

City of Monrovia

Filming Process and Reference Guide

Thank you for your interest in filming in Monrovia! This guide has been created to explain the process and requirements for filming in Monrovia. You will also find information about filming in specific areas of the City, as well as timeline requirements, notification and survey information, and required application materials.

All film permits are processed in-house and circulated among the various City Departments for feedback. The City of Monrovia charges a non-refundable \$961.00 application fee, which if your permit is approved, will be applied to the first day of filming. You can find additional applicable fees within this guide as well.

The City of Monrovia processes film applications during regular business hours – Monday-Thursday: 7:00 am-6:00 pm. Applications received after 6:00pm on Thursday, may not be reviewed until the following Monday.

TIMING: The City of Monrovia requires 5 full business days to process a permit request, ***however***, as most productions will be required to obtain surveys, more time should be allowed ***especially*** for filming in the Old Town area where extensive merchant outreach will need to occur. Filming in Old Town, City Facilities, and Parks requires 7 full business days to process. Late or partial applications will not be accepted. **Filming in Old Town will be limited to one production submission per week, on a first come first serve basis.**

PLEASE NOTE, All Filming in Monrovia must comply with and follow the County of Los Angeles Department of Public Health Order of the Health Officer

APPLICATION PROCESS: The City of Monrovia follows the following process for film permit approvals:

Once a Film Permit Application and \$961.00 non-refundable Application Fee is submitted, the following steps will occur:

1. Staff checks all production information including: filming activity, site plans, parking plan, generators, tents, traffic control needs, cast/crew vehicle information etc.

Production details must be complete and all filming activity information and site map attachments (driving grids, parking plans, site plans, equipment placement maps, shooting schedule etc.) should be emailed in conjunction with application.

*Permits will not be processed by the City if the application information and attachments regarding filming and parking are incomplete. *

2. The complete application and supporting materials are reviewed by key staff members (Police, Fire, Public Works, Community Services, Community Development etc.).
3. City Staff may add additional conditions and/or requirements of approval.
4. City Staff will review the Insurance for approval.
5. Any additional applicable fees are collected (I.E. additional filming days, generator inspection etc.)
6. Surveys and Notification Forms with corresponding maps are submitted to the City for review and distribution. Signed Surveys are then submitted to the City.
7. If and when all of the above actions are completed and approved, the City will sign off and issue the permit.

CONTACT INFORMATION FOR CITY STAFF:

Heather Gibson - (626) 303-6609, hgibson@monroviaca.gov

Heather's back up: Rebecca Sandoval (626) 256-8232, rsandoval@monroviaca.gov (Primary back-up)

POLICE: Monrovia Police Department, Captain Sarah Covarrubias, (626) 256-8096 or by email at scovarrubias@monroviapd.org

FIRE: Monrovia Fire Department, Laura Bednar, Inspector, 626-256-8110 or by email lbednar@monroviaca.gov

FILMING IN CANYON PARK: Hillside Wilderness Preserve Supervisor, Eugene Suk, (626) 256-8281 or by email esuk@monroviaca.gov

RESERVATIONS/AVAILABILITY for CITY PARKS and FACILITIES: Johan Galvan, Recreation Supervisor, Community Services Department (626) 256-8228 or by email jgalvan@monroviaca.gov

FILMING HOURS: 7:00 am to 10:00 pm in residential areas and commercial areas.

Extended hour (10:00 p.m. – 7:00 a.m.) filming allowed only with the 90% approval of the neighbors/businesses within the impacted area of filming.

SENSITIVE AREA: The area located between the south side of Foothill Boulevard and the north side of Olive Avenue, and, between the east side of Primrose Avenue and the west side of Ivy Avenue is known as the Monrovia Downtown Business Improvement District or “**Old Town Monrovia**”. The District is governed by AB 1696 in cooperation with the City of Monrovia. This area is declared a “sensitive area” in that:

- Customer and merchant parking is extremely limited;
- Myrtle Avenue is used as the main thoroughfare into and out of the City via the 210 Freeway; and
- Merchants have had a frequent number of film activities in this area and some have had negative past experiences with production companies. In particular, the 600 block and the lower half of the 400 block of Myrtle Ave are more sensitive.

GUNFIRE/SPECIAL EFFECTS/PYROTECHNICS: Fire and/or Police personnel will be required. A special fire permit may be required and must be obtained directly by the production company from the Monrovia Fire Department.

DRONE FILMING: The City of Monrovia has temporarily suspended drone filming. This temporary measure is subject to change and will then be reviewed on a case by case basis.

FILM MONITORS: City Facilities/Parks may require a Film Monitor, and two Film Monitors may be required when filming in Old Town. The City of Monrovia also reserves the right to request a Film Monitor for any production as deemed necessary by City Staff. Fees for film monitors/City Staff will be the responsibility of the Production Company.

CITY PARKS and FACILITIES: Submission and/or Approval of a filming permit does not guarantee the availability of City Park Rentals or Facilities (I.e. Canyon Park Cabin). **Film Production Companies are responsible for checking on rental availability separately from a Film Permit.** If the facility is available on the requested date, a facility use agreement must be completed and submitted to the Community Services

Department. City Park Rentals require a facility use agreement submitted and approved separately through Heather Sayers, Recreation Supervisor. * Separate Fees will apply based on rental agreement. * Filming activity that impedes on resident or public use of parks/facilities may be prohibited and may not be approved.

FILMING AT MONROVIA HIGH SCHOOL or MONROVIA UNIFIED SCHOOLS: Filming at any of the Monrovia Unified Schools requires a City issued Film Permit. Schools in the Monrovia Unified School District are governed by the Monrovia Unified School District Board. It is at the discretion of the District as to whether they will allow filming on school district property. Therefore, productions are encouraged to inquire directly with the School District, before seeking a City permit for filming.

The Production Company is responsible for providing documentation outlining approval from the school/school district for all proposed filming activities. All City film permit requirements must also be met; including providing the supporting application materials (driving grids, parking plans, site plans, equipment placement maps, shooting schedule, etc.) and should be emailed in conjunction with application.

FILMING IN CANYON PARK:

ALL FILMING IN CANYON PARK HAS BEEN TEMPORARILY SUSPENDED DUE TO THE CANYON PARK RESTORATION PROJECT

Production companies wanting to film in Canyon Park must arrange a site visit with the Hillside Wilderness Preserve Supervisor prior to permit approval (suggested before application submittal); for the purposes of understanding vehicle and equipment restrictions. This will affect the turn-around time needed to process the film permit application; therefore, arrangements should be made well in advance of a filming date.

One or more City Staff members (Canyon Park Naturalists, Recreation Coordinator, or Hillside Wilderness Preserve Supervisor) will be required on site during filming, at the expense of the production company. A Film Monitor may be required as well. Parking and vehicle access is limited. A Parking map is required, identifying the lot and specified spaces requested. A parking fee will be charged per vehicle, to be paid by the production company.

FILMING at CAMP TRASK in CANYON PARK

Camp Trask is owned by the Boy Scouts of America. The City of Monrovia does not issue film permits for this area. You should contact Camp Trask directly to inquire about filming in that location. The Boy Scouts at Camp Trask can be reached at 1-626-818-2849.

GRID PERMITS, DRIVING SHOTS, CLOSURES: Allowed. 90% survey approval is required from merchants/residents within a full closure. Please note: There is a maximum width restriction of 11ft on all trucks, trailers, driving grid productions etc. on streets in Old Town and others. The maximum of 11ft includes any cameras, mounting equipment, rigging etc. There are NO exceptions to the maximum width restrictions in Old Town. **A map of the entire driving grid, including any loop made while not filming, must be submitted with the film permit application. *Additional Restrictions apply to Old Town Monrovia.***

GENERATORS and EQUIPMENT: Any time a generator is on location, or included at base camp offsite, a fire inspection will be required. The production company is responsible for the generator inspection fee. The production company should include a site map of the generator location when submitting an application.

In the case a generator or other film equipment will be placed on public property (sidewalks, parkways, curb lanes etc.) an encroachment permit may be required. Encroachment Permits must be obtained directly from the Public Works Department.

Public Works is open Monday – Thursday, 7am-6pm Phone: (626) 932-5575

TENTS: Any tents must be disclosed on the film permit application. Tent size must be listed as well. A Tent Permit may be required. **Tent Permits must be obtained by the production company directly from the Monrovia Fire Department.**

Fire Department Contact: Laura Bednar, Fire Inspector Phone: (626) 926-5477

Email: lbednar@monroviaca.gov

PARKING: Cast/crew and base camp vehicles are not permitted to park on commercial or residential area streets, on Old Town streets, or in public parking lots. Parking in these areas are extremely limited and only essential vehicles for the filming process will be allowed during filming – no overnight parking at any time. (I.e. a generator truck or “period” automobile used as a prop in the film.) Production companies will need to secure offsite private property parking for base camp and all other production vehicles – including cast and crew vehicles, star wagons, production vehicles etc. **A parking map/plan MUST be submitted showing location of essential vehicle parking with the application, along with the address of the secured offsite parking location for base camp and other production vehicles.**

TRAFFIC CONTROL: **A traffic control plan (vehicle/pedestrian flow) is required with application; if filming will necessitate intermittent traffic control (ITC or IPC) or any impact on the flow of traffic.** ITC is allowed on most roadways but is limited to two (2) minutes at a time. Please note there are some streets in Monrovia, where ITC is not allowed (bus routes, primary transit arteries etc.) Production companies are required to use Monrovia Police Officers for any filming requiring ITC or IPC. *ITC over two-minute intervals will be considered a street closure. ***Additional Conditions apply to Old Town Monrovia. ***

POSTING: **The posting of “no parking” signs shall be the responsibility of the production company.** The signs shall indicate the day, date and times of the parking restrictions and shall be posted 72 hours in advance of the commencement of film activity. The production company shall remove signs within 1 hour of the conclusion of filming or strike activities.

Additional Restrictions and Conditions for the City of Monrovia:

- Permitting times include arrival and complete vacation of area.
- Must maintain 5' Clearance on Sidewalks/Walkways
- Must maintain local/emergency access
- No cast or crew parking on commercial or residential area streets – parking on private property only
- No stopping and/or setting up in residential areas before 7am or after 10pm without prior approval
- No stopping and/or setting up in front of merchants or residents without prior approval
- No interference with vehicular or pedestrian traffic – unless ITC or IPC is approved.
- There is a maximum width restriction of 11ft on all trucks, trailers, driving grid productions etc. on Old Town streets. The maximum of 11ft includes any cameras, mounting equipment, rigging etc. There are NO exceptions to the maximum width restriction.
- Filming and Parking are not allowed in City Parking lots.

- Equipment or personnel will not block merchant's front or rear entrances or hinder merchant's deliveries.
- Merchant's electricity, telephones, or restrooms may not be used unless previously agreed upon in writing with the merchants involved.

STUDENTS/NON-PROFIT ORGANIZATIONS: The City application fee is waived for students; however, they will be responsible for all other applicable fees (Personnel, Generator inspection etc.). A letter from the school, confirming attendance and filming activities, along with the standard minimum insurance listing the City of Monrovia as additional insured is required. Student films must also meet the Notification and Survey requirements. Similarly, Non-profit organizations directly serving the Community of Monrovia are eligible for an application fee waiver, but will be responsible for any other applicable fees, and are required to have insurance and meet survey and notification requirements.

NOTIFICATIONS, SURVEYS and SIGNATURES: Notifications should be done at least 48 hours in advance of filming. Community Surveys on a form detailing proposed filming activities including times, dates, parking, traffic control etc. must be obtained from neighboring residents, businesses, and/or property owners who might be affected by proposed activities, prior to issuance of a permit. The production company is responsible for surveying affected businesses in a professional and transparent manner. Further, the **signed Survey Forms and Maps showing those surveyed and notified must be submitted to the City prior to permit approval**. All surveys must be filled out completely, including name and address of the signer – incomplete surveys will not be counted as approved surveys.

******When all filming, parking, and staging are contained inside private property during regular filming hours, the company only needs to notify the immediate neighbors or adjacent businesses (both side(s) and/or directly across the street and directly behind.) However, the City retains the right to condition the permit to conduct surveys when the activity, as deemed by the City, could be disruptive to the community. ******

PRIVATE PROPERTY/LOCATION PERMISSION: The Production Company must submit documentation of permission from the proposed location owner where filming will take place; signing off on all proposed activities. The Production Company is responsible for outlining filming details, along with securing a signature from the location owner. The documentation should be submitted along with the application or surveys.

Notifications and Surveys are required for all film shoots in residential and commercial areas.

The 300ft/150ft measurement: Radius around the filming location and "No Parking" requested.

- Notifications - Notifications must be given within 300ft.
- Surveys - The survey area includes any resident or business within 150ft of the filming location and within 150ft of the "No Parking" posting requested.
 - 75% approval is required within the 150ft.
 - 90% approval within 300ft required for after-hours filming.
 - 90% approval of all residents on the street required for full street closures.

Notification and Survey Requirements for Old Town Monrovia are listed separately.

FILMING FEES			
138	Film Permits	Non-Refundable Application Fee (Covers first day of filming)	\$961.00
140	Film Permits	Permit Fee Per Each Additional Filming Day	\$640.00
141	Film Permits	Historic Preservation Fee	\$75.00
142	Film Permits	Overtime – PD/FD	Actual Cost
143	Film Permits	Fire Inspection Hourly Rate - 4 Hour Minimum	\$107.00 per hour
144	Film Permits	Filming in Old Town Impact Fee - Daily Rate	\$1,928.00
145	Film Permits	Generator Inspection Fee - Per Location	\$126.00
146	Film Permits	Park Naturalist Hourly Rate - Canyon Park Filming	\$55.00
147	Film Permits	Canyon Park Coordinator Hourly Rate - Canyon Park Filming	\$69.00
148	Film Permits	HWP Supervisor Hourly Rate - Canyon Park Filming	\$80.00
149	Film Permits	Public Works Filming Fees	Actual Cost

INSURANCE: A Certificate of Commercial General liability insurance must be on file with the City before any film permit is issued. This certificate must also have a separate endorsement naming the city as additional insured with permittee. Minimum coverage acceptable to the City shall be one million dollars per occurrence.

The certificate of insurance shall provide that thirty (30) days written notice shall be given by registered mail to the Director of Risk Management/Human Resources prior to cancellation of the policy or reduction of coverage or amount.

This certificate of insurance shall be effective for a period inclusive of all actual filming days. Dressing the set and strike time shall be considered as part of the period of filming with respect to insurance requirements.

The permittee shall conform to all applicable federal and state requirements for workers' compensation insurance for all persons operating under the permit and shall provide proof of such insurance.

OLD TOWN MONROVIA:

The area located between the south side of Foothill Boulevard and the north side of Olive Avenue, and, between the east side of Primrose Avenue and the west side of Ivy Avenue is known as the Monrovia Downtown Business Improvement District or "Old Town Monrovia".

MONITORS: Film Monitors may be required when filming in Old Town

NOTIFICATIONS, SURVEYS and SIGNATURES: Notifications should be done at least 3 business in advance of filming. Community Surveys detailing proposed filming activities including times, dates, parking, traffic control etc. must be obtained from neighboring businesses, and/or property owners who might be affected by proposed activities, prior to issuance of a permit. The production company is responsible for surveying affected businesses in a professional and transparent manner. Further, the **signed Survey forms and map showing those surveyed and notified must be submitted to the City prior to permit approval.**

NOTIFICATIONS and SURVEYS IN OLD TOWN:

The 500ft/200ft measurement: Radius around the filming location and “No Parking” requested.

- Notifications - Notifications must be given within a 500ft of the filming location
- Surveys - The survey area includes businesses within a 200ft of the filming location and “no parking requested”.
 - 75% approval is required within the 200ft.
 - 75% approval is required from any business impacted by additional parking requested.
 - 90% approval of all businesses on the entire block (both sides of street) are required for full street closures and **approval from MOTAB** is required.

STREET CLOSURES IN OLD TOWN: Street closures must be presented and recommended for approval by MOTAB (Monrovia Old Town Advisory Board.) Regularly scheduled meetings are held the third Tuesday of every month. **30 days advance notice is required.** *ITC over two-minute intervals will be considered a street closure.

PARKING IN OLD TOWN: Parking on Myrtle Ave and intersecting streets is extremely limited so only essential vehicles will be allowed to park in these areas (i.e. a generator or picture vehicle.) **A parking map/plan MUST be submitted showing location of essential vehicle parking with the application. Cast/Crew parking must be secured on private property and the address provided on the application.**

RESTRICTED FILMING IN OLD TOWN: A maximum of one film production submission per week will be accepted for filming in Old Town; on a first come, first serve basis. Filming is prohibited on most holidays, weekends during business hours, and Friday nights.

Filming will not be allowed in “Old Town Monrovia” due to limited parking and undue disruption as follows:

- Weekends (Friday nights, Saturday and Sunday, during regular business hours)
- Holiday Weekends

- Holiday Season (Mid-October through Mid-January – to accommodate decorations in Old Town, as well as Holiday events such as: Halloween, Thankful and Grateful Community Celebration, Holiday Parade and New Year’s Eve Celebration.)
- Fall Festival
- Monrovia Days Celebration (Occurs in the month of May)
- Fountain to the Falls (Occurs in September)
- Library Park Concerts and Festivals
- Wine Walks
- Art Festivals & Craft Fairs
- Sidewalk Sales
- Family Festivals & Farmers Markets