

City of California City
Planning Department

Application Packet
for
Film Permit

CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
21000 Hacienda Blvd.
California City, CA 93505-2293

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GENERAL INFORMATION AND FILM PERMIT REQUIREMENTS

Thank you for choosing California City for your film project. Film Permit fees apply to profit and non-profit organizations, student and independent film makers.

Please return this completed application packet to the Planning Department at the address listed above, or you may fax it to (760) 373-7529. It is important to complete and return all the forms requested. Failure to do so, will delay processing and review of your application packet. Since other City Departments must review and approve the Film Permit Application, the application should be received at least **one week** in advance of the filming activity. Additional time for processing may be required depending on the size and duration of the project. All fees must be paid prior to filming.

WHAT ARE THE FEES?

Fees are established according to the **California City Master Fee Resolution**:

Section 4-3. Filming.

(a) A fee shall be paid for filming professional or commercial activities on public property as follows:

(1) For the use of public areas of City property, other than municipal airport property: \$100.00 per day per site. For use of airport closure, the charge shall be \$5,000 per day.

(2) For the use of portions of source area of the California City Municipal Airport: \$1,000.00 per day per site.

(3) For services of City personnel necessary for the safe conduct of filming activity at a City owned site: Actual cost of the City personnel. As used herein actual cost includes salary, benefits, plus 15 percent of salary.

(4) City vehicles necessary to stand by the filming activities to ensure public safety, health and welfare of the community: Equipment shall be paid for at the current rates established for rental of City equipment.

(b) The fees and charges described above shall be paid to the City at the time of the application for the filming activity permit, based upon the applicant's estimate or 2 hours, whichever is more. Filming activities shall cease as of the time stated in the permit or when the applicant's estimate is exceeded, whichever occurs first, unless additional fees are deposited prior to any extension of the filming activities. If the activity is canceled less than 72 hours before the scheduled commencement time, a cancellation penalty of \$200.00 per cancellation shall be deducted from the deposit.

ADDITIONAL FEES

The City of California City requires a Film Permit Business License. The form is included in this packet and remains in the Planning Department as a part of the overall film permit.

Applicants may choose a daily business license for \$10.00 per day, not to exceed 12 days annually or pay for an annual Film Permit Business License for \$122.00. The annual Film Permit Business License expires on June 30th of each year and can be renewed.

The Film Permit Business License is subject to suspension, cancellation or revocation by the City Council according to Title 3-2.3.208, of the California City Municipal Code. Falsification of the information on this application or failure to disclose information regarding hazardous materials shall be cause for suspension or revocation of this license.

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WHAT FORMS NEED TO BE INCLUDED AND RETURNED?

- 1) Complete the Application for Film Permit.
- 2) Complete the **top portion** of the Film Permit Authorization Page
- 3) Complete the Film Permit Business License Application
- 4) If applicable, complete the Kern County Air Pollution Control District Application for Film/Video/Photo Production Burn Permit. **NOTE:** Burn Permit is required if the burning of materials will **exceed** three minutes in any one hour. No burn can create a nuisance or public health threat. (CH & SC, Section 41700).
- 5) A Certificate of Insurance naming the City, its officers, agents, and employees as additional insured under a comprehensive general liability policy limits of not less than \$1.0 million.
- 6) If filming on private property, include a letter of authorization from the property owner.
- 7) If you require a completed W-9 form, please fax a blank W-9 with your completed application, it will be completed by the City and faxed back with your Invoice Letter.
- 8) California City is within the R2508 Restricted Airspace Complex and in rare instances, a film activity may require the Planning Technician to contact the Encroachment Officer at Edwards Air Force Base. Height of objects, glare and/or dust could interfere with the testing of military aircraft. Other state and federal agencies may need to be contacted if the film project requires excavation of top soil and the removal of native vegetation. Mitigation may be possible to lessen the affects, however, this process is costly and time consuming. If it is **not** possible to remedy the situation to the satisfaction of the City Departments, a Film Permit would not be approved.

PERMIT IS CONDITIONED UPON THE PERMITEE PROVIDING FOR:

- 1) Waste and refuse disposal
- 2) Traffic and crowd control
 - a) Road closures or detour signs must be installed three days or 72 hours prior to the filming activity. **Signs must be to the satisfaction of the California City Police Chief.**
 - b) Airport closure or certain film activities may require the Airport Manager to issues a "Notice to Airmen" (NOTAM). A NOTAM is used to provide timely information or conditions. NOTAMs are issued 24 hours in advance of the activity.
- 3) Standby emergency medical service.

CONTACT INFORMATION

Ensuring the public's safety, health and welfare of the community is the City's first priority. It is important that you contact the following City Departments as soon as possible to determine jurisdictional location, availability of location, availability of City personnel, and availability of City standby equipment. Be prepared to provide an explicit description of what is being filmed or you may be required to provide a storyboard with your completed application.

Contact the Planning Department at (760) 373-7141 to determine the jurisdictional boundaries, to file the application and if you have any questions. If the location is **outside** the City's jurisdictional boundaries, it will be necessary for you to contact the Kern County Board of Trade, Film Commission at (800) 500-5376.

Please have each Department Chief, Captain or Manager contact the Planning Technician to confirm the initial contact has been completed.

Contact the Police Chief at the California City Police Department Dispatch Desk at (760) 373-8606.

Contact the Fire Chief or Captain In Charge at the California City Fire Department at (760) 373-4841.

If your film project will involve the California City Municipal Airport, you must contact the Airport Manager at (760) 580-3247.

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APPLICATION FOR FILM PERMIT

Name of Organization: _____

Mailing Address: _____ City/State/Zip Code: _____

E-Mail Address: _____ Phone: _____

Cell: _____ Fax: _____

Name of Representative Applying for Application: _____

Person in Charge of Activity: _____

If different than stated above: E-Mail Address: _____

Phone: _____ Cell: _____ Fax: _____

Date(s) of Activity: _____

Filming Time: Start: _____ Finish: _____

Location(s): _____

Estimated Number of Persons Involved: _____

Estimated Number of Vehicles Involved: _____

Street Closures Needed: _____

Other Requirements: _____

Purpose of Filming: _____

Date: _____

Signature of Sponsor

Title

City Receipt No. _____

Receipt Date: _____

You must contact our local Police Department - (760) 373-8606, our local Fire Department - (760) 373-4841, and for projects at our Municipal Airport, contact the Airport Manager at (760) 580-3427, for their requirements before a permit can be processed. See contact information on page 2 of this packet for further details.

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Business License: _____

Insurance Certificate: _____

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FILM PERMIT AUTHORIZATION PAGE

Name of Organization: _____

Mailing Address: _____ City/State/Zip Code: _____

Name of Contact Person: _____

E-Mail Address: _____ Phone: _____

Cell: _____ Fax: _____

Date(s) of Activity: _____

Filming Time: Start: _____ Finish: _____

Location(s): _____

Fire Department Requirements: (If none, so state)

Date: _____

Authorized Fire Department Representative

Police Department Requirements: (If none, so state)

Date: _____

Authorized Police Department Representative

Airport Requirements: (If none, so state)

Date: _____

Authorized Airport Department Representative

Other Departmental Requirements: (If none, so state)

Date: _____

Authorized Departmental Representative

Final Approval Date: _____

City Manager

(FPAPPCKT612010)

KERN COUNTY AIR POLLUTION CONTROL DISTRICT

APPLICATION FOR FILM / VIDEO / PHOTO PRODUCTION BURN PERMIT

NOTE: Burn Permit is required if the burning of materials will exceed three minutes in any one hour. No burn can create a nuisance or public health threat. (CH & SC, Section 41700)

APPLICANT INFORMATION

Organizational/Issued To: _____

Contact Name (*Print*): _____ Telephone # _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Signature: _____

BURN INFORMATION

On-site contact during production: _____ Telephone # _____

Burn Schedule

	Date	Start Time	End Time	Location
1.				
2.				
3.				
4.				

Type(s) and quantity(ies) of materials to be burned or used to ignite a burn:

NOTE: If the proposed burn duration and/or quality of materials can be expected to significantly and adversely affect air quality, a Variance from KCAPD's Hearing Board may be required. If so, you will be immediately notified.

CONDITIONS:

1. Every feasible effort shall be made to minimize the emission of air pollutants from this activity.
2. No burn shall create a public nuisance or threaten public health. (California Health & Safety Code, Section 41700).
3. Contact APCD Inspector each day before ignition at (661) 862-5250 or (661) _____.
4. Contact local Fire Department each day for permission prior to ignition.

Issued by Kern County APCD Inspector: _____
(Name)

This form can be faxed to KCAPCD at 661-862-5251. Please call (661) 862-5250 if you have any questions.