

# NOTIFICATION PROCEDURES

**IMPORTANT: NOTIFICATION LETTER MUST BE APPROVED BY THE FILM OFFICE PRIOR TO DISTRIBUTION AND MUST BE GIVEN TO RESIDENTS / MERCHANTS WHEN OBTAINING SIGNATURES.**

Dear Film Company Representative:

All neighbors within **300 feet** must be notified at least three (3) days prior to your filming activities by written letter. **300 feet means:** linear distance in each direction from the filming location on both sides of the street as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the Film Office will request notification of property owners behind the film location.

1. Please draft a letter on your company's letterhead. Include your company name, the type of filming (i.e., commercial, feature film, etc.), the name of your production and that you are proposing to film in their neighborhood and the address of your location. **Avoid** language that states: "XYZ Company **will be** filming..." instead state: "XYZ Company **proposes to film** a television movie called "Some Kind of Love."
2. List the dates and times you propose to be on location.
3. Describe your filming activities. What will occur on the day of the shoot? (i.e. Will you be doing traffic control with a girl on a bicycle in the middle of the street?) Please include as many details as possible. Ironically, our experience has shown that neighbors are more receptive when you are forthcoming about the total impact, rather than withholding information for fear of a negative response. If some details are still to be determined, the neighbors would appreciate knowing this. Please provide information on your lighting plans if you wish to film at night. If possible, how will you screen the light from shining in their windows?
4. What are your prep and strike plans? Describe prep and strike activities, dates, and times. How will it affect the neighbors? What & where will you be parking on the street for prep and strike? Also let the neighbors know if **no** prep or strike is planned.
5. How many production vehicles will be parked on the street on their block on the filming day? Where will you post the street for "no parking?"
6. Ask the neighbors to contact you if proposed filming plans will conflict with any gardening or home improvement plans.

**7. Please include the applicable paragraph(s) below in your notification letter:**

**FOR RESIDENTIAL FILMING:** "The City requires that we notify all residents within 300 linear feet (or more) of the filming location. Signatures are required from residents directly impacted by filming, parking, or posting of "no parking" signs in front of their property. Residential filming Sunday-Thursday past 7:00 p.m. requires 51% signatures, and residential filming before 7:00 a.m. or past 10:00 p.m. requires 90% signatures within the noticing area, except in high volume filming areas where 100% is required. Residential filming on Friday and Saturday nights requires 51% signatures to film past 7:00 p.m. within the noticing area, and 75% signatures to film before 7:00 a.m. or past 10:00 p.m. We realize that signatures of minors or hired help are unacceptable to the City."

**FOR COMMERCIAL FILMING:** "The City requires that we notify all merchants within 300 feet in each linear direction (or more) of the property lines of the filming location on both sides of the street. Signatures are required from merchants directly impacted by filming, parking, or posting of "no parking" signs in front of their property."

8. Thank them for their support and cooperation. Let them know that you are a guest in their neighborhood. If possible, invite them to watch and extend any courtesy you feel is appropriate (.i.e. Invite them to breakfast at the caterer, etc.) Neighbors who are made to feel a part of what's going on in their neighborhood will be more cooperative and positive regarding future filming.

9. Who can neighbors contact from your company with questions? Is there a cell number where they can reach your company contact? Who can they contact at the location on the actual day of the shoot if a problem arises? Indicate that they may also contact the Pasadena Film Office at 626-744-3964 or visit [www.filmpasadena.com](http://www.filmpasadena.com).

10. Include any other information you feel is appropriate.

Please leave the letter by leaning it against at the front door if no one is home. (Please **do not use tape** to attach the letter to front doors. You could be liable if the tape damages the door). And **do not** place the letter in the mailbox since this a violation of federal law.

Sincerely,

Pasadena Film Office Staff

***FOLLOWING IS AN EXAMPLE OF A NEIGHBORHOOD NOTIFICATION LETTER.  
PLEASE READ THE PREVIOUS NOTIFICATION PROCEDURES FOR COMPLETE INSTRUCTIONS.  
YOUR LETTER MUST BE APPROVED BY THE FILM OFFICE PRIOR TO DISTRIBUTION.***

# NOTIFICATION TEMPLATE

YOUR PRODUCTION COMPANY NAME  
YOUR PRODUCTION COMPANY ADDRESS  
AND PHONE NUMBER

DATE

YOUR PRODUCTION COMPANY'S NAME proposes to film A COMMERCIAL / A FEATURE FILM / A STUDENT FILM/ A STILL PHOTOGRAPHY PROJECT, A REALITY TV PROJECT, A DIRECTOR'S REEL entitled NAME OF PROJECT at ADDRESS.

Our scene involves DETAILED DESCRIPTION OF FILMING ACTIVITY: INTERIOR/EXTERIOR DIALOGUE, DRIVING SHOTS, SPECIAL EFFECTS, SMOKE, BACKYARD FILMING, ETC.

We are proposing to film on DATES/TIMES.  
We'd like to prep on DATES/TIMES and strike on DATES/TIMES.

We're requesting to post No Parking signs for our trucks and equipment on the NORTH/SOUTH/EAST/WEST side of STREET NAME(S). (ALSO INDICATE POSTING FOR SAFETY OR PICTURE.) The parking restrictions would be in effect DATES AND TIMES *indicate if overnight parking is included*.

Our scene would involve traffic control in the following areas \_\_\_\_\_  
during the following hours \_\_\_\_\_.

For commercial areas include the following paragraph:

**FOR COMMERCIAL FILMING:** "The City requires that we notify all merchants/residents within 300 feet in each linear direction (or more) of the property lines of the filming location on both sides of the street. Signatures are required from merchants directly impacted by filming, parking, or posting of "no parking" signs in front of their property."

For residential areas include the following paragraph:

**FOR RESIDENTIAL FILMING:** "The City requires that we notify all residents within 300 linear feet (or more) of the filming location. Signatures are required from residents directly impacted by filming, parking, or posting of "no parking" signs in front of their property. Residential filming Sunday-Thursday past 7:00 p.m. requires 51% signatures, and residential filming before 7:00 a.m. or past 10:00 p.m. requires 90% signatures within the noticing area, except in high volume filming areas where 100% is required. Residential filming on Friday and Saturday nights requires 51% signatures to film past 7:00 p.m. within the noticing area, and 75% signatures to film before 7:00 a.m. or past 10:00 p.m. We realize that signatures of minors or hired help are unacceptable to the City."

Thank you for your support and cooperation. We understand that we are guests in your neighborhood, and will conduct our activities in a professional manner. We will strive to minimize any possible impacts or address any of your concerns. Please contact us if the proposed filming would interfere with any gardening or home improvement plans. If you have any questions or concerns, please contact our Location Manager, LOCATION MANAGER'S NAME AND CELL PHONE NUMBER. You may also contact the Pasadena Film Office at 626-744-3964 or visit [www.filmpasadena.com](http://www.filmpasadena.com).

Sincerely,  
LOCATION MANAGER'S NAME  
Location Manager  
PRODUCTION COMPANY NAME



**CITY OF PASADENA**  
**SIGNATURE SUMMARY FORM**

Please complete this form prior to submitting signatures to the Film Office.

Production Company Name: _____
Production Title: _____
Film Location: _____

Total Signatures Obtained: _____
Total Properties within affected area: _____
Total percentage of signatures obtained: _____ (i.e. signatures obtained divided by total properties in the affected area.)

By signing and submitting this Signature Summary form, I declare that the above information is accurate and provides full disclosure.

Signatures submitted by:

\_\_\_\_\_

Date: \_\_\_\_\_

**100 N. Garfield Ave, 4<sup>th</sup> Floor • Pasadena, CA 91109**  
**tel: (626) 744-3964 • fax: (626) 396-7567**  
**filmoffice@cityofpasadena.net**  
**www.filmpasadena.com**

# PERMISSION - ADJACENT AREA SIGNATURES

Page(s) \_\_\_\_\_ of \_\_\_\_\_

A **NOTIFICATION LETTER** on your company stationery must be distributed to property owners and tenants adjacent to the film location within 300 feet (linear distance in each direction from the front property lines of the location on both sides of the street) as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the Film Office will request notification of property owners behind the film location. Notification Letter must be approved by the Film Office prior to distribution. **Written permission** is required from property owners or tenants impacted by filming or parking occurring in front of their property. **THE SIGNATURE PETITIONS MUST BE LEGIBLE & INCLUDE ALL REQUESTED INFO BELOW. THE BUSINESS NAME MUST BE INCLUDED FOR NON-RESIDENTIAL PROPERTIES.**

\_\_\_\_\_, is scheduled to film at \_\_\_\_\_, Pasadena, California  
 \_\_\_\_\_ (Company) \_\_\_\_\_ (Address)

On \_\_\_\_\_ The working hours, including set up (prep) and take down (strike), will be from \_\_\_\_\_  
 \_\_\_\_\_ (Dates)

\_\_\_\_\_ to \_\_\_\_\_; \_\_\_\_\_ equipment vehicles necessary for the filming activity will be parked on our City street.  
 \_\_\_\_\_ (first arrival) \_\_\_\_\_ (tail lights) \_\_\_\_\_ (how many)

**We, the undersigned, hereby state that we have read the notification letter and we raise no objections to the above referenced filming activity.**

PRINT NAME (LEGAL OWNER/ TENANT)	BUSINESS NAME	ADDRESS	SIGNATURE	DATE SIGNED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signatures of minors or hired staff are not acceptable and are checked at random for credibility. Verbal approvals are not acceptable. Copies of the regulations governing filming activities in the City of Pasadena are available at: [www.filmpasadena.com](http://www.filmpasadena.com) or by calling 626/744.3964.