

# Lake County Board of County Commissioners

## Motion Photography Production Permit Application

### Terms & Conditions

Welcome to the Lake County Motion Photography Production Permit Application.

Please read the following terms and conditions carefully before continuing to the application:

#### Purpose:

The Purpose of this Motion Photography Production Permit Application is to support and enforce Article X, Chapter 13, of the Lake County Code, which provides definitions, requirements, and an outline of the process by which a production coordinator can obtain a motion photography production permit.

#### Definition & Requirement:

As stated in Article X, Sec. 13-264, all persons engaging in motion photography shall obtain a production permit from the county manager prior to beginning any motion photography within Lake County.

*Motion Photography* is defined as the commercial taking or making of a motion picture, television, videotape, or film production utilizing county equipment or utilizing county facilities, including any site alteration necessary for such production.

This includes such productions on private property or not at a studio which:

- Involve the erection of tents or other temporary structures;
- Involve the use of pyrotechnics, explosives or other incendiary devices; or
- Will result in noise emission sufficient to violate the noise ordinance of Lake County

This term does not include the shooting of such film at studios constructed for such purpose where no Lake County equipment or county facilities are involved or any news, news feature, or documentary production.

#### Procedure:

Any motion photography that will require permitting, as defined above, requires the completion of the Motion Photography Production Permit Application form. Submission of the complete form begins the application process and assists the County Manager or designee in coordinating the application process between County departments and other affected agencies.

The agent (production director/coordinator), operator (sponsoring agency/organization), and/or owner(s) of the property/event venue seeking the issuance of a production permit must submit a signed copy of the Motion Photography Production Permit Application **at least ten (10) working days prior to commencement of production.**

Upon receipt of a completed Motion Photography Production Permit Application the County Manager or designee will evaluate all provided information to determine the complexity of the production. If further information and permitting is required, the applicant will receive an Application Checklist detailing additional required documentation, associated fees, and due dates. Productions that require additional public safety planning, dependent on the degree of complexity, may require the implementation of an Incident Action Plan (IAP). The County Manager or designee will coordinate with the applicant to create, implement and maintain an IAP. If an IAP is required, an additional production management fee may be charged by the County.

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#### **Conditions:**

**A motion photography production permit will not be issued** unless all of the following applicable conditions are met:

1. The production activity will not unduly interrupt the safe and orderly movements of pedestrian or vehicular traffic in or contiguous to the location of the production activity.
2. The conduct of the production activity will not require the diversion of so great a number of deputies of the sheriff or personnel of the department of fire or emergency services in order to properly police the production activity area and contiguous areas, thus preventing normal police and fire protection from being furnished to other parts of the county.
3. The concentration of persons, animals and/or vehicles, and/or the intrinsic nature of the production activity will not interfere unduly with the fire, police, and other emergency services and protection to areas contiguous to the production activity area and other areas of the county.
4. The conduct of the production activity is not reasonably likely to cause injury to persons or property or to provoke disorderly conduct.
5. Adequate sanitary and other required health facilities are or will be made available, in or adjacent to, the production activity area.
6. The conduct of the production activity will not result in noise of a level inappropriate for the areas surrounding the production activity area.
7. Neither the conduct of the production activity or the inherent nature of the production activity present a threat or an undue hampering to the public health, welfare and safety of Lake County of the property and/or personnel of Lake County.

#### **Costs of Extraordinary Services:**

The county shall recover reasonably estimated expenses for extraordinary services rendered in connection with a production activity. Such costs shall include, but not be limited to, charges for personnel and/or equipment committed in support of the production which are outside the normal scope of governmental services. Based on the information submitted with this Motion Photography Production Permit Application and such consultations as may be required between the applicant and appropriate county officials, an estimate of these costs will be provided to the applicant. The county manager may require pre-payment of all or a portion of these estimated costs prior to issuance of the permit. At the conclusion of the production, expenses below or in excess of the estimates will be refunded by the county or paid by the applicant respectively.

#### **Exemptions from Other County Ordinances or Zoning Resolution Requirements:**

Once a production permit has been issued, and notwithstanding any other provisions of the Lake County Code, the planning and zoning resolution of Lake County or the other regulatory resolutions of Lake County to the contrary, no other county permits shall be required for any of the activities forming a part of the permitted motion photography production. However, the production must obtain any necessary state or federal permits and must adhere to the terms and conditions contained in the production permit.

Provision of the rules and regulations of the county parks and recreation department, or provisions of the rules and regulations of any other division or department of the Lake County government, insofar as certain acts are required or prohibited, may be suspended by the county manager, or his/her designee, in connection with the conduct of a permitted motion photography production activity pursuant to this section.

#### **Penalties:**

(a) Violation of this article shall be punishable pursuant to general law; (b) Failure to comply with the terms and conditions of the production permit once issued shall be grounds for immediate suspension of the production by the county manager until such time as the non-compliance is remedied. The suspension shall be initially communicated orally, followed by a written suspension order. Continued failure to comply with the terms and conditions of the production permit may result in revocation of the permit. Continuation of the production in violation of the suspension and/or revocation shall be punishable pursuant to general law; (c) It shall be unlawful for any person in charge of, or responsible for, any motion photography production for which a permit is required to knowingly fail to comply with any condition of the permit and such failure to comply shall be punishable pursuant to general law; (d) In addition to the penalties hereinabove provided, any condition caused or permitted to exist in violation of any of the provisions of this article shall be deemed a public nuisance and may be abated by the county as provided by law, and each day that such condition continues shall be regarded as a new and separate offense.

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|  |              |                      |  |            |           |
|--|--------------|----------------------|--|------------|-----------|
| <b>Agent (Production Director/Coordinator) – On-Site</b>   |              |                      |  |            |           |
| Name:  |              |                      |  |            |           |
| Phone:   | Email:       | Fax:                 |  |            |           |
| Mailing address:   |              |                      |  |            |           |
|  |              |                      |  |            |           |
| City:  | State:       | ZIP Code:            |  |            |           |
| <b>Operator (Sponsoring Organization/Agency) if applicable</b>   |              |                      |  |            |           |
| Name of Organization/Agency:   |              |                      |  |            |           |
| Phone:   | E-mail:      | Fax:                 |  |            |           |
| Mailing Address:   |              |                      |  |            |           |
| City:  | State:       | ZIP Code:            |  |            |           |
| <b>Owner(s) of Property/ Production Location(s)</b>  |              |                      |  |            |           |
| Name:  |              |                      |  |            |           |
| Phone:   | E-mail:      | Fax:                 |  |            |           |
| Address of Property/Production Location:   |              |                      |  |            |           |
| City:  | State:       | ZIP Code:            |  |            |           |
| <b>Production Information</b>  |              |                      |  |            |           |
| Production Name/Title:   |              |                      |  |            |           |
| Production Date(s):  |              |                      | Number of Persons Involved:                    |            |           |
| Production Time(s):  | Set-Up Time: | Production Duration: | Clean-Up Time:                                 |            |           |
| <input type="checkbox"/> Feature Film <input type="checkbox"/> Independent Film <input type="checkbox"/> Commercial <input type="checkbox"/> Public Service Announcement <input type="checkbox"/> Web Series <input type="checkbox"/> Music Video<br><input type="checkbox"/> Student Project <input type="checkbox"/> Documentary <input type="checkbox"/> TV Series/Pilot<br><input type="checkbox"/> Other: |              |                      |  |            |           |
| Description of Production: (Please include as much descriptive information as possible as well as the purpose for filming)   |              |                      |  |            |           |
| Media Presence: (please include any related media, ie. Facebook page, production press, expected news coverage if applicable)  |              |                      |  |            |           |
| <b>Additional Production Information</b>   |              |                      |  |            |           |
| <b>Please respond to all statements and questions below as accurately as possible and include all required documents listed on the following page as they will aid us in determining what specific forms, permits, and additional documentation will be required for your production.</b>  |              |                      |  |            |           |
|  | <b>YES</b>   | <b>NO</b>            |  | <b>YES</b> | <b>NO</b> |
| Production will utilize county-owned facilities  |              |                      | Tents will be used                             |            |           |
| Production will require temporary structures   |              |                      | A County Park or Trail will be used            |            |           |
| Production will require police escort  |              |                      | Any portion of any road will need to be closed |            |           |
| Portable toilets will be utilized  |              |                      | Production will require EMS / First Aid        |            |           |
| Fireworks or pyrotechnics will be displayed  |              |                      | Production participants will stay overnight    |            |           |
| Extreme stunts will be performed   |              |                      | Production may result in excessive noise       |            |           |
| Firearms, explosives, incendiary devices, or other special effects will be utilized during production  |              |                      |  |            |           |

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| Signatures   |       |
|--|-------|
| I have read the terms and conditions of the Lake County Board of County Commissioners Motion Photography Production Permit Application and certify that all information provided within this application is accurate and free of material misrepresentation. |       |
| Signature of Agent (Production Director/Coordinator):  | Date: |
| Signature of Operator (if applicable):   | Date: |
| Signature of Owner:  | Date: |

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#### **Required Documents to be included with Permit Application:**

- Full Production Schedule (including location(s), dates, times, activities, written explanation of production & rain plans)
- Certificates of Insurance additionally insuring:
  - Lake County, a Political Subdivision of the State of Florida
  - and the Board of County Commissionersas the certificate holder, in the amount of at least one million dollars (\$1,000,000.00) of general liability coverage; or five million dollars (\$5,000,000.00) in the case of special effects, including but not limited to, incendiary or explosive devices
- If special effects will be utilized, include the name of the person in charge (pyrotechnician or other) along with his/her qualification and licensing by the applicable federal and/or state agencies
- Listing of proposed utilization of county equipment/facilities
- Extra-Duty Detail Request for traffic management and on-site security. Submit request to:
  - Extra Duty Coordinator
  - Lake County Sheriff's Office
  - Email: [EDC@lcsso.org](mailto:EDC@lcsso.org)
  - Fax: 352-394-1550
  - Phone: 352-742-3600
- A Lake County Temporary Closing of County Road Permit is required to be completed by the event organizer if the special event will have impact on any county and/or state road, even if the special event does not require closure of the road. Submit application to:
  - Seth Lynch
  - Public Works Department
  - Email: [SLynch@lakecountyfl.gov](mailto:SLynch@lakecountyfl.gov)
  - Phone: 352-253-9052
- Listing of the number and types of vehicles and/or equipment and number of personnel to be on location with the production
- Written consent of any private property owner(s) of any property where equipment, cast or crew will be present on said private property
- Copy of letters that will be used to notify all affected private property owners and tenants of the production and written description of arrangements that have been made to cause the least disruption for the affected property owners and tenants as possible.

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If, for any reason, you choose to Not Approve this application, please include a detailed description for the reasoning behind your decision in the appropriate staff notes section.

|  |  |                                   |                                       |                              |
|--|--|-----------------------------------|---------------------------------------|------------------------------|
| <b>ENVIRONMENTAL HEALTH:</b>               |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>PUBLIC WORKS:</b>                       |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>SHERIFF'S OFFICE:</b>                   |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>FIRE RESCUE:</b>                        |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>EMERGENCY MEDICAL SERVICES:</b>         |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>PLANNING &amp; ZONING:</b>              |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>CODE ENFORCEMENT:</b>                   |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>RISK MANAGEMENT:</b>                    |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| <b>Staff (Print Name):</b>                 |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |
| Staff Notes:                               |  |                                   |                                       |                              |
| <b>COUNTY MANAGER OR DESIGNEE:</b>         |  | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED |                              |
| <b>County Representative (Print Name):</b> |  | <b>Date:</b>                      |                                       |                              |
| <b>Staff Signature:</b>                    |  |                                   |                                       |                              |