

City of Camilla - Guidelines for Filming

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STATEMENT OF POLICY: The Camilla City Council invites and encourages film production utilizing City property provided: the City of Camilla's primary responsibility to provide service and protection to the general public is not impaired; the City of Camilla is compensated for the time, labor, and other costs associated with permitting the utilization of City of Camilla property and facilities; and, the City of Camilla is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project.

SUMMARY OF PROCEDURES:

1. All requests for filming on City property will be directed to the Planning and Zoning Administrator. All contacts and arrangements will be made through that Department. The filmmaker/production company is not to be directed to any other office of the City.
2. The Planning and Zoning Department will forward a Film Request Package to the applicant for completion. The Package should include: a sample Insurance Certificate, a Hold Harmless Agreement, a Price List, Administrative Policies and Procedures for filming, and Permit Form.
3. The Planning and Zoning Department will review the request upon receipt of the completed Package and required fee. If necessary, a meeting and tour will be arranged with the Production Location Scout for a suitable location for filming.
4. After the Package is reviewed and a site is selected, the Planning and Zoning Department will communicate with relevant departments and establish the logistics and personnel requirements for the production.
5. The Planning and Zoning Department will communicate approval or denial to the applicant. If the request is approved, the Planning and Zoning Department will notify the applicant and bill them for any additional fees. All fees must be paid before the actual permit is issued.
6. If the application is denied, the applicant may initiate an appeals process by writing the City Manager within five (5) days of receipt of the denial. The City Manager will respond to the appeal within three (3) business days of receipt of the appeal.
7. Once the filming is completed, the affected Department(s) will assess damages and refund any unused damage deposit to the applicant. Allow thirty (30) days for processing.
8. If subcontractors, vendors, or caterers are used during the term of the agreement. In that case, the parties are subject to City guidelines on using City facilities.

ADMINISTRATIVE POLICIES AND PROCEDURES

I. PERMIT REQUIRED FOR USE OF PUBLIC RIGHT OF WAY: A permit is required for any commercial film activity which involves the use of public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes or impacts the public right of way beyond normal traffic. (Examples: on-street parking; interruption of vehicular or pedestrian traffic flow; placement of cameras, lights, or other equipment on public property.)

The application will be made on the City's standard form and presented to the Planning and

Zoning Department for review. Early application is recommended as permits are issued on a first-come, first-served basis, and time may be needed to work out any difficulties associated with the planned activity. Requirements may vary depending on the impact of the activity as defined below:

II. NOTIFICATION OF AFFECTED BUSINESSES AND RESIDENTS: The Production Company will notify all businesses and residents affected by the activity. Notification should occur following the City's application review and no less than three (3) business days before the planned activity. Earlier notification may be required when planned activities significantly impact the area's normal activities. The area to be covered by notification may vary depending on the impact of the planned activity but will be a minimum of all businesses or residents in the linear block in which the activity is to occur.

III. TRAFFIC CONTROL AND STREET CLOSURES: Approval must be obtained before any film activity disrupting the normal traffic flow. Traffic control, if needed, must be handled by off-duty police officers hired by the Production Company through the City Manager's office. The City retains the right to determine the number of officers needed. Intermittent traffic holding shall not exceed five-minute intervals except when specifically approved by permit.

Street closures are discouraged in most instances. Requests for street closures or diverting of traffic should be made well in advance to allow for the planning of alternate routes and proper notification.

Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT) and the City. The Planning and Zoning office will provide the Production Company with the appropriate contact at the GDOT.

When street closures are necessary, or film activity will impact emergency vehicles' navigation, the Production Company must abide by a plan prescribed by Camilla Fire and Police to provide safety services per the Camilla City Code.

IV. SPECIAL EFFECTS, EXPLOSIVES AND SIMILAR DEVICES: No filming activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless approved explicitly by Camilla Fire & Emergency Services. The use of explosives or pyrotechnics requires a certificate from the Probate Court. The Production Company will be responsible for acquiring the permit. Camilla Fire and Emergency Services will not issue a permit until they have received the certificate. The film liaison can provide a contact at the Probate Court.

V. REMOVAL OF VEGETATION: Removal, cutting, or trimming vegetation in the public right-of-way is prohibited unless specifically approved by permit.

VI. FILM IMPACT:

A. LOW IMPACT FILM ACTIVITIES: In general, low-impact activities are defined as those which:

- Allow the uninterrupted flow of pedestrian traffic;
- Hold vehicular traffic for no more than one-minute intervals;
- Utilize no more than four (4) on-street parking spaces in any linear block containing businesses dependent on on-street parking;
- Have minimal impact on normal business activities;
- Take place in the downtown business district outside normal business hours;
- Utilize no more than fifty percent (50%) of the on-street parking spaces in any linear block containing businesses not dependent on on-street parking;

- Utilize no on-street parking where there are no marked on-street parking spaces;
 - Utilize no parking in alleys without prior approval by the abutting businesses and the Fire Department;
 - Provide parking for cast, crew, extras, and other nonessential vehicles in off-street lots, as well as alternate parking for those displaced from these lots;
 - Provide a private holding area for extras; and
 - Conduct prep and wrap activities in accordance with the above.
- B. HIGH IMPACT FILM ACTIVITIES: In general, high-impact film activities are those that fall outside two or more of the criteria for low-impact activity. Additional criteria that classify a film activity as high impact include:
- High-speed chases or crashes;
 - Use of pyrotechnics or explosives; or
 - Use of aircraft (including drones).

VII. DOWNTOWN BUSINESS DISTRICT:

- A. DOWNTOWN BUSINESS DISTRICT DEFINED: The Downtown Business District is defined as that area in the Downtown Business District area.
- B. PERMITTING AND NOTIFICATION PROCEDURE FOR HIGH-IMPACT FILMING IN THE DOWNTOWN BUSINESS DISTRICT.
1. A completed Application for Permit shall be submitted to the City's representative for review as soon as possible.
 2. The Production Company shall distribute copies of the completed application, at minimum, to all businesses and residents within a full block in each direction from the planned activity no less than five (5) business days before the scheduled activity. The Production Company shall have each recipient initial for receipt of the application and shall submit the sign-off sheet to the City's representative.
 3. Businesses shall have three (3) business days to notify the City of any concerns/objections concerning the proposed film activities.
 4. The City representative shall attempt to resolve concerns or objections reported in consultation with the business, the Production Company, and the City Manager.
 5. If the permit is issued, the Production Company will notify businesses and residents of the finalized plans no less than three (3) business days before the planned activities.

C. RESTRICTIONS

1. We discourage filming in the downtown business district during the period from Thanksgiving Day through December 31 and during City sponsored special events. If filming is necessary during these times, it should be planned for Sunday or outside normal business hours. Even low-impact filming permits may be denied near merchants whose businesses depend highly on sales during these times or special events.
2. Filming will not be allowed within two (2) blocks of a planned event if the event is an annual event or if expenses have already been incurred before notification of planned film activities. Exceptions may be made for low-impact filming.

3. No more than two (2) film permits shall be issued within the downtown business district for any given time/date. Exceptions may be made for low-impact filming.

VIII. RESIDENTIAL AREAS

- A. In areas zoned residential, film activities will not begin before 7:00 a.m., and end by 11:00 p.m. on weekdays and Sundays and by midnight on Friday and Saturday, except with special advance permission.
- B. Affected residents in an area not less than two blocks in either direction must be notified by letter or in person not *less* than three (3) business days in advance. Notification should include information concerning the location and duration of the filming activity in question and specifics regarding lights, noise, or any special effects.
- C. All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- D. When filming on residential streets that experience traffic congestion as a result of schools opening and closing or the morning and evening "rush" hours, neither pedestrian nor vehicular traffic may be held during these "rush" times, which will be agreed upon in advance by the City, film liaison and the locations' manager.
- E. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City or property owner. Ten (10) feet of clearance should be left on either side of affected driveways unless otherwise authorized.
- F. Production vehicles must be parked so as not to impede safe lines of vision at intersections.
- G. Lighting for filming, both during the day and night, should be oriented away from neighboring residences wherever possible and should not interfere with the safe movement of traffic.
- H. Production companies are responsible for cleaning and restoring locations used, including public and private lands, with a minimum amount of noise and disruption.
- I. Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:
 - Moving trash cans to a location accessible to sanitation vehicles and then returning them to their proper owners; or
 - Coordinating, in advance, a time when sanitation vehicles may access the area affected.
- J. Residents may not charge production companies for the use of the public right-of-way in front of their homes nor prohibit use without justifiable cause. Still, they may reasonably expect the right-of-way to be restored to its' original condition by the production company.
- K. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours before 11:00 p.m. unless cleared in advance with the City Manager and the neighbors affected. (SEE attached noise ordinance)
- L. Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences and/or take steps to control noise from generators, slamming doors, engines, etc., in the early morning before 7:30 a.m. and after 9:00 p.m.

IX. PERMIT FEES: Each applicant will pay the required fees as established by resolution of the City Council. All fees are subject to change.

A. There is a \$25.00 processing charge for a film permit to reimburse the City for the staff time required to evaluate the application and establish conditions of approval.

Police Officer (2-hour minimum)	\$50/hour
Coordinating Fee (for multiple officers)	\$250
Police Vehicle (as required)	\$50/day
Code Enforcement (4-hour minimum)	\$50/hour
Firefighter	\$50/hour
Hydrant meter hookup	\$65/\$950 Deposit
Water from hydrant meter	\$8.00 per 1000 gal.
.....	\$120 minimum
Street Closure	\$150/each minimum

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| <ul style="list-style-type: none"> • A&B Explosives permit • C Explosives permit • Fireworks permit • Transport A & B Explosives permit |
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Fire department permits are free; however, applicable federal and state permits must be obtained for using and transporting explosive materials. Contact the Planning and Zoning Office if you have questions regarding these permits.

Facility Rental (varies by location) \$250/day minimum

CHARGE FOR SERVICES RENDERED ON LATE REQUEST There will be an additional \$100 charge for City services rendered as a result of requests made with less than two (2) business days' notice.