



**Planning & Building Department**  
3675 Mt. Diablo Blvd, Suite 210  
Lafayette, CA 94549  
Tel. (925) 284-1976  
[www.lovelafayette.org](http://www.lovelafayette.org)

## FILM PRODUCTION PERMIT SUBMITTAL REQUIREMENTS

This checklist is intended to cover film shoot permits on either public or private property with three days or less of scheduled filming. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.<sup>1</sup> Please allow ample time for application processing by submitting your request at least five (5) days before filming begins. The Planning Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. The City of Lafayette strongly encourages neighbor notification within 24 hours of the event. **Submit all application materials to [planner@lovelafayette.org](mailto:planner@lovelafayette.org).**

### SUBMITTAL REQUIREMENTS FOR FILMING ON PRIVATE PROPERTY

YES N/A

**1. APPLICATION FORMS**

- a. Standard application form
- b. Brief description of the scope of work
- c. Checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s)
- d. Agreement to Pay for City Services, completed and signed
- e. Processing fee(s)<sup>2</sup>: credit card (Visa/MasterCard) or check (payable to City of Lafayette)

**2. NARRATIVE INCLUDING:**

- a. Specific days and hours of operation
- b. Specific location
- c. Number of employees that will be on-site for the film production
- d. Number of vehicles associated with production activities
- e. Description of the film production activity (type of filming, organization, etc.)

**3. NUMBER OF PLAN SETS**

Initial submittal for review:

One (1) electronic (PDF) by email or Dropbox (sent to [planner@lovelafayette.org](mailto:planner@lovelafayette.org))

<sup>1</sup> By appointment only, Tuesdays and Thursdays. Online drop in offered Mondays and Wednesdays.

<sup>2</sup> A schedule of Planning & Development fees is available at [www.lovelafayette.org](http://www.lovelafayette.org) > City Hall > City Departments > Planning & Building > [Fees](#)

**4. MAPS**

Sheet Number(s) \_\_\_\_\_

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette
- b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood <sup>3</sup>
  - i. Show and label the following:<sup>4</sup>
    - 1. All parcels immediately adjacent to and around the site
    - 2. Distance of the residence (upper & lower story) to structures on adjacent lots
    - 3. Footprints of all structures
    - 4. Vacant parcels or open space
    - 5. Property ownership
    - 6. Property address
    - 7. Significant landscaping

**5. SITE PLAN**

Sheet Number(s) \_\_\_\_\_

- a. Property and zoning information, including:
  - i. Property lines, dimensioned
  - ii. Recorded easements (utility, drainage, access, etc.), labeled
- b. Building site(s) and footprint(s)
  - i. Existing structures with dimensions to property lines
- c. Parking and circulation
  - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities
  - ii. Circulation and access plans for vehicular traffic
    - 1. Provide a parking plan with the following information:
      - Show and label each parking space available onsite
      - Location of proposed offsite parking
- d. Fire District turnarounds (such as the shunt, t-turn, or circle), road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans

**6. OTHER POSSIBLE PERMITS OR FEES**

- Engineering/Public Works - encroachment permit for construction or obstruction in right-of-way
- Police - Parking Permit
- Police - Street closure notification

SIGNATURE OF PREPARER: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

<sup>3</sup> An aerial can be used to create the context map; however, it does not replace the context map.

<sup>4</sup> Show buildings outlined in black, background in white, and vegetation/trees in gray.

## FILM PRODUCTION PERMIT APPLICATION FORM

PROJECT INFORMATION		
Film Shoot Address / Location	Assessor's Parcel Number (APN)	Zoning District

APPLICANT INFORMATION			OWNER INFORMATION		
Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone ( ) -	Cell ( ) -		Phone ( ) -	Cell ( ) -	
Email (for official use only)			Email (for official use only)		

REQUIRED FOR APPLICATION SUBMITTAL	
<input type="checkbox"/> <b>Film Shoot Application &amp; Checklist</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Application Fee</li> <li><input type="checkbox"/> Agreement for City Services (ACS)</li> </ul>	<input type="checkbox"/> <b>Narrative that includes:</b> <ul style="list-style-type: none"> <li>○ Specific days and hours of operation</li> <li>○ Specific location</li> <li>○ Number of employees that will be on-site for the film production</li> <li>○ Number of vehicles associated with production activities</li> <li>○ Description of the film production activity (type of filming, organization, etc.)</li> </ul>

### OWNER / AGENT STATEMENT

**Property Owner Consent** – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

# Film Production Permit Application Form

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**STANDARD APPLICATION FORM**

**PROJECT INFORMATION**

Project Address / Location		Assessor's Parcel Number (APN)	Zoning District	Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)	
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)	
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)	

Existing Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

Proposed Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

**APPLICANT INFORMATION**

**OWNER INFORMATION**

Applicant Name:			Owner Name:		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone ( ) -	Cell ( ) -		Phone ( ) -	Cell ( ) -	
Email (for official use only):			Email (for official use only):		
Party Responsible for Fee Payment: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant			Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card* * Online payment includes a 2.9% convenience fee		

**CHECK ALL APPLICABLE REQUESTS**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 15-Degree Declination Exception          | <input type="checkbox"/> Land Use Permit                      | <input type="checkbox"/> Sign Permit                               |
| <input type="checkbox"/> Accessory Dwelling Unit Permit (Class C) | <input type="checkbox"/> Lot Line Revision                    | <input type="checkbox"/> Study Session                             |
| <input type="checkbox"/> Address Assignment / Change              | <input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots) | <input type="checkbox"/> Temporary Land Use Permit                 |
| <input type="checkbox"/> Appeal (App. # _____)                    | <input type="checkbox"/> Minor Subdivision (4 lots or fewer)  | <input type="checkbox"/> Tree Removal Permit                       |
| <input type="checkbox"/> Certificate of Compliance                | <input type="checkbox"/> Preapproved ADU (vendor only)        | <input type="checkbox"/> Variance / Exception                      |
| <input type="checkbox"/> Change of Conditions                     | <input type="checkbox"/> Public Art Permit                    | <input type="checkbox"/> Wireless Communications Facilities Permit |
| <input type="checkbox"/> Design Review                            | <input type="checkbox"/> Reasonable Accommodation             | <input type="checkbox"/> Zoning Text Amendment                     |
| <input type="checkbox"/> Family Day Care                          | <input type="checkbox"/> Reconsideration (App. # _____)       | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> General Plan Amendment                   | <input type="checkbox"/> Re-Zone Property                     | <b>SB 9 Application</b>  |
| <input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)           | <input type="checkbox"/> Ridgeline Setback Exception          | <input type="checkbox"/> SB 9 Housing Development                  |
| <input type="checkbox"/> Hillside Development Permit              | <input type="checkbox"/> Right-of-Way Abandonment             | <input type="checkbox"/> SB 9 Urban Lot Split                      |

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Standard Application Form

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**City of Lafayette  
Planning & Building Department**

**AGREEMENT TO PAY FOR CITY SERVICES**

**Complete and submit this form with the development application.**

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services and may also include the costs associated with such services such as mileage and photographic copies.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PROPERTY OWNER NAME (Print): \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

APPLICATION NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

# Agreement for City Services

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