Village of Corrales
FILM PERMIT APPLICATION

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

Fees: Application Fee $100.00 Village Code Chapter 17 – section 3 (2)
Film Fee (daily) $250.00 per day Chapter 17 – section 6 (1)
Optional: $500.00 per day- Parks & Rec. Parking lot fee

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.
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.
FILM PERMIT AFFIDAVIT
(separate affidavit required for each location)

Municipality: Village of Corrales
Filming Location:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I, ______________________________________ affirm that all residents and/or
property owners within 300 feet of each proposed filming or photography
location have been individually notified by the applicant regarding the proposed
filming or photography, including the specific dates and times when such filming
or photography is expected to occur.

Attached are the current list of names and addresses contacted and a copy of the
letter of notification delivered to each resident notified.

___________________________________________
SIGNATURE

Jurat

STATE OF NEW MEXICO  )
COUNTY OF SANDOVAL  )

Subscribed and sworn to (or affirmed) before me on this _____ day of _____________, 2009

By: ________________________________________________________________________

My Commission Expires:

____________________________________
NOTARY PUBLIC