



Office of the Township Clerk | Township of Montclair
205 Claremont Avenue | Montclair, New Jersey 07042
Telephone: 973-509-4900 | Fax: 973-509-0874
Email: filming@montclairnjusa.org

APPLICATION FOR FILMING PERMIT

Completed applications shall be returned to the Office of the Township Clerk along with an insurance certificate in compliance with Township Code §140-3, which currently requires one million dollars (\$1,000,000.00) general liability insurance with the Township of Montclair named as an additional insured, five hundred thousand dollars (\$500,000.00) per person bodily injury insurance, and three hundred thousand dollars (\$300,000.00) property damage insurance. **Written notification of the filming shall be sent to all affected residents and/or businesses at least three days prior to the requested filming date and must advise that objections may be filed with the Township Clerk.** Proof of service of said notice shall be submitted to the Township Clerk. Failure to provide proof of service will result in the denial of your application for filming.

This application must be reviewed by the Police Department and the Township Manager prior to the issuance of a filming permit. A police officer is required unless determined otherwise by the Chief of Police or his designee. **A filming questionnaire from the Police Department (Traffic Bureau) must be completed and submitted together with this application. It is the responsibility of the applicant to contact the Police Department at 973-509-4752.** The Police Department will explain the safety requirements for filming and regulations regarding traffic and the location of vehicles and equipment. Upon approval of the Police Department, applications will be forwarded to the Township Manager for review.

The applicant shall permit the Fire Prevention Bureau or other township inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Fire Prevention Bureau or other township inspectors. **It is the responsibility of the applicant to contact the Fire Prevention Bureau at 973-509-4769 when making application for any filming activity which includes (i) open flames, (ii) propane, and (iii) portable generators.**

There will be fees due and payable to the Township of Montclair pursuant to Township Code §140-12 upon issuance of the filming permit by the Township Clerk. Within 21 days of the completion of filming, the Township will return the maintenance bond of five hundred dollars (\$500.00) to the address listed in Section 1 of this application.

§140-12 Fees.

The schedule of fees for the issuance of filming permits are as follows:

- A. \$150 Basic application fee
- B. \$500 Expedited application fee*
- C. \$600 per day filming fee payable in addition to the application fee
- D. Daily filming fee payable for major motion picture: \$1,500 per day
- E. Filming permit for nonprofit applicants filming for educational purposes: \$25

***EXPEDITED APPLICATION FEE OF \$500.00 APPLIES TO ALL APPLICATIONS RECEIVED LESS THAN 6 FULL BUSINESS DAYS PRIOR TO THE FILMING DATE. DAY ONE IS THE FIRST BUSINESS DAY AFTER THE APPLICATION IS RECEIVED. APPLICATIONS ARE CONSIDERED "RECEIVED" DURING REGULAR BUSINESS HOURS AND ARE COMPLETE WITH ALL REQUIRED INFORMATION.**