

LOCATION PERMIT APPLICATION For Video, Film, or Still Photography



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

\$50.00

A minimum of five (5) days notice for filing of application is required.

Date Rec'd:	
Permit #:	
Fee Paid:	

1. Applicant Information

Permittee:		Phone:	
Address:		City/State/Zip:	
E-mail:			
Producer:		Phone:	
Production Company:		Phone:	
Location Contact:		Phone:	
Other Contact:		Phone:	

2. Project Title/Identifier:

Start Date:		Completion Date:	
Hours of Operation:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Until:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Type of Production:	<input type="checkbox"/> Feature	<input type="checkbox"/> Commercial	<input type="checkbox"/> TV <input type="checkbox"/> Non-Broadcast <input type="checkbox"/> Other:
Format:	<input type="checkbox"/> Video	<input type="checkbox"/> Still Photography	<input type="checkbox"/> DV <input type="checkbox"/> HD <input type="checkbox"/> Other
Total Crew:		Total Cast:	
Local Hires:		Room Nights:	
Exterior Lighting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:	
Other special effects:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:	
Local Expenditures:		Total Expenditures:	
Story/Synopsis:			

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3. Location Information:

<input type="checkbox"/> Public Property <input type="checkbox"/> Private Property	
Address of Filming Location:	
Name of Property Owner:	Phone:
Signature or letter of authorization from the property owner: <i>If letter, please attach to this application.</i>	
Attach a sketch map of affected areas. Indicate location of set, working trucks, base camp, crew parking and traffic control plan.	

4. Location Needs

Catering Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:
Restroom Facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:
Health department food service number:	
Trash Removal: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:
Other Vehicles or Special Equipment: (describe)	
Animals:	Maximum Number:

5. Vehicular Needs

Crew cars for each day of production:		Number of Equipment Vehicles:		Generator:	
Grip Truck:		Large Truck:		Cube Trucks:	
Cars:		15 Passenger Vans:		Motor Homes:	
Other Vehicles or Equipment: (describe)					
Staging location:					

6. Insurance

Insurance Company Name:
Insurance Policy Number:
<i>You Must Name The City Of Sedona As Additionally Insured</i>
Certificate Received and Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Producer states the above information is complete and accurate. Producer has read and understands the Terms and Conditions that are a part of this application and agrees to comply with the provisions thereof in this permit.

APPROVED by City of Sedona, Permittor:

Authorized Representative Signature

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PRODUCER / PRODUCTION COMPANY

Company Name:

Representative:

Title:

Signature:

Date:

SIGNATURES REQUIRED IF ANY OF THE FOLLOWING APPLIES:

Use of Parks: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Signature of Parks & Recreation Manager:</i>	<i>Title:</i>	<i>Date:</i>
Use of Public School or School Grounds: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Signature of School District Representative:</i>	<i>Title:</i>	<i>Date:</i>
Use of Municipal Property and Grounds Other Than Parks Or Schools: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Signature of Facilities Manager:</i>	<i>Title:</i>	<i>Date:</i>
Use of Public Access Ways (Sidewalks, Roads): Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Signature of Traffic Manager:</i>	<i>Title:</i>	<i>Date:</i>

The use of State roads and highways requires a permit from the Arizona Department of Transportation. Please call the Sedona Film Office for details.

General Contact Numbers:

Sedona Fire District, Fire Marshal, Jon Davis – (928) 204-8926

Sedona Police Department, Lieutenant Stephanie Foley – (928) 203-5019

City of Sedona Public Works, Right-of-Way Supervisor, Jerry Hutchison – (928) 203-5083

Arizona Department of Transportation, Permits Supervisor, Warren D. Sutphen – (928) 779-7520

Sedona Film Office, (928) 204-1123 x-180

Sedona Oak Creek School District, Main Office – (928) 204-6800

Coconino National Forest Service Office, Judy Adams (928) 203-7500

We are pleased you have chosen the City of Sedona to realize your project. Our goal is to assist you by opening doors and providing services and personnel when possible. In return, we expect you to clearly describe what you plan to do, respect the people who live here and return each location to its original condition.

TERMS AND CONDITIONS OF LOCATION PERMIT

PERMIT REQUIRED: This permit must be in the possession of the Producer/Permittee, kept on the site at all times, and must be available to inspection upon request by Permittor officials or the public. This permit may not be assigned, altered, or the terms of this permit varied from the Producer/Production Company (“Producer”) without written consent of the Permittor.

AUTHORITY: This permit is issued by the authority of the Permittor, for the purpose of film, video or still photography on public or private property. This permit does not extend or grant permission to use or enter property not belonging to or under the control of the Permittor. Permission to use or enter private property must be obtained from the owner or

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controller of such property and is not a part of this permit. Permittor may be able to assist but it is the responsibility of the Producer to secure the permission.

COMPLIANCE WITH PERMIT AND LAWS: Producer agrees to comply with the Terms and Conditions of this permit and with any attached Exhibit(s), which are by this reference made a part of this permit. Producer agrees to comply with all applicable federal, state and local laws, regulations, ordinances and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.

RIGHT TO TERMINATE: Permittor understands a great deal of effort and expense is involved in location shooting. However, in the event an authorized representative of the Permittor finds that activities being conducted by the Producer unnecessarily endangers the health and safety of any person or that said activities are causing or will cause damage to real or personal property, said representatives, at his or her own discretion, may suspend, cancel or amend this permit. The Permittor hereby agrees it will not unreasonably exercise this right of termination.

INSURANCE: This permit is granted subject to Producer showing proof of general liability insurance, and Producer agrees to provide a certificate of insurance in the amount of \$1,000,000, unless a different amount of insurance is specified in the permit, and to name the Permittor as additionally insured.

INDEMNIFICATION: Producer waives all claims against the Permittor, its officers, agents and employees for loss or damages caused by, arising out of or in any way connected with this permit. Producer agrees to indemnify, defend and hold harmless the Permittor, its officers, agents and employees from any and all alleged claims, loss damage or liability caused by, arising out of or in any way connected with permission granted in this permit, except those arising out of the sole negligence of the Permittor.

RISK: Producer acknowledges that its use of municipal facilities for purposes of this permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the Permittor for any loss, injury or damage which Producer may sustain in the exercise of the permissions granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause or the utilities or other services furnished, or for any loss resulting from fire, water, wind civil commotion, riot, landslide or acts of God.

REMOVAL OF MATERIALS: On or before the date of the expiration of this permit, the Producer shall clean up the locations used and remove from each location, all sets, structures, equipment, rubbish and unsightly matter placed on the property by the Producer unless the Permittor agrees that this may be done at a later time. In the event Producer fails to remove materials, the Permittor may do so and Producer agrees to pay the Permittor any costs incurred. Producer agrees to pay the Permittor for damage to Permittor property resulting from operations undertaken by Producer.

PLEASE SUBMIT A COMPLETED APPLICATION TO: City of Sedona, Department Of Community Development, 104 Roadrunner Drive, Sedona, AZ 86336; 928-282-1154

The relevant ordinances governing this permit application are found in the Sedona Land Development Code, Article 4, Temporary Uses (<http://www.codepublishing.com/AZ/sedona/lcd.html>). Per this Ordinance, established by the Sedona City Council and Community Development Department, the following time frame applies:

<u>Administrative Completeness</u>	<u>Substantive Review Time Frame</u>	<u>Overall</u>	<u>Authorizing Code</u>
7 business days	7 business days	14 business days	LDC Article 4

NOTICE

All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. *Send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application.*