

**BOROUGH OF ESSEX FELLS
MUNICIPAL CLERK'S OFFICE
FILMING APPLICATION**

** The permit shall be applied for no less than fourteen (14) working days prior to the requested first day of filming*

Name of Homeowner: _____

Address of Homeowner: _____

Phone Number: _____

(Application will not be accepted without phone number)

Person Completing Application (if different): _____

Company: _____

Phone Number: _____

(Application will not be accepted without phone number)

Location of Filming: _____

**The permit shall set forth the approved location of such filming.*

Date(s) of Filming: _____

**No permit shall authorize filming for more than three (3) consecutive days in any one location and in no event shall filming at one location within the Borough exceed ten (10) days in any one calendar year.*

Time of Filming: _____

** The hours of filming shall be between the hours of 7:00am and 6:00pm or until sundown, whichever is earlier. Weekends or legal holidays of the borough the hours of operation shall be between 9:00 am and 5:00 pm on Saturday and not on Sundays.*

Insurance: _____

**Provides proof of insurance coverage including but not limited to:
For bodily injury to one person in the amount of one million (\$1,000,000.00) dollars and any aggregate occurrence in the amount of three million (\$3,000,000.00) dollars.*

For property damage for each occurrence in the aggregate amount of three hundred thousand (\$300,000.00) dollars.

Specifies in writing that the Borough of Essex Fells will be indemnified and held harmless from any and all liability and damages.

Bond Posted: _____

**Posts cash or maintenance bond for the value of five thousand (\$5,000.00) dollars*

The borough will return the bond within seven (7) days of the completion of filming if there has been no damage to the public property or public expense caused by the filming and certified by the Police Chief, Code Official, Department of Public Works and Water Superintendents.

Emailed to Police Department on: _____

Approved on: _____

Denied on: _____

Emailed to Code Official on: _____

Approved on: _____

Denied on: _____

Emailed to DPW Superintendent on: _____

Approved on: _____

Denied on: _____

Emailed to Water Superintendent on: _____

Approved on: _____

Denied on: _____

Proof of Notice: _____

**Provides proof of notice by the applicant to owners of properties located, within two hundred (200) feet of the property lines of the premises for which the permit is requested as measured along public streets. Such notice shall be in writing and shall advise the property owner of the date or dates upon which filming is to take place. Such notice shall either be personally served or served by Certified Mail/Return Receipt Requested upon the property owners entitled to receive the notice. Upon the written request and fee paid by the applicant, the borough assessor shall, within seventy-two (72) hours of such request, make and certify a list from the current tax duplicates of the addressees of property located within the Borough of Essex Fells within two hundred (200) feet of the property lines of the premises for which the permit is requested, together with the names and addresses of record owners thereof. Notice to owners of properties in adjoining municipalities shall be given by personal service or by Certified Mail/Return Receipt Requested to the Clerk of such adjoining municipality. Failure to give notice to property owner on the list shall not invalidate the permit if proof of an attempt is shown. Prior to commencing filming, the applicant shall file an affidavit of proof of service with the Borough Clerk.*

Request for Patrolman on Site: _____ **Fee:** _____

**The Borough reserves the right to require one or more patrolmen on site, in situations where the filming may impede the proper flow of traffic. The cost of said patrolmen shall be borne by the applicant.*

Fee: _____ Cash or Check Number _____

The fee schedule for permits shall be as follows:

1. Basic filming permit: five hundred (\$500.00) dollars.
2. Daily filming fee payable in addition to the basic filming permit fee: six hundred (\$600.00) dollars per day.
3. Daily filming fee payable in addition to the basic filming permit fee for a major motion picture: one thousand five hundred (\$1,500.00) dollars per day.

Once an application is received and paid for the Police Department, Construction Official, DPW Superintendent and Water Superintendent must review and approve prior to any permits being issued.

Please allow sufficient time for the process in order to insure the Public Safety of all residents.

Overnight Parking/Use of Borough Property:

Application Emailed to Police Department on: _____

Approved on: _____

Denied on: _____

**Five hundred (\$500.00) dollars per day, if granted by the Essex Fells Police Department.*

Fee: _____ Cash or Check Number _____

Copies of the approved permit shall be sent to the New Jersey Motion Picture and Television Commission, as well as the Borough Police, Fire and Building Departments, before filming takes place, as well as posted on the borough website. The applicant shall permit Borough inspectors to inspect the site and equipment to be used. The applicant shall comply with all safety instructions issued following such inspections.

Application Scheduled for Council Meeting on: _____

Approved on: _____

Denied on: _____

_____ **Dated:** _____
Municipal Clerk Signature

Permit Number: