

OFFICE OF
VILLAGE CLERK



VILLAGE OF LARCHMONT
120 LARCHMONT AVENUE
LARCHMONT, NY 10538
TEL: (914) 834-6230
FAX: (914) 833-2170

WWW.VILLAGEOF LARCHMONT.ORG

FILMING PERMIT APPLICATION

SECURITY DEPOSIT IS \$2500.00 PER DAY.

APPLICANT INFORMATION

Today's Date	
Applicant Name	
Applicant Phone	
Filming Location	

PROPERTY OWNER/TENANT DETAILS

Owner Name		Phone	
Owner Address			
Tenant Name		Phone	

FILMING DETAILS

Person Responsible for Filming		Phone	
Company			
Company Address			
Company Phone			
Filming Date			
Filming History (List all Film Dates Within the Past 12 Months)			
Previous Film Dates			

Purpose of Filming (commercial, print ad, etc.): _____

Number of people who will be at the location during filming (including technical personnel, maintenance personnel, food service providers): _____

Number of vehicles to be brought to location on the day(s) of filming: _____

List each type of vehicle (passenger car, truck, van, etc.) and, with the exception of passenger cars, the approximate length and height at longest and highest points of vehicle:

Describe any equipment which will be set up outside, and where it will be set up:

Describe where such outside filming will take place: _____

I certify that the information in this application and supporting documents is true and correct.

Signature of Applicant

Violation(s) of the terms of this application or the Village of Larchmont Filming Ordinance may result in immediate revocation of this permit, and/or forfeiture of some or all of the security deposit and/or fine or imprisonment. A complete copy of this Ordinance is attached.

Failure to leave area clean of any trash, rubbish and other debris may result in forfeiture of, or deduction in, security deposit. Special trash collections may be arranged. Please call (914) 381-7810 for fees and information on special trash collections.

cc: Police Department
Fire Department

FOR OFFICE USE ONLY:

Approved by Village Clerk _____

Approved by Police Department _____

Fee Paid \$ _____ CA CK CC Date Issued _____ Permit No. _____



VILLAGE OF LARCHMONT FILMING PERMIT LAW

CHAPTER 157. FILMING

[HISTORY: Adopted by the Board of Trustees of the Village of Larchmont 5-19-1997 by L.L. No. 1-1997. This local law superseded former Ch. 113, Filming, adopted 11-1-1982 by L.L. No. 8-1982. Amendments noted where applicable.]

§ 157-1. Permit required.

A. No commercial, movie, documentary, television program, similar presentation or any portion thereof shall be filmed, videotaped, recorded or otherwise made (hereinafter collectively referred as "filmed" or "filming") on any private property within the Village of Larchmont, if a fee is to be paid for such use of the property, unless the owner or tenant in control of the property [hereinafter sometimes referred to as the applicant(s)] first makes an application to and obtains a permit from the Village Clerk for the filming.

B. No filming shall be conducted on public property without prior approval of the Larchmont Village Board of Trustees.

§ 157-2. Permit applications.

Applications may be submitted to the Village Clerk in person or by mail. They must be received by the Village Clerk no later than four business days prior to the initiation of filming and must contain at least the following information:

- A. Name of the applicant.
- B. Location of property where the filming is to take place.
- C. Telephone number of the applicant.
- D. Whether the applicant is the owner or tenant in possession of the property.
- E. Name of owner of the property, if the applicant is not the owner.
- F. Name of the person or entity the applicant wishes to allow to conduct filming.
- G. Address of the party named in Subsection [E](#) above.
- H. Telephone number of the party named in Subsection [E](#) above.
- I. Date(s) that filming is to take place.
- J. Dates, within the previous 12 months, that any filming was conducted at the location described in Subsection [B](#) above.
- K. The following information regarding the filming itself:

(1) Brief description of the purpose of the filming (e.g., television commercial for ABC laundry detergent).

(2) Number of people connected with filming who will be at location during filming, including but not limited to technical personnel, maintenance personnel and food service providers.

(3) Vehicles.

(a) Number of vehicles in any way related to filming, or to people involved in filming, which will be brought to location on day(s) of filming.

(b) Statement of type of each vehicle (e.g., passenger car, truck, recreational vehicle) and, in the case of all but passenger vehicles, approximate length and height at the longest and highest points of each vehicle.

(4) If any equipment is to be set up outside, description of what equipment will be set up outside and where it will be set up.

(5) If any filming is to take place outside, description of where such filming will occur.

L. A statement that the person or entity making the application affirms, under penalty of perjury, that all statements contained in the application are true.

M. Signature of the person, principal or entity making the application.

§ 157-3. Notice.

At least three days prior to the filming, a copy of the application must be hand delivered by the applicant or its representative to each property within 200 feet of the borders of the premises where the filming will occur. It shall either be handed to an occupant of each such property or left at or near the main entrance to the residence(s) or business(es) located on the property. An affidavit of the person who delivered the copies of the applications to the properties stating that the deliveries were made as required by this chapter must be submitted to the Village Clerk prior to issuance of the permit.

§ 157-4. Permit fee.

Each applicant shall pay a fee to the Village of Larchmont, such fee to be fixed by the Village Board from time to time.

§ 157-5. Time limitations.

A. Filming, recording, videotaping, etc., for which a permit is required under § [157-1](#) above, shall in no event be conducted at the same location (i.e., in the same building or at the same street address) for more than any portion of three calendar days within any twelve-month period.

B. Filming for which a permit is required under § [157-1](#) above shall in no event be conducted on any Saturday, Sunday or holiday. For the purpose of the subsection, "holiday" shall mean any United States federal holiday and any New York State holiday.

C. Unless the Village Board provides otherwise by resolution, no applicant shall permit equipment used in connection with such filming, including but not limited to lights and generators, etc., to be operated at the location described in § [157-2B](#) prior to 8:00 a.m. or after 7:00 p.m. No applicant shall

permit equipment to be used in connection with the filming to be set up outdoors at the location prior to 8:00 a.m., and all such equipment shall be removed from outdoors by 7:00 p.m. No vehicle which carries such equipment or which is otherwise used in connection with such filming shall be brought to or near such location prior to 8:00 a.m. No such vehicle shall remain at or near the location after 7:00 p.m.

§ 157-6. Permit issuance.

The Village Clerk shall not issue a permit hereunder unless:

- A. She has timely received all items required by this chapter.
- B. She has received notification from the Larchmont Police Department that it has reviewed the application and conducted such other inquiry as it deems appropriate and has no objection to the filming from a public safety standpoint. Any conditions recommended by the Police Department shall be incorporated by the Village Clerk as permit conditions.

§ 157-7. Security deposit.

Each application shall be accompanied by a security deposit of \$2,500 for each day during which filming is to be conducted. Should any provision of this chapter (including but not limited to the cleanup requirements set forth in § [157-8](#) below) not be adhered to in connection with the filming to which the application applies, the security deposit shall be retained by the village to defray expenses of the village in connection with the failure to adhere to this chapter. The party whose deposit is forfeited shall have the right to appeal such forfeiture to the Village Board.

§ 157-8. Cleanup.

All litter, refuse and debris in any way generated in connection with such filming, whether on the film site or elsewhere in Larchmont, shall be cleaned up as the filming goes on. At the conclusion of filming each day, all such litter, refuse and debris shall be picked up and discarded in accordance with Village of Larchmont and Larchmont-Mamaroneck Joint Sanitation Commission regulations.

§ 157-9. Penalties for offenses.

- A. Any person, persons, corporation, company, group or other entity of any kind who fails to obtain the permit required herein or otherwise violates any provision of this chapter shall be subject to a fine of up to \$5,000 or imprisonment for a term not exceeding 15 days, or to both such fine and imprisonment.
- B. The imposition of such fine or imprisonment shall not be the village's exclusive remedy in the event of a violation of this chapter. The village may pursue any and all other legal remedies available to it in connection with any violation of this chapter.

§ 157-10. Previous offenders.

Notwithstanding any of the foregoing, no applicant who has previously failed to comply with any provision of this chapter shall be granted a permit hereunder for a period of 24 months from the date of such failure to comply.