

HOME OF 'THE BEST QUALITY OF LIFE IN GEORGIA'

**MILTON**



ESTABLISHED 2006

**City of Milton  
Application for Media Production Permit**

Project Title: \_\_\_\_\_

Production Company: \_\_\_\_\_

Permanent Company Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Company Telephone: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Producer: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Location Production Office: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Manager: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

24 Hour Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Media Production Permit and Waiver

**Project Type (check one):**

- Low Impact Production – (see Sec. 64-1616.3 for specifications)
- High Impact Production – (see Sec. 64-1616.3 for specifications)

**Project Description (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Feature Film                | <input type="checkbox"/> TV or similar Commercial      |
| <input type="checkbox"/> Documentary                 | <input type="checkbox"/> Commercial Photo Stills       |
| <input type="checkbox"/> TV Movie                    | <input type="checkbox"/> Student Film (specify school) |
| <input type="checkbox"/> Music Video                 | <input type="checkbox"/> Other as specified:           |
| <input type="checkbox"/> Public Service Announcement |  |
| <input type="checkbox"/> Corporate Video             |  |

**Project Location Information:**

Size of crew: \_\_\_\_\_ Number of production videos: \_\_\_\_\_

Film dates/times: \_\_\_\_\_

Prep dates/times: \_\_\_\_\_

**Other Services Needed:**

- City Police
- City Parks
- Fire Department
- Other

**Scene Description:**

**Proposed Filming Location(s):**

In order that we may gauge the impact of this production, please describe the location you propose to use. Attach an 11" x 17" site drawing showing existing buildings, proposed location of temporary construction, parking areas, and distances for any required buffers. A diagram labeling streets, cross streets and/or alleys shall also be included (See Section 64-1616.7b for further specifications). Indicate ALL streets/walks subject to closure or traffic/pedestrian control. For multiple locations, please copy form.

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Map:

**Parking:**

Describe proposed parking staging area including catering and equipment placement. Include all public/private parking areas to be occupied by production vehicles.

**Signage:**

The City of Milton has a strict sign ordinance. Please indicate any signage that you will be placing in the City of Milton, including signage directing crew to the site. Please include the size (sq. ft.) and height of the signage and the dates will the signs be posted and removed. All signage must include a phone number of the person responsible for removing the signage.

**OWNER AUTHORIZATION FORM**

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner/Agent's Authorization for Filming.** I understand the nature of film related work to be conducted on the subject property as described above and give permission for said activities and for modifications and extensions of the film related work. I also understand that the City of Milton is exempt from liability arising from any property damage or injury to myself, family, employees or any other personnel or livestock on my property or other properties during the time of film production, including set-up (prep), filming and removal of props, equipment, vehicles, etc. associated with the operation (strike). I further understand that any arrangements for special conditions or restrictions of filming activities beyond those imposed by the City are the responsibility of the property owner. Lastly, I know of no violations of City ordinances or regulations on the site.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(Agents must have City's Agent Authorization Form on file to sign for owner)**

Media Production Permit and Waiver

<b>PLANNING DIVISION</b>	<b>Yes</b>	<b>No</b>
Will the production amount to more than 14 days of production at the site in any rolling 180 day period?		
Will the prep, filming or strike occur after 10:00 PM or before 7:30 AM?		
Will the prep, filming or strike occur on a site that is within 1,000 feet of any offsite residences?		
Is a residence located within 1,000 feet of any gunfire, explosions, aircraft, helicopters, or other activities that create noise that exceed levels normal for the area?		
Will the production create light and glare exceeding that which is normal for the area?		
Will dust be generated that will likely impact surrounding properties?		
Will any wild or domestic animal be used in the project?		
<b>BUILDING AND SAFETY</b>	<b>Yes</b>	<b>No</b>
Will electrical service be received from the local utility company using new poles, lines, or meters?		
Will there be any tents greater than 5,000 square feet?		
<b>ENVIRONMENTAL HEALTH</b>	<b>Yes</b>	<b>No</b>
Will food, snacks, or beverages of any kind be served at the project site?		
<b>FIRE PROTECTION</b>	<b>Yes</b>	<b>No</b>
Will the project involve: pyrotechnics (explosives, squibs, open flame, etc.), refueling of generators and vehicles, "hot work" (cutting, welding, etc.), stunts, construction of structures (e.g. sets, flats, buildings, etc.), landing of aircraft or helicopters, special effects, other unusual activities?		
Will any hazardous materials be brought onto the site or used during filming?		
<b>FLOOD CONTROL</b>	<b>Yes</b>	<b>No</b>
Will the project occur or near in any watercourse (stream, river, creek etc.?)		
<b>GRADING</b>	<b>Yes</b>	<b>No</b>
Will any grading, excavation, cutting of slopes, or bush removal occur?		
<b>ROADS</b>	<b>Yes</b>	<b>No</b>

Will any of the following occur anywhere in the City of Milton road rights-of-way (roadway, shoulder, or sidewalk): filming, storage/parking of equipment or vehicles, stunts, special effects, pyrotechnics, delays of traffic or pedestrians, closure of the road, alteration of road signs and markings, wetting down of any surface, base camp for vehicles, use of over-sized vehicles?		
Will traffic on any public or private road be delayed for more than 3 minutes?		
Will any traffic control measures be required on State roads or highways?		
<b>FEDERAL AVIATION ADMINISTRATION</b>	<b>Yes</b>	<b>No</b>
Will any aircraft be associated with the project that will be flying below 500' or landing at other than an authorized airport or landing strip?		

*Answering “Yes” to any of the prior questions will require waivers or specific Community Development Director approval to be obtained.*

<p><b>FEES AND PERMIT APPROVALS</b></p> <p>Based on a review of your application, the Film Coordinator will determine the fees that must be paid related to your Film Permit. Based on your responses to the questions in this Film Permit Application, you may be subject to additional charges by other City Departments and/or County Agencies which may be collected separately by the applicable agency. <b>Community Development will not issue final approval of the Film Permit until it receives clearance from the other applicable entities that you have effectively complied with their requirements.</b></p> <p><b>I certify that the above information and that provided in the application is a full and correct description of the proposed filming project.</b></p> <p>Applicant’s signature: _____ Date: _____</p> <p>Representing: _____</p>
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**PLEASE DO NOT WRITE IN THIS BOX – FOR OFFICE USE ONLY**

Permit to be issued by the City of Milton

Contact: Robyn MacDonald  
2006 Heritage Walk  
Milton, GA 30004  
Phone: 678-242-2540 Fax: 678-242-2550

Make check payable to: City of Milton

Film Permit Fee: \$100 per location for Low Impact Projects  
\$200 per location for High Impact Projects

Received Amount: \_\_\_\_\_ Date: \_\_\_\_\_

- Site drawings as required
- Aerial Photograph of locations(s)
- Property Owner's Affidavit for each location attached
- City of Milton Hold Harmless agreement
- Tent Permit required and issued? Check here if Not Applicable \_\_\_\_
- Proof of Comprehensive Liability Insurance submitted and attached
- Waivers of Harm from adjoining or nearby property owners if required

Applicant's Authorized Agent: \_\_\_\_\_  
Signature Date

City Film Coordinator Approval: \_\_\_\_\_  
Signature Date