



**Rio Arriba County
Planning & Zoning Department**

**FILM, TELEVISION AND MOVIE PRODUCTION
PERMIT APPLICATION**

PERMIT NO:		DATE APPLICATION RECEIVED:	
NAME OF PRODUCTION CO.			
FILM TITLE			
FILM LOCATION SITE(S)			
FILM LOCATION MANAGER(S)			Mobile Phone #
			Mobile Phone #
EMAIL ADDRESS			
NUMBER OF PRODUCTION CREW			
TYPE OF PRODUCTION:		Feature Film	Charitable Film
		News Media	Still Photography
		Educational	Other
FILM DATES		Begin Film Dates:	End Film Dates:
PREP & WRAP (IF APPLICABLE)		Prep Dates:	Wrap Dates:
EXPECTED TRAFFIC DELAYS		Yes: No:	Roads Impacted:
BASE CAMP LOCATION			

PRE-FILMING CONFERENCE REQUIRED:

Please be advised that prior to filming, the applicant shall schedule a conference with the zoning staff to discuss the logistics for film and movie production at the particular site(s). This permit is issued specifically to the applicant for the specific locations indicated in the application and is not transferable to other sites not listed.

Film dates/times must reflect the moment production will arrive at the film location (i.e. setup) and the time the last production vehicle leaves (wrap). Normal hours for filming are between 7 a.m. and 10 p.m.

SUBMITTALS CHECKLIST:

- Site plan map for each location showing parking, large trailers, catering tents, signage, lighting, or buffering to be used.
- Location agreements with each property owner signature.
- Appropriate Department Signatures from County Sheriff, State Police and Standby Fire & Emergency response personnel if applicable.
- Insurance Certificate of Liability for one million dollar liability coverage listing Rio Arriba County as the certificate holder and additional insured.
- Proof of Public Notice of road closures, road delays or special effects. (local paper notice, copy of flyer)
- Rio Arriba County Business License for Production Company.
- Provide a film schedule and brief description of the scene(s) to be filmed and location dates and times.

SITE STANDARDS AND SAFETY:

- Will there be explosive blasting? _____
- Will there be stunt scenes where people may be subject to bodily injury? _____
- Will there be a need to create fire/ burn foliage or man-made structures? _____
- Will there be a need to fire blank shells from a firearm? _____
- Will there be a need to create motor vehicle accidents? _____
- Will there be a need to stop or divert motor vehicle traffic on a public/private road? _____
- Will there be a need to create long duration noises that may disturb the surroundings? _____
- Will the Production crew and support staff be located at the filming site overnight? _____

If you answered yes to any of the above questions, you will need written approval from the appropriate departments to complete the film permit application, a signature from Fire Marshal, Sheriff, Public Works, State Police or EMS must be obtained prior to filming.

PUBLIC NOTICE OF ROAD CLOSURES, DELAYS OR SPECIAL EFFECTS:

The Production Company must notify the community of street closures, road blocks, heavy traffic, excessive noise, special effects and filming after 10:00 p.m. at least five days prior to filming. Notification must include, but is not limited to, a press release or ad in the local newspaper, radio ad, written notification (*this can be in the form of door hangers or flyers*) to those in impacted areas. Proof of notification must be provided to the Department (copy of newspaper ad, door hanger or flyer, etc.).

FEE SCHEDULE

FILMING AND MOVIE PRODUCTION PERMIT: There are two types of Filming and Movie Production Permit fees that apply based on the number of production personnel. A **Small Scale Film** with crew size of 80 or under and **Large Scale Film** over 81 crew members. All film permits are permitted for up to 7 days of filming, a charge of \$30.00 per day thereafter the 7th day shall apply.

FILM PERMIT (SMALL SCALE)	\$250.00 first 7 days		\$ _____
FILM PERMIT (LARGE SCALE)	\$400.00 first 7 days		\$ _____
FILMING DAYS OVER 7 DAYS	\$30.00 each additional day	# ____ Days	\$ _____
PREP & WRAP FEE	\$30.00 per day	# ____ Days	\$ _____
BUSINESS LICENSE FEE:	\$35.00 for Production Co.		\$ _____
OTHER			\$ _____
TOTAL FEES:			\$ _____

I have read and do hereby agree and understand the above terms and conditions without reservation and place my signature below as an act of such agreement for a Film, Television or Movie Production Permit, to allow to film in Rio Arriba County.

Applicant Signature: _____ Date: _____

Film permit fee exemptions: Educational, public and private school activities, public service announcements that are filmed outdoors or still photography activities that are conducted by public agencies will need to observe the Filming and Movie Production Permit protocol and regulations still apply, but fees within the Planning and Zoning Department for filming will be waived.

NOTE! Other County Departments, including Fire Marshal, EMS or Sheriff Department may require separate fees to be paid directly to those departments in addition to the fees listed above for the permit application.

Thank you for considering Rio Arriba County for your film and movie production, Credit acknowledgement would be appreciated.

Planning and Zoning Department	Date	<i>Stamp of Approval</i>
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