



APPLICATION FOR PERMIT TO FILM Longboat Key, Florida

Please allow a minimum of five (5) working days after the receipt of your completed application and insurance to obtain approval to film if your shoot has no special requirements. Allow a minimum of ten (10) working days if there are pyrotechnics, stunts, street closures or traffic control.

Date: _____

APPLICANT INFORMATION

Name of Applicant: _____

Company/Firm: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

FILM / PROJECT INFORMATION

Name/Nature of Project: _____

Producer: _____ Director: _____

Contact Phone: _____ Contact Phone: _____

Date(s) of Filming: _____ Rain Date(s): _____

Total Days of Filming: _____ Times of Shoot: _____

Exact Locations: _____

Description of scenes to be filmed: _____

Distribution of Film: _____

Number of Crew: _____ Estimated Budget: _____ Film Rating: _____

Special Requirements: (if any)

Type of Project:

___ Area to be closed or barricaded

___ Commercial video

___ Movie

___ Traffic control

___ Documentary

___ Music video

___ Structures/tents to be erected

___ TV feature

___ TV series

Please indicate size of structure/tent:

___ Still Photography

_____ Other: _____

Sanitary facilities (trash, comfort stations, etc.): _____

Parking arrangements: _____

Security personnel: _____

Firearms, pyrotechnics, special effects:

Will special signage be required? Yes No If yes, type of sign and proposed location:

INSURANCE & FEE REQUIREMENTS

Insurance Requirements:

Premises and event liability insurance is required by and must name the municipality where the applicant is filming. Insurance coverage and insurance carriers must be acceptable to the Longboat Key Finance Department and Purchasing Division. An original certificate must be on file, in the film office, prior to filming. The minimum levels required are:

Bodily Injury Liability (per occurrence) \$1,000,000
Property damage (per occurrence) \$1,000,000

Fee Structure:

Fees are \$100 a day for each day or fraction thereof for the first five days, and \$150 per day or fraction thereof from the sixth day through the tenth day, and \$500 per day or fraction thereof from the eleventh day to the end of the production. Once an application has been approved, a check made payable to the Town of Longboat Key for the proper amount must be received prior to commencement of filming.

Please note provisions of Town Code Chapter 113.13 (attached) regarding recovery of cost for services that may be in addition to permit fees.

Signature of Applicant/Authorized Rep

Title

Company: _____

Date: _____

* * * * *

Please return completed application and original certificate of insurance to:

Town of Longboat Key
Attn: Allen Parsons
Planning, Zoning & Building Director
501 Bay Isles Road
Longboat Key, FL 34228
941-316-1999 phone
941-316-1656 fax

Thank you for choosing Longboat Key as your filming location.

* * * * *

Permission to Film:

Application reviewed, and deemed complete by:

Allen Parsons, PZB Director

Date: _____

Town Manager's Authorization/Permit Approval:

Tom Harmer, Town Manager

Date: _____

Chapter 113 - FILM INDUSTRY

Sections:

113.01 - Purpose

The purpose of this chapter is to establish a permitting process for motion and still photography production endeavors within the jurisdiction of the Town of Longboat Key; to provide exemptions from certain Town Code requirements in recognition of the economic impact of the motion picture and television industry.

(Ord. 90-07, passed 4-2-90)

113.02 - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings respectively ascribed to them in this section, except where the context clearly requires otherwise:

"Film production" is the commercial taking or making of a motion picture, television, videotape, commercial still photography or film production whether or not town equipment or town facilities are utilized. This term shall include productions on public or private property and not at a studio, including productions requiring the erection of tents or other temporary structures.

"Production permit" is the permit required by this chapter for film productions.

"Town equipment" is any tangible property, other than real property, purchased by public funds and utilized in the normal course and scope of providing service to the Town of Longboat Key.

"Town facility" is any public street, sidewalk, place or building owned or controlled by or under the jurisdiction of the Town of Longboat Key.

(Ord. 90-07, passed 4-2-90)

113.03 - Permitting authority.

The town manager is hereby authorized to act as the permitting authority for the Town of Longboat Key in the receipt and the processing of applications for production permits. After reviewing the application and finding that it meets the requirements of this chapter, the town manager shall issue the permit.

(Ord. 90-07, passed 4-2-90)

113.04 - Permit required; violation and penalty.

- (A) No person shall advertise, engage in, participate in, or start any film production until a production permit has been issued by the town manager.
- (B) It shall be unlawful to continue any film production in violation of the suspension or revocation of a permit, and such violation shall be punishable as provided in section 10.99 of this Code. A citation for violation of this chapter shall not preclude the town from seeking other relief such as injunctive or declaratory relief to enforce the provisions of this chapter.

(Ord. 90-07, passed 4-2-90)

113.05 - Application for permit.

- (A) Any person seeking the issuance of a production permit shall file an application with the required fee, on forms provided by the town manager. The application shall be filed not more than 60 days before, and not less than five working days before the commencement of production. The application shall be signed, under oath, by an authorized representative of the applicant.
- (B) Applications for production permits shall contain the following specific information:
- (1) Location(s) of the production described by a street address or, if necessary, property description.
 - (2) Production dates, including estimates and projections as to the possibility of delays and postponements.
 - (3) The hours of filming, which must be consistent with the permit requirements listed below.
 - (4) The type of production.
 - (5) Proposed use of temporary structures, including a description of each temporary structure, its proposed use and placement, and the dates and duration of each proposed placement. The town may require on-site inspection of the temporary structure during construction and/or use.
 - (6) Number and type of vehicles and/or equipment as well as the number of personnel to be on location with production.
 - (7) Proposed plan for dealing with sanitation, including disposal of waste and refuse as well as placement of port-o-let units.
 - (8) Necessity for closures of public streets or sidewalks and the proposed dates and necessary duration of such proposed closures.
 - (9) If required by the town manager, neighborhood consents signed by the proprietors/ authorized representatives of any business and/or signature of the residents and/or occupants of any property located within 500 feet circumference of each filming/production site as well as a signed consent from each neighboring resident/business on the immediate right, left and rear of the production site.
 - (10) Application for a production permit shall constitute an agreement by the applicant to pay for extraordinary services provided by the town, including any repairs, renovations and/or landscaping and turf restorations or replacement which is necessitated by virtue of this production. The town manager may require the posting of a bond sufficient to insure restoration.
 - (11) Proposed utilization of town equipment.
 - (12) Hold-harmless agreement. The applicant shall execute a hold-harmless agreement in favor of the Town of Longboat Key saving, defending and holding harmless the Town of Longboat Key, its agents, employees and representatives, from any claim which arises as a result of the activities of the applicant, its agents, representatives or employees, within the town. Said agreement shall be executed by an individual(s) and/or entity capable financially and otherwise of honoring the terms thereof, and the agreement shall be in a manner and form acceptable to the town and deemed to provide the protection necessary to the town as intended by this section.
 - (13) Application for a filming permit shall constitute a covenant between the applicant and the town, specifying that the applicant will halt or interrupt filming upon instruction from a uniformed officer of the town's police department. The town covenants not to instruct that such production be halted or interrupted unless in its discretion it perceives that the filming shall cause unreasonable interference with traffic movement, violate the law, or constitute a threat to the public peace, health, safety or welfare.

- (14) Certificate of insurance. The applicant shall provide a certificate of insurance naming the Town of Longboat Key as a named insured under said insurance policy for an amount sufficient to cover the potential risk to the town as determined by the town manager.
- (15) Proof of worker's compensation insurance coverage for each and every employee in any way involved with the production, as required under the laws of the State of Florida.

(Ord. 90-07, passed 4-2-90)

113.06 - Motion picture production permit application approval criteria.

The town manager shall approve issuance of a motion picture production permit upon application unless one of the following circumstances exist:

- (1) The applicant has been convicted of a felony or a misdemeanor involving moral turpitude, and has not subsequently demonstrated rehabilitative characteristics.
- (2) The applicant has made a material misrepresentation in the application.
- (3) Proposed production will substantially disrupt the peace and quiet of any area of the town.
- (4) Proposed production will substantially impact upon traffic within any area of the town.
- (5) That the proposed production in any way damages or degrades the image of the town.
- (6) That the production fails to comply with any of the criteria as designated under this Code for issuance of the film production permit, or rules and regulations governing the production.
- (7) If the application is for renewal of a permit, that the applicant has violated conditions of the previous permit or ordinances or regulations of the town in the conduct of the production.

(Ord. 90-07, passed 4-2-90)

113.07 - Denial of film production permits; term of permits; and revocation/suspension of permits.

- (A) *Denial of film production permits.* Where the film production permit is denied, the applicant shall be notified in writing by certified mail, return receipt requested, of the denial and the reasons therefor.
- (B) *Terms of film production permits.* Film production permits issued pursuant to this chapter shall be effective for the stated purpose from the date of issuance through the date specified in the permit.
- (C) *Revocation or suspension of film production permits.* A film production permit issued under this chapter may be revoked or suspended for any of the following reasons:
 - (1) A material false statement contained in the application; or
 - (2) Failure to comply with applicable federal or state laws and regulations; or
 - (3) Failure to comply with any conditions imposed by the town manager on the issuance of the permit; or
 - (4) Failure to operate the film production in accordance with such town ordinances, laws, orders, rules and regulations as may be applicable; or
 - (5) Conducting the film production business or activity in a fraudulent or disorderly manner, or in a manner which endangers the public health, safety, welfare, or in a manner which disrupts the public peace.

(Ord. 90-07, passed 4-2-90)

113.08 - Notice of hearing and grounds for suspension or revocation.

Prior to suspension or revocation of a film production permit, the permittee shall be notified in writing of the grounds for suspension or revocation of the permit and a hearing shall be held before the town manager. Notice of the hearing shall be given to the permittee at least ten days prior to the hearing.

(Ord. 90-07, passed 4-2-90)

113.09 - Emergency temporary suspension of permit.

If the conduct or activity of the permittee creates an imminent peril to the environment or the public health, safety or welfare, the film production permit may be summarily suspended by the town manager upon notice to the permittee, provided that the permittee shall be entitled to a hearing within three days thereafter; and provided further that any temporary emergency suspension shall not exceed 15 days pending a hearing under section 113.08.

(Ord. 90-07, passed 4-2-90)

113.10 - Conduct of hearing on suspension or revocation.

The hearing before the town manager shall be conducted so as to allow the permittee the right to be heard and to call witnesses on the permittee's behalf.

(Ord. 90-07, passed 4-2-90)

113.11 - Decision after hearing on suspension or revocation, right to appeal.

The decision of the town manager shall be rendered with five days of the close of the hearing. The decision shall be in writing and shall set forth the findings of fact and conclusions of law underlying the decision; and the permittee shall be notified in writing of the decision by certified mail, return receipt requested.

The decision of the town manager may be appealed within 15 days of the date of the written decision to the town commission.

(Ord. 90-07, passed 4-2-90)

113.12 - Motion picture filming requirements.

The following requirements will be made of all film productions within the limits of the town:

- (A) A film production permit may authorize filming at more than one location within the town limits.
- (B) No filming or related activity shall take place prior to 7:30 a.m., nor later than 9:00 p.m. without the prior written approval of the town manager.
- (C) All parking relating to filming activities shall be restricted to one side of the street only. All public roadways shall be kept open at all times unless approved by the chief of police. Parking may be prohibited in the area of filming activity, if, in the opinion of the chief of police, a safety hazard could result.
- (D) There shall be no nude performers.
- (E) There shall be no act of rape, sodomy, bestiality, sexual intercourse, or acts of violence portraying the dismemberment of bodies or body parts of humans or animals.
- (F) Waste and refusal disposal, as well as placement of port-o-lets, shall be conducted in the manner directed by the town director of public works.

- (G) Any damage to public property, private property and/or landscape shall be fully remedied at the cost of the permittee.
- (H) No filming, nor any related activity may take place in violation of any applicable federal, state or local law, ordinance or regulation.
- (I) Additional restrictions may be placed on commercial filming within the limits of the town if the town manager deems it necessary to protect the public health, safety or general welfare of the community, its citizenry, and/or its environment. Such restrictions may include the requirement for use of police, fire and other town personnel during the filming.
- (J) At no time, shall the noise level resulting from filming or related activities, violate section 130.02 of the Code without prior written approval of the town manager.
- (K) At no time, during filming or related activities, shall lights or lighting be operated in any means which endangers or injures the safety or health of humans or animals, or annoys or disturbs a reasonable person of normal sensitivities, or endangers or injures personal or real property.
- (L) No production shall utilize explosives or pyrotechnics.

(Ord. 90-07, passed 4-2-90)

113.13 - Cost for services.

- (A) The town shall recover costs for services rendered in connection with a film production. Such costs shall include but not be limited to charges for personnel and/or equipment committed in support of the production which are outside the normal scope of town services.
- (B) Based on the information contained in the permit application, an estimate of these costs will be provided to the applicant prior to the issuance of a permit. The town may require prepayment of all or a portion of these estimated costs prior to the issuance of the permit. At the conclusion of the production, actual costs below or in excess of the estimates will be refunded by the town or paid by the applicant, respectively.

(Ord. 90-07, passed 4-2-90)

113.14 - Fees.

The fee for a production permit shall be \$100.00 a day for each day or fraction thereof for the first five days, and \$150.00 per day or fraction thereof from the sixth day through the tenth day, and \$500.00 per day or fraction thereof from the eleventh day to the end of the production.

(Ord. 90-07, passed 4-2-90)

113.15 - Suspension of certain town code requirements.

The provisions of chapters 71, 72, 73, 74, 90, 94, 111, 150 and 158 and §§ 91.02, 91.20, 92.11, 92.12, 130.02 and 130.06 of this Code, insofar as certain acts are required or prohibited, may be suspended by the town manager in connection with the conduct of a production pursuant to this chapter and such suspension shall be indicated on the permit.

(Ord. 90-07, passed 4-2-90)

Chapter 74 - PARKING SCHEDULES

Schedule

I. Prohibited parking

II. Restricted

parking

SCHEDULE I: - PROHIBITED PARKING

No person shall stop, stand, or park a vehicle, except when necessary to avoid a conflict with other traffic or in compliance with the direction of a police officer or traffic-control device, in any of the following places:

Street	Between	Side
Bay Isles Road	Except as otherwise noted herein: 55 feet to the west and 30 feet to the east of the entrance driveway at 501 Bay Isles Road (Town Hall). Additional restrictions may be enacted at the discretion of the town manager or his designee, to ensure public safety	North
Bayside Drive		South
Bayside Drive	Linley and Cedar	Both
Bayside Drive	Russell Street and Broadway Street	Both
Binnacle Point Drive		South
Broadway Street	Broadway Street from Palm Drive to Bayside Drive	North
	Gulf of Mexico Drive and Firehouse Road	North
Cedar Street	Gulf of Mexico Drive and Palm Drive, except 100 feet west of Palm Drive	North
Coral Avenue	Firehouse Road and waters of Gulf of Mexico	Both

Firehouse Court	Gulf of Mexico Drive and Joy Street	Both
Firehouse Road	Coral Avenue and 7043 Firehouse Road Fire Station and Broadway Street	West
Gulfbay Road	Gulf of Mexico Drive and a point 425 feet easterly of Gulf of Mexico Drive	Both
Gulf of Mexico Drive	Along its entire length, except for lawfully nonconforming parking spaces	Both
Gulfside Road	Entire length, Gulf of Mexico Drive to Gulf of Mexico Drive	Both, except northerly side of southerly leg commencing at a point 30 feet from Gulf of Mexico Drive thence extending 94 feet
Hibiscus	Shell Street and a point 50 feet easterly	Southerly
Hibiscus Way	Entire length	Northwest
Joy Street	Firehouse Court and North Shore Road, and North Shore Road and waters of Longboat Pass	Both
Jungle Queen Way	Gulf of Mexico Drive and a point 525 feet easterly of Gulf of Mexico Drive	Both
Linley Street	Entire length, Longboat Drive South to Lois Avenue	North
Lois Avenue	Broadway Street and Russell Street	East
Longboat Drive North	Broadway Street and Russell Street	Both
Longboat Drive South	Broadway Street and Linley Street	Both

Lyons Lane	Entire length	Both
North Shore Road	Gulf of Mexico Drive to Joy Street	Both
	Joy Street and waters of Gulf of Mexico	South
Palm Drive	Cedar Street and Broadway Street, and Broadway Street and dead end	Both
Palmetto Avenue	Firehouse Road and waters of Gulf of Mexico	Both
Poinsetta Avenue	Broadway Street and Russell Street	East
St. Judes Drive	Gulf of Mexico Drive and a point 400 feet easterly of Gulf of Mexico Drive	Both
Seabreeze Avenue	Broadway Street and waters of Gulf of Mexico	Both
Shell	Hibiscus and a point 50 feet southerly	Westerly
Tarawitt Drive	Gulf of Mexico Drive and a point 400 feet easterly of Gulf of Mexico Drive	Both

(Ord. 76-9, passed 4-21-76; Amd. Ord. 76-19, passed 6-2-76; Amd. Ord. 80-14, passed 12-10-80; Amd. Ord. 81-36, passed 10-7-81; Amd. Ord. 85-14, passed 10-7-85; Amd. Ord. 86-23, passed 10-6-86; Amd. Ord. 87-12, passed 5-4-87; Amd. Ord. 88-18, passed 5-2-88; Amd. Ord. 90-16, passed 6-4-90; Amd. Ord. 93-26, passed 2-7-94; Amd. Ord. 95-01, passed 1-9-95; Amd. Ord. 2010-17, passed 5-3-10; Amd. Ord. 2011-17, passed 5-2-11; Amd. Ord. 2013-31, passed 12-2-13; Amd. Ord. 2014-31, passed 11-3-14; Ord. 2015-05, passed 2-2-15)

Cross reference— Penalty, § 72.11

SCHEDULE II: - RESTRICTED PARKING

(A) Parking a motor vehicle in excess of 15 minutes on the following streets or portions thereof is prohibited:

Street	Portion	Side
Cedar Street	100 feet west of Palm Drive	North

- (B) No person shall park a vehicle on any of the following streets or portions thereof when marked to prohibit parking between the hours of 8:00 p.m. and 5:00 a.m., October 30 to April 30, and between 9:00 p.m. and 5:00 a.m., April 30 to October 30.

Street	Portion	Side
Coral Avenue		
Firehouse Court		
Firehouse Road		
Joy Street		
North Shore Road		
Palmetto Avenue		
Seabreeze Avenue		

- (C) No person shall park a vehicle on any of the following streets or portions thereof when marked to prohibit parking between the hours of 12:00 midnight and 8:00 a.m.:

Street	Portion	Side
North St. Judes Drive		

- (D) No person shall park a vehicle in the designated parking areas for the Quick Point Nature Preserve or Overlook Park between the hours of 11:00 p.m. and 5:00 a.m.
- (E) No person shall park a vehicle on any of the following streets or portions thereof when marked to prohibit parking between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday:

Street	Portion	Side
Bay Isles Road	From a point beginning at the northernmost boundary of the United States Post Office, extending southward to the intersection of Bay Isles Road and Bay Isles Parkway	Both

- (F) No person shall park a vehicle on the south side of Broadway Street from Palm Drive to Bayside Drive or on the north side of the Linley Street boat ramp between the hours of 11:00 p.m. and 5:00 a.m.
- (G) During the month of March in conjunction with early voting dates and on the general election date, as established by the town commission, no person shall park on the north side of Bay Isles Road within 55 feet to the west and 30 feet to the east of the entrance driveway at 501 Bay Isles Road (Town Hall).

(Ord. 76-9, passed 4-21-76; Amd. Ord. 76-19, passed 6-2-76; Amd. Ord. 79-3, passed 3-27-79; Amd. Ord. 79-4, passed 5-2-79; Ord. 81-11, passed 3-4-81; Amd. Ord. 81-36, passed 10-7-81; Amd. Ord. 88-18, passed 5-2-88; Amd. Ord. 88-30, passed 11-7-88; Amd. Ord. 98-21, passed 7-6-98; Amd. Ord. 99-06, passed 2-1-99; Amd. Ord. 2010-17, passed 5-3-10; Amd. Ord. 2012-30, passed 12-3-12; Amd. Ord. 2013-08, passed 4-1-13; Amd. Ord. 2013-31, passed 12-2-13; Amd. Ord. 2014-31, passed 11-3-14; Ord. 2015-05, passed 2-2-15)

Cross reference— Penalty, § 72.11