

Village of Los Ranchos de Albuquerque
6718 Rio Grande Boulevard NW
Los Ranchos de Albuquerque, NM 87107
Phone: (505) 344-6582
Fax: (505) 344-8978

FOR OFFICIAL USE	
DATE SUBMITTED: _____	ZONE: _____
RECEIVED BY: _____	FP #: _____
RELATED CASES: _____	

Questions? Contact the Film Liaison at (505) 344-6582 ext. 105, (505) 977-9184, or tjustice@losranchosnm.gov.

Film Permit Application

Do not alter the terms of this application. If you wish to negotiate different terms or language, refer to section 12. Requested Changes.

1. PROJECT

Name of Production/Title: _____

Production Type:	Commercial	TV series/Pilot	Feature Film
Still Photography	Documentary	Other: _____	

Project Description/Scope of Work*:

*Additional information may be attached.

2. APPLICANT

Applicant Name: _____ **Position Title:** _____

Phone Number: _____ **Email Address:** _____

3. PRODUCTION COMPANY

Company Name: _____

Local Office Address (if applicable): _____
Street City State Zip Code

Local Office Phone Number (if applicable): _____

Permanent Office Address: _____
Street City State Zip Code

Permanent Office Phone Number: _____

4. ON-SITE CONTACTS

* If applicant is Location Manager or Assistant Location Manager, note same as applicant.

Location Manager:

Name: _____ Phone Number: _____

Email Address: _____

Assistant Location Manager:

Name: _____ Phone Number: _____

Email Address: _____

5. LOCATION

Filming and basecamp dates and times include prep and wrap. Start and end dates and times must reflect the moment production will arrive at the filming location or basecamp (e.g. set up barricades) and the time the last production vehicle leaves.

* The Village does not take responsibility for information on or enforcement of neighborhood covenants on properties. It is the responsibility of the applicant to identify any neighborhood covenants and ensure their activities comply with the neighborhood covenants, if applicable.

* If there are multiple dates and times, attach as separate list.

Film Location: _____
Street City State Zip Code

Start Date & Time: _____ End Date & Time: _____

Attach copy of location agreement

Attach copy of site plan

Basecamp Location: _____
Street City State Zip Code

Move-In Date & Time: _____ Move-Out Date & Time: _____

Attach copy of location/use agreement

Attach copy of site/parking plan

Crew Parking Location*: _____
Street City State Zip Code

* If separate from basecamp location.

Move-In Date & Time: _____ Move-Out Date & Time: _____

Attach copy of location/use agreement

Attach copy of site/parking plan

6. CAST & CREW

Number of Cast & Crew at Film Location: _____ Estimated New Mexico Cast & Crew: _____

Attach crew list

Catering & Craft Services:

* Both catering and craft services must have an environmental health permit from the State of New Mexico. It is the responsibility of the applicant to ensure temporary food service permits are obtained for any food service operation working with a production not licensed by the State of New Mexico Environment Department. (Call 505-827-1840 or visit www.nmev.state.nm.us).

Caterer** : _____ Phone Number: _____

Craft Services** : _____ Phone Number: _____

**If multiple parties, attach list of vendors

7. ACTIVITIES REQUIRING ADDITIONAL PERMITS

* See the film guidelines for more information. By answering “yes” to any of the following, the applicant acknowledges that they are required to and agree to obtain the appropriate permits and/or permissions.

Construction: Yes No
If yes, construction will be: Temporary Permanent

Drones: Yes No
If yes, sign statement certifying compliance with FAA Part 107 guidelines (under agreement).

Significant Disturbance of Terrain or Vegetation Yes No
If yes, attach reclamation plan or description of reclamation plan.

Parking in Right-of-Way/Road Shoulder (No lane closure) Yes No
If yes, street(s) involved are: Public Private

If public: Attach Los Ranchos Barricade Permit*
* Barricade permit does not permit parking in travel lanes.

If private: Attach permission from property owner(s)

If the streets below are public, Bernalillo County Sheriff’s Office officers must be posted. Attach copy of BCSO communication scheduling officers. If BCSO is unavailable, contact Village Public Safety to confirm alternative (State police, CABQ police, or private company) at publicsafety@losranchosnm.gov. Attach copy of alternative scheduled.

Traffic Control Yes No
If yes, street(s) involved are: Public Private

If public: **Attach Los Ranchos Barricade Permit***
* Barricade permit does not permit parking in travel lanes.

If private: **Attach permission from property owner(s)**

Street/Lane Closures Yes No
If yes, street(s) involved are: Public Private

If public: **Attach Los Ranchos Barricade Permit***
* Barricade permit does not permit parking in travel lanes.

If private: **Attach permission from property owner(s)**

The following requires inspection and approval by Bernalillo County Fire Department. If yes to any of the below, attach copy of BCFD approval or communication scheduling inspection.

Tents or Canopies over 400 sq ft Yes No
Pyrotechnics, special effects, use of flammable liquids/materials, special effects Yes No

8. ACTIVITIES REQUIRING SPECIAL EXEMPTION

* The following activities require special exemption approval by the Village, 75% signatures of approval from the notification area, and signatures of approval by all adjacent neighbors.

Special Effects/Extraordinary Scenes: Yes No

* Special effects and extraordinary scenes include but are not limited to: vehicle chases, vehicle crashes, use of pyrotechnics or other explosives, smoke, water or flame effects, use of animals, use of aircraft, or use of firearms.

If yes, date(s) and time(s) this will occur: _____

Night Filming: Yes No

* Night filming is considered production activities occurring between the hours of 8:00 PM to 8:00 AM in residential zones or between the hours of 9:00 PM to 7:00 AM in commercial/mixed-use zones.

If yes, date(s) and time(s) this will occur: _____

If yes, **attach description of scene(s) to be filmed, including expected noise levels (in decibels) and duration and number, direction, and intensity of outdoor lights. Attach diagrams/plans of outdoor lighting and noise generators (direction and placement).**

Will outdoor lights comply with the Dark Skies Ordinance (§9.2.20)? Yes No

Excessive Noise: Yes No

* Noise includes what is generated at the film, basecamp, and/or crew parking location(s).

* Any noise that is more than 65 decibels (dB) at the property line during the daytime is considered excessive noise.

Power Generators or Other High-Noise Emitters: Yes No

If yes, **attach description (numbers, types, size, decibels)**

If yes, date(s) and time(s) this will occur: _____

9. NOTIFICATION & SIGNATURES

Attach copy of basecamp and/or crew parking notice record

Attach copies of required documents as specified below:

Film location is Village property: Yes No

Asking for exemption(s): Yes No

If yes to any of the above, **attach a copy of the notice, notice record, and signatures record.**

If no to both above, **attach a copy of the notice and notice record.**

10. INSURANCE

Attach copy of Workers' Compensation Insurance.

Attach copy of Automobile Liability Insurance.

Attach copy of Commercial General Liability Insurance if required.

11. Indemnification & Agreement

Indemnification

Applicant agrees to defend, protect, indemnify, and hold the Village of Los Ranchos de Albuquerque, its Board of Trustees, officers, employees, contractors, representatives, and agents (collectively, "the Village") harmless from any and all suits, damages, liabilities, losses, expenses, attorneys' fees, and claims of any character relating to any injury, including death, or damage received or sustained by any person, persons, or property arising out of the Applicant's acts or omissions under this film permit or having any connection to this film permit, or the Applicant's use of property in connection with this film permit, except to the extent caused by the gross negligence or willful misconduct of the Village. This indemnity provision will apply equally to injuries to Applicant's employees, and the indemnity required hereunder shall not be limited by reason of the insurance coverage required under this permit.

Agreement

Applicant hereby declares that the activities contemplated by this permit will be conducted in accordance with the requirements and recommendations made by the Village of Los Ranchos de Albuquerque. Applicant agrees to comply with all applicable laws, to maintain the property in good condition, and to return the property in the same condition, reasonable wear and tear excepted, as it was before the activities contemplated by the permit.

Applicant further understands that this permit, if approved, may be revoked by the Village of Los Ranchos de Albuquerque, Bernalillo County Sheriff's Office, or Bernalillo County Fire Department, if, in their opinion, any of the following occur: The filming activities become a public nuisance, violations of statutes or ordinances are committed by any participant, or any of the requirements of this permit are not met. Notwithstanding the foregoing, the Village of Los Ranchos de Albuquerque, Bernalillo County Sheriff's Office, or Bernalillo County Fire Department shall to the extent practical provide prior written notice to Applicant, and permit Applicant a reasonable opportunity to cure any breach or non-compliance with an obligation hereunder. Permit revocation may be considered when making decisions on future permit applications and may provide a basis for denial of future permits.

Any significant changes (date, time, logistics, location, and the like) to the filming after the Village's review and approval of the application will require resubmission of the permit application to the Village of Los Ranchos de Albuquerque and may take additional days to process. The breach, revocation, voiding, termination, or cancellation of this permit shall not affect the Applicant's rights with respect to any photographs, films, and recordings already made.

Applicant understands that that the Village of Los Ranchos de Albuquerque reserves the right to control the use of right-of-way, public streets, and buildings of the Village.

Applicant understands that the Village of Los Ranchos de Albuquerque, Bernalillo County Sheriff's Office, and Bernalillo County Fire Department shall have the right to inspect all structures and/or devices and equipment to be used in connection with the activities contemplated by the permit.

Applicant agrees to have a representative on site at all times during production with authority over filming, director, crews, and all other aspects of their operation and empowered to act for the Applicant. Applicant agrees to pay any applicable additional costs associated with the use of approved Village of Los Ranchos de Albuquerque employees, contractors, agents, or representatives (collectively, the "Village's Contractors") directly upon receipt of invoice; provided, however, the Village of Los Ranchos de Albuquerque shall be responsible for engaging and supervising the Village's Contractors. Under no circumstances will Applicant be an employer of the Village's Contractors.

Applicant further agrees that its cast and crew will abide by the following rules of conduct:

- Cast and crew must operate in a reasonably safe and professional manner.
- Cast and crew will use reasonable efforts to ensure minimum disruption to neighbors, including ensuring neighbor access to their property and making alternate parking arrangements where vehicles are displaced by filming activities.
- Cast and crew will ensure that the filming location is returned to its original condition, reasonable wear and tear excepted, by the end of filming activities.
- Cast and crew are prohibited from trespassing on residents' or business owners' property.
- Cast and crew will remain in the boundaries of the property that has been permitted for filming.

- Cast and crew will use reasonable efforts to keep noise levels as low as possible at all times.
- Cast and crew shall observe designated smoking areas and will always extinguish cigarettes in appropriate containers that are provided by the Production Company.

Applicant shall have the right to cancel this permit at any time prior to Applicant’s use of the property. Upon Applicant’s cancellation of this contract, neither Applicant nor the Village of Los Ranchos de Albuquerque shall have any further obligations under this contract.

By signing below, I hereby acknowledge that I have read and understand the Los Ranchos Film Guidelines. I certify that the information in and attached to this application is true. I certify that I am authorized by the Production Company to submit this application on its behalf, that the Production Company agrees to abide by all terms of this permit once approved, and that the Production Company’s cast and crew will abide by the code of conduct. I understand that it is my duty to share the Film Guidelines with all employees, contractors, and agents working for the production.

Applicant’s Signature:

Signature

Date

Print Name

Title

Drone Compliance Signature: (If Applicable)

I certify that the use of the drone(s) will comply with Federal Aviation Administration (FAA) Unmanned Aircraft Systems Part 107 guidelines.

Signature

Date

Print Name

Title

12. Requested Changes

The applicant requests changes to the required documents and/or language of the film permit.

Yes

No

If yes, attach requested changes. Requests may be approved upon review and consideration by the Village of Los Ranchos. The Village retains discretion to deny or seek modification of requested changes.

For Official Use Film Permit

The Village of Los Ranchos de Albuquerque reserves the right to withdraw this film permit or stop production if the applicant does not adhere to the provisions of the Village of Los Ranchos de Albuquerque Film Policy & Procedures.

If this permit is denied, the applicant may appeal to the Board of Trustees in writing within five (5) working days. See §9.2.25(H) for appeal procedure.

Police & Fire Services Approved Denied

Los Ranchos Public Safety Director _____
Date

Construction (if applicable): Los Ranchos ZRP #: _____
 ITC (if applicable): Los Ranchos Barricade Permit #: _____
 Confirm Catering & Craft Services (Environmental Health Department) Complete
 Permit Notification to Waste Management Complete
 Permit Notification to Mayor & Neighborhood/Homeowners' Association (if applicable) Complete

Los Ranchos Staff _____
Date

Permit Fee:

Size of Production: Small (7-30) Medium (31-99) Large (100-200)

Film Permit Fee: _____

Daily Fee: _____ * (# of days) _____ = _____

Special Permit Fee: _____ * (# of days) _____ = _____

Card Check #: _____ Cash Receipt #: _____ Total: _____

Film Permit Approved Denied Approved with Conditions

Conditions/Comments:

Upon issuance of this film permit, the activities herein shall be allowed at the locations, dates, and times specified, regardless whether such activities would otherwise be deemed a permissive, permitted, or prohibited use in the zone where such activities occur in the Village of Los Ranchos Land Use Regulations.

Los Ranchos Administrator _____
Date

Special Exemptions

Night Filming: Approved Denied Not Applicable

Conditions/Comments:

Special Effects/Extraordinary Scenes: Approved Denied Not Applicable

Conditions/Comments:

Noise: Approved Denied Not Applicable

Conditions/Comments:

Other: _____ Approved Denied Not Applicable

Conditions/Comments:

Los Ranchos Administrator

Date