



cityofnovi.org

**Film Permit Application
City of Novi
45175 Ten Mile Road
Novi MI 48375**

Company _____ Fed/State Employer ID _____

Production Title _____ Production Type _____

Address _____
Street City State Zip

Phone (____) _____ Fax (____) _____ Cell (____) _____

Location Manager _____

Location (Provide address and specific area on the property. Attach additional page for multiple locations.)

Type of Filming _____

Name of Private Property Owner/Representative _____ Phone (____) _____

Activity (Provide a description of filming activity for each location including maps, sketches, etc.)

Prep, Strike and filming schedule — Attach separately.

Traffic Control/Activity in Public ROW: NO YES (Attach Traffic Control Plan)

Date (s): _____ Time (s): _____

Total Personal (cast & Crew) per site/day _____

Vehicles/equipment (i.e. generator, etc.) _____

Pyrotechnics _____

Technician _____ License Number _____

FX# _____ Insurance Company _____ Expiration Date _____

Company Representative Signature Private Property Representative Signature (if applicable)

When complete and by acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.

Return to:
City of Novi
Assistant City Manager
45175 Ten Mile Road
Novi, MI 48375

City approval by- Signature

1. Obtain a film permit application from the City of Novi or download the permit from our website at www.investnovi.org.

Novi Film Permit Office Contact:

Victor Cardenas

Assistant City Manager

vcardenas@cityofnovi.org

248.347.0450

2. Complete film application and submit with payment

3. Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Novi as an additionally insured party for the length of the shoot.

4. Submit hold harmless document is required.

5. The film company must notify affected residents, occupants and businesses, in advance of any filming and as instructed by the City of Novi, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests, and sidewalk usage (without obstructing pedestrians). Notification letter and neighborhood signatures must be attaches to the film permit.

6. Attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and a brief description of what you will be filming and placement of work trucks.

7. Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes and must leave at least 20 feet clearance between vehicles parked on either side of the road for emergency response vehicles to pass. Production vehicles must not block parking lot access/egress ramps.

8. Base camp cannot be on the streets of Novi; only the necessary production vehicles (i.e. grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be in a predetermined location (i.e., nearby parking lot).

9. Production crews must clean the location at the end of the day with a minimal amount of noise and disruption and ensure that the area is returned to its original condition.

Consideration & Disruption

Consideration to Residents/Occupants/Businesses: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

Lighting: lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

Noise: The production company must comply with legislation governing noise. If the Affected residents/occupants/businesses have been advised in advance of the Nature of the noise and do not object, the likelihood of a complaint will be reduced.

Disruption to Residents/Occupants/Businesses: it is the production company's responsibility to Ensure that there is a minimum of disruption to residents, occupants, businesses and city Employees where filming occurs. This includes ensuring residents, owners and customers access to their respective premises and ensuring pedestrian and vehicular access to Adjoining properties.

Vehicles, Traffic & Parking

Traffic:

No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.

Production vehicles must comply with the appropriate traffic regulations unless stated otherwise on the permit.

All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.

Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

City Departments Approval

Approval from the city departments may be required for some productions:

Community Development (Planning, Building & Code Enforcement): Department approval is required for any environmental issues, including temporary construction of sets, grading and after regular film hours filming.

Public Works Department: Department approval is required for any film/video/photo or other related activity that occurs in the public right-of-way.

Recreation and Parks Department: Department approval is required for any related film/video/photo activity at any city park. Park staff may be required to be on site for some city park locations. Such staffing costs are the responsibility of the applicant and are in addition to the permit costs.

Conditions/Restrictions:

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the City of Novi's film ordinance constitutes a misdemeanor and all filming activity will be halted. Such violations will void the permit for future use. No charges to the permit will be allowed after initial permit issuance without the written approval of the city. Additionally, filming may not occur for more than fourteen (14) consecutive days, on public or private property, without approval from the City Manager or his/her designee.

These procedures and guidelines are intended to serve as the minimum regulations under typical circumstances. However, the city reserves the right to increase or decrease the requirements on an application by application basis. Additionally, the city reserves the right to deny a film permit based in the manner described in the municipal code. The city shall reserve the right to withdraw a permit or stop production in the event that the applicant does not adhere to these rules and regulations.

**FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF NOVI FILM
OFFICE 248.347.0445**