



## Village of Corrales FILM PERMIT APPLICATION

Submit Application To:

Village of Corrales  
Attn: Village Clerk, Film Permit  
4324 Corrales Road  
Corrales, New Mexico 87048

**PERMIT NUMBER**

Fees: Application Fee \$100.00 Village Code Chapter 17 – section 3 (2)  
Film Fee (daily) \$250.00 per day Chapter 17 – section 6 (1)

Production Company: \_\_\_\_\_

Production Company Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

1. Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. On-site Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

**The APPLICANT agrees to have a Representative on site at all times during production with authority over filming, director, crews and all other aspects of their operation and empowered to act for the APPLICANT.**

**Project Title:**

Project Type:       Feature Film                       TV Series/Pilot                       Documentary  
                          Infomercial                       Commercial                       Stills  
                          Video                       Other \_\_\_\_\_

Estimated Overall Budget: \$ \_\_\_\_\_

Filming in the Village of Corrales

Locations:

Dates of Filming: \_\_\_\_\_ Hours of Filming:

Number of Production Days: \_\_\_\_\_

Estimated Personnel per day: \_\_\_\_\_ Estimated NM Crew: \_\_\_\_\_

Estimated number of vehicles involved in filming

Estimated Film Budget in Village of Corrales: \$

Provide a map with:

- Location
- Proposed traffic plan
- Proposed detours if applicable
- Please include the number of police, fire and/or EMS personnel you are requesting and why.

**The Police and Fire Departments will approve/revise traffic plan, detours and final number of city personnel assignments as well as determine resident/business notification and consent requirements.**

If filming is to be cancelled, it is the sole responsibility of the Production Company to notify hired law enforcement, any other city employees or city locations at least one (1) day in advance. There is no form required to cancel; phone and/or fax cancellation to:

Village Clerk: Phone 505-897-0502 – Fax 505-897-7217  
Police Department: Phone 505-897-1277 – Fax 505-897-0690  
Fire Department: Phone 505-898-7501 – Fax 505-890-0612

It is also the Production Company's responsibility to confirm receipt and approval of cancellation request. The Production Company will assume responsibility for compensation should this directive not be followed.

**PLEASE ATTACH A COMPLETED COPY OF THIS PAGE FOR EACH DAY/LOCATION  
AND APPLICABLE PAGES OF SCRIPT/LOCATION MAPS.**

Filming Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Please check all that apply and provide detailed explanations. (Example: Numbers, types, size)

- Stunts \_\_\_\_\_
- Animals \_\_\_\_\_
- Water \_\_\_\_\_
- Airplanes/Helicopters/Airborne \_\_\_\_\_
- Firearms \_\_\_\_\_
- Fire \_\_\_\_\_
- Explosives/Fireworks/Pyrotechnics Inspection \_\_\_\_\_
- Tent Vendor Contact Info \_\_\_\_\_
- Special Effects \_\_\_\_\_
- Street Closures \_\_\_\_\_
- Private Property \_\_\_\_\_
- Municipal Property \_\_\_\_\_
- Blocking/Containing Traffic \_\_\_\_\_
- Production Vehicles \_\_\_\_\_
- Crew Vehicles \_\_\_\_\_
- Power Generators or other high-noise emitters \_\_\_\_\_
- Other \_\_\_\_\_

Detailed Description of Shoot: \_\_\_\_\_

Liability Insurance: Attached

Traffic/Safety Plan: Attached

Approval may be subject to:  Special Conditions addressed below

Comments/Additional Conditions/Notes

Approval Planning & Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Police Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Fire Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Village Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Permit # \_\_\_\_\_ Date: \_\_\_\_\_

**Any fees for city property and/or assigned city employees (Fire, Police, and EMS) must be received at least 48 hours in advance.**

The applicant, prior to any formal scheduling of an event, shall submit in writing to the Planning and Zoning, for temporary zoning approval, documents that contain the following information:

1. The date(s), hours of operation and location of the proposed event;
2. Verification of property owner's permission to conduct the event if the event is to be held on property not under ownership of the applicant;
3. A notarized statement by the applicant and/or property owner assuming responsibility for the security, safety, disposal of any refuse, debris, or litter, and traffic control at the location of the event, for the duration of the event.

Temporary signage for special events shall be allowed; however, signage shall not exceed 40 square feet, shall not be erected sooner than one week before the event, and must be removed not later than three days after the event. Signage is limited to one per street frontage and must be on site.

Off-site signage shall be allowed; however, signage shall not exceed eight (8) square feet, shall not be placed sooner than one (1) week before the event, and must be removed no later than 24 hours after the conclusion of the event. The maximum number of signs that can be posted is six (6) per event.

The application must be submitted at five (5) days in advance for events for processing.

Tents require a separate site plan showing the location of fire extinguishers, exits, and total square footage. A Fire Inspection from the Corrales Fire department is required prior to the event. As applicable to the event:

1. A detailed site plan indicating the layout/setup of the event, including any parking, tent/vendor locations, live music, barricades, signage, fun jumps, etc.
2. A detailed map indicating any traffic control points, detours, and routes taken from starting street(s) to finishing street(s) must be provided.

**Important!**

Keep a copy of the signed permit at the filming site.