



City of Green Cove Springs  
 321 Walnut Street  
 Green Cove Springs, Florida 32043  
 904-297-7500

**APPLICATION FOR  
 MOTION PHOTOGRAPHY PRODUCTION PERMIT**

Permit No.: \_\_\_\_\_

Applicant: \_\_\_\_\_ Type of legal entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event or Production: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**I HEREBY MAKE APPLICATION TO THE CITY OF GREEN COVE SPRINGS FOR A MOTION PHOTOGRAPHY PRODUCTION PERMIT. I AGREE TO ABIDE BY ALL ORDINANCES, PROVISIONS, AND APPLICABLE RULES AND REGULATIONS OF THE CITY CODE IN EFFECT AT THE TIME OF SAID PERMIT REQUEST AND COMPLIANCE WITH CITY CODE, CHAPTER 18, ARTICLE III MOTION PHOTOGRAPHY PRODUCTION.**

Production Schedule: (complete information below and/or attach separate sheet)

Location	Date & Times	Traffic Control (City Services)
A.		
B.		
C.		
D.		
E.		

Production Activity description for each of the locations listed: (complete below and/or attach separate sheet)

A.
B.
C.
D.
E.



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**Section 18-94. Application for permit.**

- (a) Any person seeking the issuance of a production permit shall file an application in the office of the City Manager on forms provided by the City. Said application shall be filed no more than 180 days before and not less than 30 working days before the commencement of production. The application shall be signed, under oath and subject to the penalty of perjury, by an authorized representative of the applicant.
- (b) The application shall contain at a minimum the following information:
- (1) Locations of the production.
  - (2) Duration and type of production.
  - (3) Proof of general liability insurance coverage in the amount of at least \$1,000,000.00 with the city named as an additional insured.
  - (4) Special effects to be utilized, especially incendiary or explosive devices, with proof of \$5,000,000.00 liability insurance therefore. In addition, the application shall the person in charge of such special effects together with his qualifications and licensing by the applicable federal and state agencies such devices shall require city council approval and the presence of fire and rescue personnel.
  - (5) Proposed utilization of city equipment.
  - (6) Necessity for closures of public streets, sidewalks or other city owned property and for what duration.
  - (7) A written summary or explanation of the portion of the production to be shot within the city.
  - (8) Number and type of vehicles or equipment and number of personnel to be on location with the production.
  - (9) An agreement to pay for any extraordinary services, to include time spent by city staff in processing the permit, provided by the city together with a cash deposit therefore in an amount to be determined by the city manager or not less than \$10,000.00 unless a lesser amount is allowed by the city council for good cause shown.
  - (10) Certificate signed under oath and subject to the penalty of perjury that the city manager and all affected private property owners and tenants have been notified of the filming, and arrangements have been made to cause the least disruption for the property owners and tenants as possible and that the president of the city merchants' association, if involving a business location, has been consulted. Production activities in residential areas or in areas within one-quarter of a mile of a hospital or healthcare facility are prohibited between the hours of 10:00 p.m. and 7:00 a.m. unless otherwise approved by the city council. Maximum permissible sound levels defined in section 58-52 of the City Code shall apply except that production sites within one-quarter mile of a hospital or healthcare facility shall maintain maximum sound levels consistent with residential levels defined in that code and that no noise producing pyrotechnics or explosive devices shall be used within one-quarter of a mile of a hospital or healthcare facility.
- (11) Written consent of any private property owners of any property where equipment, cast or crew will enter on said private property or cause a business interruption to said property.
  - (12) Certificate signed under oath that the film shall not be a pornographic film. Pornographic for the purposes of this chapter shall mean a film or tape of activities of one or more of the following:
    - a. Depiction of human genitals in a state of sexual stimulation or arousal;
    - b. Acts of human masturbation, actual sexual intercourse, sodomy, bestiality and in a graphically sexual context the following; masochism, sadism, or sadomasochism.
    - c. Any act violating Article II of Chapter 18
  - (13) Any additional information that shall be reasonably deemed necessary by the city manager or his designee, to include, but not limited to:
    - a. A site plan for the production and for parking vehicles.

- b. A plan for restroom facilities.
- c. Provisions for housing and restraining animals.
- d. Schedule of production site sound and lighting levels.
- e. Provisions for solid waste disposal.
- f. Requirements for use of unmetered city water.
- g. Provisions for protection of environmentally-sensitive lands.

(14) A signed indemnification agreement in a form to be approved by the city attorney.

**Indemnification:**

**Applicant shall indemnify and hold harmless the City of Green Cove Springs, its officers, insurance carriers, agents or employees from and against all claims, suits, actions, damages, liabilities, expenditures, or causes of action of any kind arising out of or occurring during the activities of applicant, and resulting or accruing from any negligent act, omission or error of applicant, resulting in injuries to body, limb, or property sustained in, about, or upon the permitted premises or improvement thereto, or arising from the use of the premises.**

**Signature & Title of Applicant's Authorized Representative: \_\_\_\_\_**

**Signature of City Manager: \_\_\_\_\_**

**Approved As To Form By City Attorney: \_\_\_\_\_**

**Attested By City Clerk: \_\_\_\_\_**