

Permit # \_\_\_\_\_

## Township of South Orange Village Application for Motion Picture/Television Filming

Application Required For Each Filming Location (Village Code §74-2C)

<b>FEES:</b>	Application Fee:	\$200	Nonprofit Application Fee:	\$125
	Expedited Application Fee:	\$250	Per Diem Filming Fee:	\$600
	Public land Filming Fee:	\$750		

The Expedited Application Fee will be charged for all applications submitted within 5 business days of the first day of filming.

### COMPANY INFORMATION

Name:		Address	
City	State	Zip	
Primary Phone	Secondary Phone	Email	

### FILMING INFORMATION

Location of Filming:	Has Consent of Owner been Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please attach to application
Date(s) of Filming (mm/dd/yyyy) From: _____ to _____	Time(s) of Filming From: _____ to _____
Feature Film    TV/Movie    TV Special    Title: _____ Commercial - Please indicate Name of Product: _____ Other    If Other, please explain: _____	
Name of Production Manager: _____ Phone Number: _____    Email Address: _____ Name of Location Manager: _____ Phone Number: _____    Email Address: _____	
Approximate Number in Cast and Crew: _____ Number of Vehicles to be at Filming Location: _____ <a href="#">(Complete Detail on Vehicle Information Sheet)</a>	
Will the filming production use any animals, firearms, special effects, or unusual scenes? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please explain: _____	
Will the filming production use any over-sized equipment or machinery? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please explain: _____	

**APPLICANT'S CERTIFICATION**

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By signing below, I do hereby certify and affirm that all statements contained in this application are true and that I have read the Filming and Videotaping Code of the Township of South Orange Village (**Village Code §74-2C**).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing below, I further certify and affirm that the applicant agrees to comply with the Filming and Videotaping Code of the Township of South Orange Village, with exception to any waiver(s) which have been granted on **Schedule A** attached to this application.##  
#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing below, I further certify and affirm that neighboring properties have been advised in writing of the filming production described in this application. (Attach copy of Notification Letter sent to neighboring properties to this application.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date#

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**APPLICANT CHECKLIST**

**Items Submitted with this Application** (check all that apply):

- Application     All Required Fees     \$500 Bond     Schedule A     Vehicle Information Sheet
- Consent of Owner Letter                       Notification to Neighboring Properties

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**Office Use Only**

- Application Complete
- Approved by SOPA
- Approved by Fire Chief
- Approved by Police Chief
- Approved by Village Administrator
- APPROVED & PERMIT ISSUED    Conditions of Approval, if any: \_\_\_\_\_
- DENIED    Reason(s) for denial: \_\_\_\_\_

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Date of Filming: \_\_\_\_\_

Filming Location(s) \_\_\_\_\_

Need for Special Village Services	Describe Scene in Detail	Waiver Decision
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Administrator Signature
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Administrator Signature
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Administrator Signature
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Administrator Signature
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Administrator Signature

Township of South Orange Village  
Application for Motion Picture/Television Filming  
Vehicle Add/Drop Sheet

Project Name: \_\_\_\_\_

License Plate Number	Make & Model of Vehicle

# **Township of South Orange Village Application for Motion Picture/Television Filming**

SAMPLE LETTER TO BE SENT BY FILMING COMPANY TO NEIGHBORING PROPERTIES

[on Company Letterhead]

To The Resident of [name of street(s)], South Orange, NJ

[ Name of Filming Company ] will be filming [description of project to be filmed] at [location of filming] on [date of filming] from [time(s) of filming]. We are working in cooperation with the Village of South Orange and are in the process of securing the appropriate permits and clearances. We are a fully insured production company.

During our filming in your neighborhood, every effort will be made to keep disruptions and inconvenience to a minimum. All filming will take place strictly inside a building, structure, or dwelling and there will be no exterior scenes or special effects. All dialogue will be in conversational tones. [Further explanation of filming production, if needed.]

If you have any questions or concerns, or need further information regarding this filming production, please contact the Village Clerk's Office at 973-378-7715, extension 7726.

We look forward to working in your lovely neighborhood.

Sincerely,

Filming Production Location Manager

**Township of South Orange Village**  
**Application for Motion Picture/Television Filming**

SAMPLE LETTER OF CONSENT TO BE SENT BY PROPERTY OWNER(S)

Date: \_\_\_\_\_

I/We, \_\_\_\_\_, property owner(s)

of \_\_\_\_\_, South Orange, NJ, do hereby grant

permission to \_\_\_\_\_ company of film in and

around my property on the date(s) specified in application completed and filed by

\_\_\_\_\_ company, a copy of which I was provided

and read.

\_\_\_\_\_  
Property owner Signature

\_\_\_\_\_

Completed letter to be attached and made a part of the Application