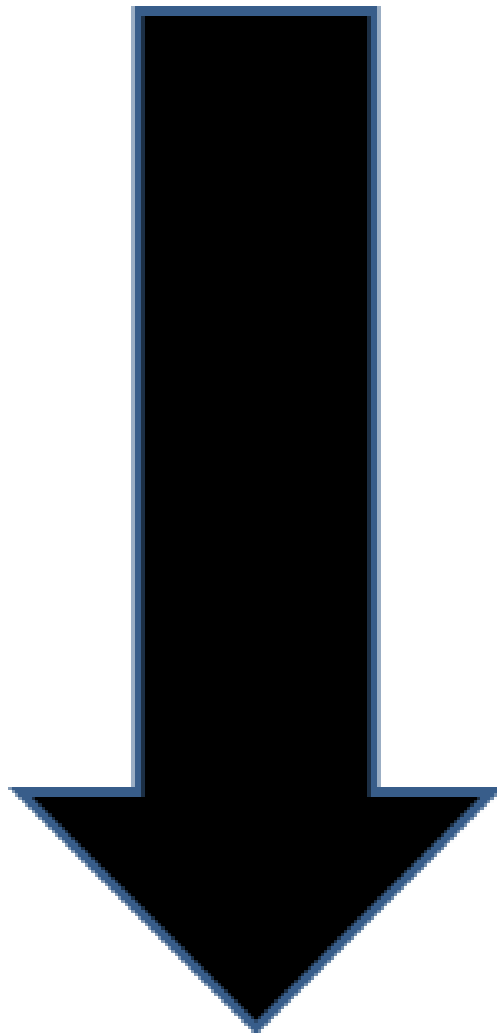


# NOTIFICATION PROCEDURES

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

All neighbors within **300 feet** must be notified prior to your filming activities by using the appropriate notification template provided below. **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.

Please leave the notification 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.



# NOTIFICATION OF FILMING

RESIDENTIAL

DATE: \_\_\_\_\_

DEAR RESIDENT:

\_\_\_\_\_ is in process of applying for a permit to film in the City of Pasadena. If a permit is granted, the Film Office will assign personnel +/- or condition the permit to maintain public safety and abide by the City's Filming Ordinance. The company will make every effort while in your area to respect the community.

## PROPOSED DATE(S), HOURS & LOCATION

Date(s): \_\_\_\_\_

Hours: From \_\_\_\_\_ AM/PM  
to \_\_\_\_\_ AM/PM

Location(s): \_\_\_\_\_

Parking/Posting: \_\_\_\_\_

## DESCRIPTION OF SCENE

\_\_\_\_\_

## PROPOSED PREP & STRIKE DAYS/TIMES

\_\_\_\_\_

## CITY OF PASADENA FILMING ORDINANCE (PMC 17.61.090) SIGNATURE REQUIREMENTS

The City requires that the film company notifies all residents within 300 linear feet of the filming location. Signatures (on a separate form) are required from residents directly impacted by filming, parking or posting of "No Parking" signs in front of their property.

### THE FILM ORDINANCE REQUIRES THE FOLLOWING PERCENTAGES OF SIGNATURES ON FILE:

NO SIGNATURES REQUIRED FOR FILMING BETWEEN 7AM - 7 PM (UNLESS THERE IS FILMING ACTIVITY INCLUDING PARKING/POSTING IN FRONT OF ONE'S PROPERTY)

51%	Signatures Required for Filming	7 Days a Week	7 pm - 10 pm
90%	Signatures Required for Filming	Sunday - Thursday	10 pm - 7 am
75%	Signatures Required for Filming	Friday & Saturday	10 pm - 7 am



Office: (626) 744-3964

Email: [filmoffice@cityofpasadena.net](mailto:filmoffice@cityofpasadena.net)

Pasadena Hours: Monday - Thursday 7:30 - 5:00  
Every other Friday 7:30 - 4:00

Please contact the location Manager if the proposed filming will interfere with any service you have scheduled (gardener, house cleaner, home improvement etc).

Location Manager

NAME \_\_\_\_\_

Contact Info

PHONE \_\_\_\_\_

# NOTIFICATION OF FILMING

COMMERCIAL

DATE: \_\_\_\_\_

DEAR MERCHANT/RESIDENT:

\_\_\_\_\_ is in process of applying for a permit to film in the City of Pasadena. If a permit is granted, the Film Office will assign personnel +/- or condition the permit to maintain public safety and abide by the City's Filming Ordinance. The company will make every effort while in your area to respect the community.

## PROPOSED DATE(S), HOURS & LOCATION

Date(s): \_\_\_\_\_

Hours: From \_\_\_\_\_ AM/PM  
to \_\_\_\_\_ AM/PM

Location(s): \_\_\_\_\_

Parking/Posting: \_\_\_\_\_

## DESCRIPTION OF SCENE

\_\_\_\_\_

## PROPOSED PREP & STRIKE DAYS/TIMES

\_\_\_\_\_

## CITY OF PASADENA FILMING ORDINANCE (PMC 17.61.090) SIGNATURE REQUIREMENTS

The City requires that the film company notifies all merchants/residents within 300 linear feet of the filming location. Signatures (on a separate form) are required from merchants/residents impacted by filming, parking or posting of "No Parking" signs in front of their property.

### THE FILM ORDINANCE REQUIRES THE FOLLOWING PERCENTAGE OF SIGNATURES ON FILE WHEN FILMING, POSTING OR PARKING IN A RESIDENTIAL ZONE:

NO SIGNATURES REQUIRED FOR FILMING BETWEEN 7AM - 7 PM (UNLESS THERE IS FILMING ACTIVITY INCLUDING PARKING/POSTING IN FRONT OF ONE'S PROPERTY)

51%	Signatures Required for Filming	7 Days a Week	7 pm - 10 pm
90%	Signatures Required for Filming	Sunday - Thursday	10 pm - 7 am
75%	Signatures Required for Filming	Friday & Saturday	10 pm - 7 am



Office: (626) 744-3964

Email: [filloffice@cityofpasadena.net](mailto:filloffice@cityofpasadena.net)

Pasadena Hours: Monday - Thursday 7:30 - 5:00  
Every other Friday 7:30 - 4:00

Please contact the location Manager if the proposed filming will interfere with any service you have scheduled (gardener, house cleaner, home improvement etc).

Location Manager

NAME \_\_\_\_\_

Contact Info

PHONE \_\_\_\_\_



**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: \_\_\_\_\_

**175 N. Garfield Ave • 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.