that they may protest such activities up until two (2) working days prior to the date upon which proposed activities are to take place. The City Manager or his/her designee may consider any protests received in determining whether special conditions shall be imposed upon such permit. In any case, the City Manager or his/her designee may determine that no permit shall be issued when fifty-one percent (51%) or more of the residents in the affected area object to the proposed activity. Notification must include:

1. name and telephone number of applicant
2. location of proposed activity
3. nature of proposed activity
4. date(s) and hours of proposed activity
5. deadline for residents to object to proposed activity (must be at least two (2) working days prior to the date of the proposed activity)
6. telephone numbers to call to register objection (Location Manager and City Hall telephone numbers)

Clearances Required/Security

Applicants shall obtain clearance from the Los Angeles County Sheriff's Department, Fire Department, and Public Works Road Department prior to the issuance of any permit by the City and/or the performance of any activity for which a permit is required. Where deemed necessary, the permittee shall incur the expense for any employees assigned to the site location. The permittee shall provide adequate law enforcement and fire protection at all times while such activities are being conducted. In the event that adequate security, as determined by the Sheriff's and Fire Departments, is not provided, the City shall retain the option to revoke the permit or provide adequate security at the expense of the permittee.

Contacts

Encroachment Permits (L.A. Co. Dept. of Public Works).....(626) 338-9515
Traffic Control/Security (L.A. County Sheriff).....(323) 526-5641
Fire Permits (L.A. Co. Fire Public Safety \$ Fim Unit).....(310) 358-2397

Impeding of Traffic/Services

No vehicle or pedestrian traffic shall be stopped in excess of 90 seconds. Such stoppage shall not occur more than twice during any ten (10) minute period or less as subject to existing traffic flow conditions as evaluated by local law enforcement personnel. There shall be no interference with normal activities of the affected area, such as refuse collection, street sweeping, gardening and landscaping, deliveries and/or egress to public or private property.

Cleanliness

The site location and all surrounding areas, including the public right-of-way, shall be cleaned daily by the permittee and no litter shall remain upon completion of the permitted activity. If the City is required to clean any portion of the affected area, the permittee will be liable for all such costs and, in addition may be subject to denial of any future permits.

Catering

Preparation, service and eating of meals and/or drinking of beverages shall be on private property, out of public view and not in the public right-of-way. This may require screening of the area so as to keep dining out of the public's view.