



**SANDOVAL COUNTY
PLANNING & ZONING DEPARTMENT**

APPLICATION FOR FILM PERMIT

THIS APPLICATION ALONG WITH A DETAILED SITE(S) PLAN AND ANY OTHER APPLICATBLE DOCUMENTS AS REQUIRED, MUST BE REMITTED TO THE PLANNING & ZONING DEPARTMENT NO LATER THAN 15 DAYS PRIOR TO ANY ACTIVITES ON THE SITE. Submittal of application does not constitute approval. All applications must be reviewed and appropriate fees paid prior to issuance of permit. Applicant will be contacted via email or phone as to the application status within ten (10) working days following the date of submittal of a complete application.

NAME OF COMPANY: _____

STATUS:

- Private entity
- Unincorporated
- 501c3
- Other _____

CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME OF FILM: _____

DATE(S) AND HOURS OF FILMING (include number of days for set up and breakdown):

TOTAL NUMBER OF VOLUNTEERS/CREW/CAST: _____

PROVIDE LEGAL DESCRIPTION(S) AND/OR ADDRESSES OF ALL PROPERTY (IES) WHERE FILMING WILL TAKE PLACE (ATTACH LOCATION MAP):

The following, except # 7 which must be initialed, will require a separate permit/approval and must be submitted prior to approval of the film permit:

1. Will filming take place in County Road Right of Way? ___ Y ___ N If yes, will require a County ROW Permit from County Public Works.
2. Will filming take place in State Road Right of Way? ___ Y ___ N If yes, will require a State ROW permit from NMDOT.
3. Will filming take place at a county facility? ___ Y ___ N. If yes, must submit approval from appropriate department. Any fees must be paid and receipt submitted.
4. Will filming take place on private property? ___ Y ___ N If yes, must submit a notarized letter from the property owner authorizing the use of their property.
5. Will pyrotechnics/bright lights and/or simulated gun fire be involved in filming? ___ Y ___ N If yes, will require approval from the County Fire and/or the Sheriff's Department.
6. Will the sheriff's department need to be involved to control traffic? ___ Y ___ N If yes, must coordinate with the Sheriff's office.
7. Will filming take place at night? ___ Y ___ N Must adhere to the requirements of the State Night Sky Protection Ordinance and Noise Ordinance. By initialing you are committing to meet the ordinance requirements that are applicable.
Initials _____
8. Will filming include bright lights (spot lights), gunfire or explosions? ___ Y ___ N If yes, a notification must be sent to the existing residences/business within 500 feet from the location of these activities. Request a sample notification from the P+Z Dept. This must be completed 24 hours prior to filming. By initialing below, you are committing to meet this requirement. Initials: _____

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special Event Sponsors prior to the event. Please provide a Certificate of Liability Insurance (COI) along with your completed application. Insurance coverage shall be from companies and in amounts acceptable to the County of Sandoval. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

HOLD HARMLESS CLAUSE:

The special event sponsor hereby agrees to indemnify and hold harmless the County of Sandoval, New Mexico, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal third party actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to third party, claims for personal or bodily injury, disease or death, or injury to or destruction of property, third party excluding claims caused by the breach, negligence or willful misconduct of employees of the County of Sandoval acting within their scope of their employment. Further, the event sponsor agrees to indemnify the County of Sandoval and any of its agents, public officers, officials, or employees and authorized volunteers any for reasonable outside attorney fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

COST RECOVERY:

Cost recovery for County facilities: In the event of extraordinary incidents that result in response of Emergency Services and/or damage to County roads and other County public facilities, the County may recover all assessable costs in connection with these damages as established in Ordinance No. 7-9-20.11, Extraordinary Emergency and Roadway Cost Recovery Ordinance.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the County of Sandoval, its agents, public officials, officers, employees and/or authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the County of Sandoval acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein, and in the Zoning Ordinance. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the County of Sandoval, as outlined herein. I/we understand that the lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event. Permit applied for and all terms and stipulations agreed to by:

Name (please print)

Signature

Signatory Title (if applicable)

Date

Staff:

Application submitted on: _____

Approval date: _____ By: _____

Assigned Permit # _____

You may mail the application to: **Sandoval County, Planning and Zoning Department, P.O. Box 40, 1500 Idalia Rd, Bldg. D, Bernalillo, NM 87004.** Applications received late or incomplete may be denied. A copy of a complete application will be forwarded to the appropriate divisions for review. Applicant will be contacted via email or phone as to the application status within ten (10) working days following the date of submittal of a complete application.

Date application received: _____ by: _____.

FOR COUNTY EVALUATION PURPOSES ONLY

Date reviewed: _____

Fire / EMS _____

Sheriff: _____

Public Works: _____

Tourism: _____

Zoning: _____

FINAL STATUS: _____ **DATE:** _____

If approved, permit number: _____