



## CITY OF LAS CRUCES FILM PERMIT APPLICATION

THE CITY OF LAS CRUCES FILM PERMIT HAS BEEN DESIGNED TO OFFER INFORMATION ABOUT ACTIVITIES THAT AFFECT THE RIGHT OF WAY OR THE CITY'S ABILITY TO PROVIDE EMERGENCY SERVICES TO THE PUBLIC. FILMING REQUIRES THE APPROVAL AND/OR ADDITIONAL PERMITS OF CITY DEPARTMENTS BEFORE IT CAN TAKE PLACE. IT IS UP TO THE APPLICANT TO CONFORM TO THE CURRENT LAWS AND REQUIREMENTS AND ASSURE THAT THE FILMING HAS ALL THE NECESSARY PERMITS AND REMAINS IN COMPLIANCE THROUGHOUT THE ENTIRE EVENT. FAILURE TO COMPLY WITH THE REQUIREMENTS SUGGESTED BY THE CITY DEPARTMENTS CAN RESULT IN A SHUT DOWN OF THE FILMING WITH POSSIBLE LEGAL RAMIFICATIONS. A LOCATION AGREEMENT, CERTIFICATE OF INSURANCE, COPY OF SCRIPT AND SHOOTING SCHEDULE MUST BE INCLUDED WITH THE FILM PERMIT WHEN REQUIRED BY THE FILM OFFICE.

### **PERMIT STEPS**

1. OBTAIN LIABILITY INSURANCE IN THE AMOUNT OF 1 MILLION DOLLARS NAMING THE CITY OF LAS CRUCES AS ADDITIONALLY INSURED.
2. FILL OUT THE APPLICATION.
3. SIGN THE DECLARATION SECTION ON PAGE 8.
4. ATTACH A LIST OF SIGNATURES, ADDRESSES AND PHONE NUMBERS OF SURROUNDING BUSINESSES AND/OR RESIDENTS.
5. ATTACH A DESCRIPTION AND A SKETCH OR TRAFFIC CONTROL PLAN OF THE FILM SITE AND/OR ROUTE.
6. CALL THE FILM OFFICE AT 575-202-5604 TO SCHEDULE A MEETING TO HAVE YOUR APPLICATION REVIEWED AND SIGNED.
7. YOU MAY ALSO NEED TO OBTAIN ADDITIONAL PERMITS AS REQUIRED.
  - a. BARRICADE PERMIT
  - b. NOISE PERMIT
  - c. TENT PERMIT
  - d. PARKS PERMIT
8. ONCE ALL THE NECESSARY PERMIT SIGNATURES ARE ACQUIRED, THIS APPLICATION BECOMES A FILM PERMIT

NOTE: A COPY OF THIS APPLICATION IS RETAINED BY THE FILM OFFICE TO RESPOND TO ALL PUBLIC INQUIRIES. THE APPLICANT SHALL RETAIN THE ORIGINAL SIGNED PERMIT AT ALL TIMES ON-SITE DURING FILMING.



CITY OF LAS CRUCES  
 FILM PERMIT APPLICATION  
  
 575-202-5604  
  
 BMCCAMEY@LAS-CRUCES.ORG

NEW APPLICATION: \_\_\_\_\_  
 REVISED APPLICATION \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_  
 PERMIT #: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_  
 PRODUCTION COMPANY: \_\_\_\_\_  
 OFFICE ADDRESS: \_\_\_\_\_  
 OFFICE NUMBER: \_\_\_\_\_ OFFICE FAX NUMBER: \_\_\_\_\_  
 LOCATION MANAGER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_  
 ASSISTANT LOCATION MANAGER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

FILM LOCATION ADDRESS: \_\_\_\_\_ INTERIOR: \_\_\_\_\_ EXTERIOR: \_\_\_\_\_ FROM:(DAY,DATE & TIME) TO:(DAY,DATE&TIME) \_\_\_\_\_  
  
 (FILMING DATES/TIMES MUST REFLECT THE MOMENT PRODUCTION WILL ARRIVE AT THE FILMING LOCATION (I.E. SETUP) AND THE TIME THE LAST PRODUCTION VEHICLE LEAVES.)

LOCATION OF BASE CAMP (CANNOT BE ON STREETS)  
 \_\_\_\_\_  
 \_\_\_\_\_

PROVIDE A BRIEF DESCRIPTION OF THE SCENE BELOW:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CATERER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_  
 CRAFT SERVICE: \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_  
 \*\*YOU MUST PROVIDE PROOF OF HEALTH PERMITS:\*\*

SPECIAL EFFECTS: YES: \_\_\_\_\_ NO: \_\_\_\_\_ PYROTECHNICS: YES: \_\_\_\_\_ NO: \_\_\_\_\_  
 FEDERAL PYRO LICENSEE: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

# City of Las Cruces Film Permit Application

Date of Application: \_\_\_\_\_  
Permit #: \_\_\_\_\_

## SECTION 1: FEES

There is No Fee for use of City property. Fees are charged for posting of Temporary No Parking signs, use of Police/ Fire Department/City vehicles/personnel.

## SECTION 2: GENERAL INFORMATION

1. Applicant/Production Company: \_\_\_\_\_
2. On-Site Contact: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_
4. Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Home Phone \_\_\_\_\_  
E-mail: \_\_\_\_\_
5. Producer (if different from applicant): \_\_\_\_\_
6. Organization type:  Non-profit  For Profit  Government  
 Corporation  Other
7. Insurance Provider: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
*Copy of Insurance Attached: Naming the City of Las Cruces as additional insured.*
8. Attach copy of Shooting Script, Shooting Schedule, Location Breakdown, Cast/Crew List.
9. Daily Call Sheet to be E-mailed to Film Office.

## SECTION 3; FILMING DESCRIPTION

Film Title or Product: \_\_\_\_\_

Production Type  Still  Film  Video  Multimedia  Other \_\_\_\_\_

Classification:

- Feature  Short  Commercial  Television  Music Video  Documentary  
 Educational  Student  Other

**SECTION 4: FILMING LOCATION AND PARKING  
(MUST BE COMPLETED FOR EACH LOCATION)**

Physical Address: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Prep dates: \_\_\_\_\_

Shoot dates: \_\_\_\_\_

List Street(s) affected by filming and proposed closures:

Identify any special parking and traffic circulation requirements (e.g. road closures, detours, parking layouts). Provide additional details as necessary.

Equipment and vehicle descriptions (include type, size and quantity):

Sanitation and location facilities: \_\_\_\_\_

RV's and Hook-up facilities: \_\_\_\_\_

Trucks/Cars: \_\_\_\_\_

\_\_\_\_\_

Generators: \_\_\_\_\_

Attach drawing showing parking of equipment/crew vehicles:

Summarize sets and structures to be altered/erected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize any special effects planned: (pyrotechnics, explosions, weapons firing, car crashes, etc.): *Attach copies of ATF/Explosives Licenses:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the planned use of vehicles, aircraft, helicopters, hot air balloons, etc.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the use of animals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any City of Las Cruces properties wanting to use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Production Representative

\_\_\_\_\_  
Date

**CONTACT:**

Bill McCamey  
Film Liaison  
City of Las Cruces  
575-202-5604  
[bmccamey@las-cruces.org](mailto:bmccamey@las-cruces.org)

250 South Main Street  
P.O. Box 20000  
Las Cruces, New Mexico 88004

## **LETTERS OF NOTIFICATION**

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the filming activities.

All letters of notification must be forwarded to the City of Las Cruces Film Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be received by the resident/business at least 48 hours in advance of filming.

Please use the following checklist to ensure that your letter includes all relevant details.

1. Letter is on production company letterhead.
2. Production company name, working title and type of production are listed.
3. Name, title and phone numbers of the location manager, assistant location manager are provided.  
You must also include Bill McCamey, City of Las Cruces Film Liaison, 575-202-5604.
4. Duration of filming is given (dates and times).
5. Date(s) and time of day that production vehicles will arrive at location as well as wrap time and day must be included.
6. Street dressing, gunfire and/or special effects must be included.
7. Specifics regarding proposed alternate parking arrangements for permit parkers have been included.  
It is up to the production company to find alternative parking arrangements suitable to the residents.
8. Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we want a letter that gives the effected area information about what's going on and let them know the production company is committed to making this a positive experience for them. Please always be gracious, we want everyone to be able to film there again.

Dear Resident,

We are planning to film scenes of \_\_\_\_\_ at \_\_\_\_\_  
(project title) (filming address)

Proposed date(s): \_\_\_\_\_ Hours: from \_\_\_\_\_ am to \_\_\_\_\_ am  
pm pm

Description of scenes and parking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have applied for the necessary permit and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time. Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this request, please contact us at the production office or by cell phone. Please don't hesitate to call.

You may also contact:

CITY OF LAS CRUCES FILM OFFICE  
250 SOUTH MAIN STREET  
LAS CRUCES, NM 88004

BILL MCCAMEY – FILM LIAISON  
575-541-2387 (OFFICE)  
575-202-5604 (CELL)

\_\_\_\_\_  
Production company

\_\_\_\_\_  
Production office phone number

\_\_\_\_\_  
Location Manager

I HAVE NO CONCERNS regarding the proposed activities.

MY CONCERNS regarding the proposed filming activities are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE NO CONCERNS but prefer not to sign my name

In multiple unit buildings, managers may sign on behalf of tenants as follows:

\_\_\_\_\_  
Signature

Total # of tenants in the building: \_\_\_\_\_

\_\_\_\_\_  
Print name

Addresses signed for:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address

*I, as manager of the above building, have notified all of the tenants and know of no substantial objection to the proposed filming activity. I am signing on the tenants behalf.*

\_\_\_\_\_  
Phone (optional - for verification purposes only)

\_\_\_\_\_  
Manager Address

