



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

4550 Walnut Lake Road  
West Bloomfield, MI 48323  
(248) 451-4876 Phone  
(248) 451-4871 Fax  
(248) 451-4858 Inspection Line  
[www.wbtp.com](http://www.wbtp.com)

**FILM APPLICATION**

Date \_\_\_\_\_

**Applicant**

Name of Production Company	Fed/State Employer ID	
Address	Phone	Cell Phone
City	State	Zip Code

**Location Manager**

Name	Phone	Email
Alternative Contact Name	Phone	Email

**Location Information** (including set, staging, etc... for additional locations, attach additional page)

Location	Street Address	Brief description of activity to take place at address
Location 1		
Location 2		

**Project Information**

Production Title	
Type <input type="checkbox"/> Television <input type="checkbox"/> Motion Picture <input type="checkbox"/> Commercial <input type="checkbox"/> Education <input type="checkbox"/> Non-Profit <input type="checkbox"/> Student <input type="checkbox"/> Other (specify):	
Filming Dates	Filming Times
Number of People _____ Cast   _____ Crew   _____ Extras   _____ Other: _____	
Type/Number of Vehicles _____ Automobiles   _____ Catering Trucks   _____ Crew Cars   _____ Trailers   _____ Vans _____ Camera Cars   _____ Cranes   _____ Motor Homes   _____ Trucks   _____ Other (specify):	
Special Effects/Scenes _____ Aircraft   _____ Car Chase   _____ Open Flame   _____ Simulated Crime   _____ Other (specify): _____ Animals   _____ Firearms   _____ Pyrotechnics   _____ Sirens/Loud Noises	
Special Assistance _____ Emergency Services   _____ Street Closure   _____ Traffic Control   _____ Security   _____ Other (specify):	

*I the undersigned do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my knowledge.*

\_\_\_\_\_  
Date

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

<b>OFFICE USE ONLY</b>	
Date Filed _____	Application Accepted by _____
Remarks	



# FILM PRODUCTION HOLD HARMLESS AGREEMENT

COMPANY: \_\_\_\_\_ PRODUCTION TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The undersigned company being permitted to film in the Charter Township of West Bloomfield, agrees to defend, indemnify and hold harmless the Charter Township of West Bloomfield, its Board, and its agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in this application, and/or as a result of participation in or attendance at the activity, event, or use provided for in this application, caused by the negligent acts, errors or omissions of the applicant, its agent, subcontractors, or employees, or others regardless of whether or not the applicant alleges such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by the Township.

SIGNATURE: \_\_\_\_\_

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

TITLE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE(S) OF FILMING: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 )ss.  
\_\_\_\_\_ COUNTY )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_  
of \_\_\_\_\_, a \_\_\_\_\_, on behalf of said

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



# FILM APPLICATION INSTRUCTIONS

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The following guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the Township reserves the right to modify the requirements on an application by application basis.

1. **Compliance with Ordinances.** All work shall be performed in accordance with all Township Ordinances. The acceptance of a film application does not allow the holder to violate local ordinances, including the fire code. The holder shall be required to obtain other permits including, but not limited to:
  - a. Building, Electrical or Mechanical Permit may be required for the construction of any structure including temporary sets and electrical inspection of base camp.
  - b. Soil Erosion and/or Grading Permit may be required for the disruption of earth.
  - c. Right of Way Permit from the Road Commission for Oakland County for filming in public right-of-ways.
2. **Police and Fire Services.** West Bloomfield's police and fire services must always be notified of any film application. The Police Department and Fire Department shall determine if any public safety services are necessary, as well as any fees to be charged. A Fire Safety Inspection is required for all filming. Contact 248-409-1505 to schedule an inspection before filming begins. Inspections are scheduled 2 days in advance.
3. **Advance Notice.** Please submit a completed film application at least 5 business days prior to filming. For larger productions requiring set construction, special effects or traffic controls, three weeks' notice is strongly recommended. Advance notice may be waived by the Township Supervisor at their discretion.
4. **Activity on Private Property.** Any activity proposed to occur on private property shall require the written consent of the property owner and must be submitted with the film application.
5. **Activity in the Public Right-of-Way.** Any activity proposed to occur in a public right-of-way shall be reviewed by the Road Commission for Oakland County. Applicants using a public right-of-way shall submit a Traffic Control Plan indicating the type and placement of traffic controls, including police or fire assistance if necessary for approval by the Township and County. The following regulations apply to activity in the right-of-way:
  - a. The applicant will be responsible for supplying, placing and removing the necessary controls as stated in the Traffic Control Plan.
  - b. The posting of "No Parking" signs require advance warning of at least 48 hours. "No Parking" signs shall clearly state the times and dates of the parking restrictions and be spaced every 50 feet.
  - c. Vehicles must not block parking lot access, fire hydrants, or be parked in fire lanes. A 20 ft. clearance between vehicles parked on either side of the road is required to allow for emergency response vehicles to pass.
6. **Notification of Surrounding Property.** The company must notify affected residents, occupants, and businesses, in advance of any filming and as instructed by the Township, of the duration and location of filming, including information about planned special events, road closures, no parking requests, and sidewalk usage. If required by the Township Supervisor, neighborhood notification letters and neighborhood signatures shall be attached to the Film Application.



## FILM APPLICATION INSTRUCTIONS

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7. **Special Effects.** Special effects including, but not limited to, gunfire, explosions, fire, low helicopter flying, etc. require Fire Department review. To obtain permission, please submit a summary of proposed special effects that includes the following:
  - a. A brief description of the special effect or stunt to take place.
  - b. Time, location and date of the proposed special effect.
  - c. Summary of the expected noise and pollution from the proposed special effect.
  - d. Proof of additional liability insurance that is appropriate for the effect/stunt being performed.
  - e. Written statement of Fire Department approval.
  
8. **Clean Up.** Upon completion of work, all areas must meet or exceed original site conditions with the minimal amount of noise and disruption.
  
9. **Liability and Insurance Provisions.** A certificate of insurance is required in the amount of \$1,000,000 naming the Charter Township of West Bloomfield, its officers and employees as an additionally insured party for protection against claims of third persons for personal injuries, wrongful deaths and property damages for 30 days beyond the length of the filming. The applicant must submit the completed attached Hold Harmless Agreement.

If you have any questions, please contact the Community Development Department at (248) 451-4876.