

APPLICATION FOR FILMING

Borough of Franklin Lakes

Office of the Borough Clerk

480 DeKorte Drive

Franklin Lakes, NJ 07417

201-891-4000 x1200

boroughclerk@franklinlakes.org

Date of Application: _____

Contact Person: _____

Telephone: _____ E-Mail: _____

Company Name: _____

Address: _____

Title of Project: _____

Type of Project:

- ☐ Non-Profit \$25 *application fee*
- ☐ Motion Picture, Television Series, Commercial \$3,000.00 *per day plus application fee*
- ☐ All other filming \$500 *per day plus application fee*

Application Fees due with application: *Non-Profit \$25; all others \$200 if submitted five days before requested film date(s) [\$400 for expedited application].*

→ **Filming Fees:** *Verify with the Clerk's office total of filming fees, which include all rehearsals, preparations, assembly and dismantling of all equipment and structures, including but not limited to, scaffolding, lights, backdrops, tools and food, and the loading and unloading of vehicles containing the equipment, structures, and food.*

Location of Filming (describe in detail, include address): _____

Filming Date(s) Requested (Include setup and breakdown dates): _____

Hours of Filming: _____

Number of Persons in Cast & Crew: _____

Number of Vehicles: _____

Type of Vehicles (Including Size): _____

Explain Parking Plan for Vehicles Listed: _____

Special Equipment or Machinery to be used (cranes, drones, etc): _____

Animals, firearms, special effects or unusual scenes _____

Other pertinent information: _____

Will residents or businesses be affected by filming? Yes _____ No _____
If "Yes", a copy of letter(s) to be sent to affected individual(s) and addresses of same must accompany application.

Do you have a licensed electrician on staff? Yes _____ No _____

Are existing power lines to be utilized? Yes _____ No _____

Does any filming activity contain flames, propane, portable generators? Yes _____ No _____
If "Yes", contact the Fire Prevention Bureau 201-891-4000 x1218.

Will traffic be affected as a result of filming? Yes _____ No _____
*If "Yes", an off-duty police officer is required and additional fees apply.
Contact the Police Department at 201-891-3131.*

Will you be filming on Borough property/in a Borough building? Yes _____ No _____
*If "Yes", a Facilities Use Permit Application must be completed.
Additional fees and approval of the Mayor and Council shall be required.*

Will you be filming on public lands? Yes _____ No _____
*If "Yes", a Certificate of Insurance, Hold Harmless Agreement, \$500 Bond,
and hiring of an off-duty Franklin Lakes Police Officer are required.*

Have you ever been convicted of a crime? Yes _____ No _____

I hereby apply for a permit and tender the application fee and filming fee and agree to be bound by all provisions of Chapter 250 of the Franklin Lakes Code.

Print Name of Applicant

Signature of Applicant

Date

Date of Application: _____

Title of Project: _____

FOR INTERNAL USE ONLY

BOROUGH CLERK – FEE SCHEDULE

Application Fees		Amount Due	Date Received
☐ Non-Profit \$25			
☐ Five (5) days prior to requested date(s) \$200			
☐ Expedited \$400			
Daily Filming Fees	Number of Days		
☐ Non-Profit \$0/day			
☐ Motion Picture/TV/Commercial \$3,000/day include set up/breakdown days			
☐ All Other Filming \$500/day include set up/breakdown days			
Public Lands Requirements			
☐ Facilities Use Request			
☐ Cash/Surety Bond \$500			
☐ Certificate of Insurance			
☐ Hold Harmless Agreement			
Total Due		\$ _____	

Permit No. _____

Issued On _____

Borough Clerk Signature

Date

Date of Application: _____

Title of Project: _____

FOR INTERNAL USE ONLY – Departmental Approvals

TAX COLLECTOR

- ☐ **Approved** - No taxes or assessments for local improvements are delinquent on this property.
☐ **Denied** - Taxes or assessments for local improvements are delinquent on this property.

Comments: _____

Tax Collector Signature

Date

CONSTRUCTION OFFICIAL

- ☐ **Approved** - The property owner's escrow account for professional services is not deficient and there are no open construction permits for the property.
☐ **Denied**
☐ The property owner's escrow account for professional services is deficient.
☐ There are open construction permits for the property.

Comments: _____

Construction Official Signature

Date

COMMUNITY DIRECTOR

- ☐ **Approved**
☐ **Denied**

☐ Facilities Use Application Required Date Application Received: _____

Amount Due: _____ Payment Received: _____

Comments: _____

Community Director Signature

Date

POLICE CHIEF

- ☐ **Approved**
☐ **Denied**

☐ Off-Duty Police Officer Required

Other Conditions: _____

Comments: _____

Chief of Police Signature

Date