



# CITY OF NORCROSS COMMERCIAL FILMING AND PHOTOGRAPHY PERMIT APPLICATION

Community Development Department, 65 Lawrenceville Street, Norcross, Georgia  
30071 Telephone: 678-421-2027 Facsimile: 770-242-0824 Inspections 678-421-2027

## APPLICANT INFORMATION

Applicant (Company) Name: \_\_\_\_\_

This company is a  Sole Proprietor  Partnership  Limited Partnership  
 Corporation  LLC  501(c)(3) Non-profit  Other: \_\_\_\_\_

Applicant Contact Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## FIRST DAY OF FILMING

This application has been submitted on the \_\_\_\_\_ day of \_\_\_\_\_, which is 10 business days before the filming operation begins. The filming operation is scheduled to begin on the \_\_\_\_\_ day of \_\_\_\_\_.

## COMMERCIAL FILMING OR PHOTOGRAPHIC DESCRIPTION

1. The proposed commercial filming or photographic operations will be completed:
  - within 4 weeks or  more than 4 weeks.
2. Number of people associated with the filming or photographic activities: \_\_\_\_\_
3. Provide a narrative the activities to take place (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_
4. Proposed date and time of operation(s) per location: \_\_\_\_\_  
\_\_\_\_\_



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5. Provide a location map indicating the area of filming or photographic activities.

Enclosed with application YES  NO

6. Describe how the filming or photographic activities will impact the public at each location, including but not limited to, the anticipated impact on local businesses, charitable or religious organizations, vehicle and pedestrian traffic (attach additional pages if necessary):

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7. Describe the vehicles and equipment involved at each location (attach additional pages if necessary):

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8. Describe the need for any barricades or other obstructions to pedestrian or vehicle traffic may will be required at each location, and, if so, a plan showing the location and a description of such barricades or obstructions(attach additional pages if necessary): \_\_\_\_\_

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9. Describe all special effects, including stunts and pyrotechnics to be used at each location, including but not limited to simulated explosions, fires, gunfire, vehicle chase scenes and stunts (attach additional pages if necessary): \_\_\_\_\_

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10. Describe the emergency medical personnel or fire suppression equipment for the employees and the public in each such location where special effects such as stunts, pyrotechnics, simulated explosions, fires, gunfire, vehicle chase scenes and stunt (attach additional pages if necessary):

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11. Submit a copy of a safety plan to protect the health, safety and welfare of the employees and the public in each such location(attach additional pages if necessary): \_\_\_\_\_

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12. Submit copies of any licenses or permits issued by the State or Federal Government for the possession and use of pyrotechnics, explosive devices or restricted weapons to be used during the filming or photographic activities, by the applicant, its employees, subcontractors, agents and suppliers: \_\_\_\_\_

13. Describe the anticipated decibel level and duration of noise at each location:  
\_\_\_\_\_

14. Provide a pedestrian or vehicular traffic control plan for areas impacted by the associated with the filming or photographic activities: \_\_\_\_\_

15. Public notification shall be provided by door to door notification of all affect residential, commercial and semi-public areas and by any of the following selected methods:

a.  Mobile illuminated signs,  leaflets,  mailed notice,  temporary signage or  Other.

b. If other, please describe: \_\_\_\_\_

i. Director of CDD approval: \_\_\_\_\_

16. The public notice shall include the following information:

a. The number of people involved in the activity

b. A description of the activities to take place

c. A schedule of the activities to take place; and

d. A description of the area where the activities will take place

i. A copy of said notice is attached  Yes  No

ii. Requirements met:  Yes  No



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## LEGAL

By signing the below acknowledgement, the applicant declares and acknowledges that any commercial filming permit issued pursuant to such application is not transferable and vests no property rights in the applicant.

\_\_\_\_\_  
Applicant's Acknowledgement

\_\_\_\_\_  
Date

By signing the below acknowledgement, the private property owner declares and acknowledges that any commercial filming permit issued pursuant to such application is not transferable and vests no property rights in the applicant.

\_\_\_\_\_  
Private Property Owner's Acknowledgement

\_\_\_\_\_  
Date

## INSURANCE

1) Applicant shall submit a bond, insurance or both an amount not less than five hundred thousand dollars (\$500,000.00), to protect the city against claims of third persons for personal injury, wrongful death and property damage and to indemnify the city for damage to city property arising out of the applicant's activities.

The applicant has submitted a  bond or  insurance in the amount of \$ \_\_\_\_\_.

2) A minimum of five million dollars (\$5,000,000.00) of such bond, general liability insurance coverage or both shall be required in the event aircraft, helicopters, pyrotechnics or automobile chase scenes are used in the activity. Such insurance shall be evidenced by the standard general liability special endorsement form mandated by this chapter. City shall be listed as additional insured and applicant shall have primary coverage.

Enclosed with application or  N/A

3) The applicant shall execute an indemnity and hold harmless agreement as provided by the city prior to the issuance of any permit that shall hold the city harmless against any claims, liability or judgments arising out of the applicant's activities.

Enclosed with application



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CITY USE ONLY. DO NOT WRITE ON THIS PAGE.

## ESTIMATED ASSOCIATED COSTS

- Police Services: \_\_\_\_\_
  - Public Works: \_\_\_\_\_
  - Other city employee or public safety costs: \_\_\_\_\_
  - Facility or public right-of-way rental fees: \_\_\_\_\_
  - Public Parking use of 10 or more spaces: \$350 per day= \_\_\_\_\_
  - Total estimated city services fees due: \_\_\_\_\_
- Number of days of filming \_\_\_\_\_ x \$400.00 per day = \_\_\_\_\_
- Total permitting fees and costs due: \_\_\_\_\_

## AUTHORIZATIONS

Receipt Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Community Development Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Approved with conditions, see attached notes       Denied

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Approved with conditions, see attached notes       Denied



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## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Indemnification Agreement is entered into by \_\_\_\_\_ (hereinafter "APPLICANT") on the one hand, and the City of Norcross, Georgia (hereinafter the "CITY") on the other hand, with APPLICANT and the CITY collectively referred to as the Parties.

### WITNESSETH

WHEREAS, APPLICANT has applied for:  
an Administrative Commercial Filming Permit

an Operational Commercial Filming Permit

(hereinafter the "Filming Permit") pursuant to Article V of Chapter 8 of the City of Norcross Code of Ordinances, and

WHEREAS, Norcross City Code Sections 8-113(g) and 8-114(4) require the APPLICANT to execute an indemnity and hold harmless agreement prior to the issuance of any Filming Permit and shall hold the CITY harmless against any claims, liability or judgments arising out of the APPLICANT's activities;

WHEREAS, the APPLICANT has agreed to defend, at its own expenses, and to indemnify and hold the CITY harmless from any and all claims, demands, liability, judgments or other causes of action arising from any of the activities associated with issuance of such Filming Permit in exchange for payment and in further consideration of Ten Dollars (\$10.00) in hand paid, the receipt and sufficiency of which is hereby acknowledged;

NOW THEREFORE, it is hereby agreed as follows:

(1) APPLICANT agrees to protect, defend (at its own sole expense), indemnify, and hold harmless the CITY, its elected officials, officers, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, for whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons resulting from or arising out of any act or omission in connection with the issuance of the Filming Permit and all of APPLICANT's Commercial Filming Activity in connection with such Filming Permit, whether caused by the APPLICANT or the APPLICANT's agents, servants, or employees, or by any of the APPLICANT's subcontractors or suppliers; and the APPLICANT shall indemnify and hold harmless the CITY and its elected officials, officers, agents and employees, past and present, from and against any and all loss and/or expense which they or either of them may suffer to pay as a result of claims or suits due to, because of, or arising out of any and all such injuries, death and/or damage, irrespective of the CITY's negligence (except that the CITY shall not be indemnified for its own sole negligence); and

(2) APPLICANT further agrees to reimburse the CITY for any expenses, attorneys' fees, cost or other expenses incurred by the CITY in the enforcement of this Indemnification and Hold Harmless Agreement.

IN WITNESS WHEREOF, and in agreement herewith, I have hereunto set my hand as of the \_\_\_day of \_\_\_\_\_, 20\_\_.

FOR APPLICANT:

FOR THE CITY OF NORCROSS:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Eric Johnson  
City Manager  
  
City of Norcross