



# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

## Filming Permit Application (Ordinance 16-25, Chapter 119)

PROJECT NAME: \_\_\_\_\_

### APPLICATION CHECKLIST

(check completed)

- Completed application**
- Certificate of Insurance\*** (if applicable) – See § 119-3.B1
- Borough of Mountain Lakes Hold Harmless\*** (if applicable) - See § 119-3.B2
- \$500 Cash or Maintenance Bond** – See § 119-3.B3
- Proof of notification to adjacent owners** (if applicable) – See § 119-4.B
- Work Plan** – The applicant shall submit a detailed work plan, including, but not limited to, Schedule Overview; Film Schedule Breakdown; Traffic Control/Officer Request; Parking Notes and Requests; Additional Notes and Requests

\* Certificate of Insurance and Hold Harmless are only needed when Borough of Mountain Lakes property is used. Borough of Mountain Lakes is to be listed as additional insured as follows: Borough of Mountain Lakes, 400 Boulevard, Mountain Lakes, NJ 07046

### FEES

\$100	Basic Film Permit for all applicants
\$250	Expedited application fee – where applicant requests a waiver of the provision § 119-3.A requiring expedited processing of a permit application within 24 hours of the filming date.
\$150/day	Daily filming fee (non-major motion pictures)
\$250/day	Daily filming fee major motion pictures
\$25	Flat fee for Non-profit filming permit for educational purposes (application fee and bond required; no daily rate required)

**APPLICANT INFO**

Company Name:	Contact Name:
Address:	
Contact Phone:	Contact Email:

**PRODUCTION INFORMATION**

Project Name:	Product Name (if applicable):			
Date(s):	Primary Location:	Hours:	Interior (check)	Exterior (check)

Filming Type (check one):

Commercial	Feature	Non-Profit	Still Shoot
Commercials, music videos, industrial, or educational films, and web programs.	Motion pictures, short films, mini-series, television programs or series, and documentaries.	Film produced by a 501(c)(3) organization or filming conducted by a student.	Commercial still photographs and all activity attendant to staging or shooting.

**PRE-FILMING MEETING**

After the application and supporting documents have been submitted, the Borough Manager will review and follow-up to schedule a pre-filming meeting.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE – DO NOT WRITE BELOW THIS LINE**

Police officer required:  No  Yes If yes, reason:  Street closure/traffic control  Stunts/firearms  Other (see comments below)

	APPROVED	SIGNATURE (please include name if designee)	DATE	COMMENTS
Police Chief	[ ] Yes [ ] No			
Borough Manager	[ ] Yes [ ] No			

Permit Issued [ ] Yes [ ] No	Issue Date	Distribution (copy of permit)	Staff initials
		[ ] Police [ ] Borough Manager	

Fees paid:

Application Fee: [ ] cash [ ] check # \_\_\_\_\_ Bond: [ ] cash [ ] check # \_\_\_\_\_

Daily Filming Fee: [ ] cash [ ] check # \_\_\_\_\_ Non-Profit Fee: [ ] cash [ ] check # \_\_\_\_\_