



**City of College Park**  
**Department of Economic Development**  
**3667 Main Street/P.O. Box 87137**  
**College Park, GA 30337**

**Tel: 404-669-3764 Fax: 404-305-2057**

**Application for a Photo/Film/Video Shoot in City of College Park**  
**TO BE COMPLETED BY PRODUCER OR PRODUCER'S AGENT ONLY**

**Production Company/School Information:**

Company/School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Information:**

Title: \_\_\_\_\_

Type: <input type="checkbox"/> Feature	<input type="checkbox"/> Still	Project Budget: <input type="checkbox"/> \$0-\$50K	<input type="checkbox"/> \$5M - \$10M
<input type="checkbox"/> TV	<input type="checkbox"/> Music Video	<input type="checkbox"/> \$50K - \$100K	<input type="checkbox"/> \$10M - \$30M
<input type="checkbox"/> Documentary		<input type="checkbox"/> \$100K - \$500K	<input type="checkbox"/> \$30M - \$50M
<input type="checkbox"/> Commercial	<input type="checkbox"/> Reality	<input type="checkbox"/> \$500K - \$5M	<input type="checkbox"/> over \$50M
<input type="checkbox"/> Student	<input type="checkbox"/> Other		

Total Shoot Days: \_\_\_\_\_ College Park Budget: \_\_\_\_\_

Director: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Personnel Contact Information: (Must be on site at time of shoot)**

Contact Type: ☐ Location Manager/Scout ☐ Production Manager ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Overview:**

	Start Date	End Date	Call Time (am/pm)	Wrap Time (am/pm)
Prep:	_____			
Shoot:	_____			
Strike:	_____			

**Location:** (Each location must include a basic site plan that includes streets, intersections, and the location of all

Production elements including vehicles, condors, generators, tents, large set places, etc.)

Name:	_____
Address/Location:	_____
Specific Area:	_____

**Scene Description:**

General Overview of Scene:	_____
	_____
	_____

**Amplified Sound:**

Do you plan to have amplified sound? Yes \_\_\_\_\_ No \_\_\_\_\_

What type of sound equipment will you use? \_\_\_\_\_

What type of sounds will be amplified? \_\_\_\_\_

Start time of amplified sound: \_\_\_\_\_ End Time: \_\_\_\_\_

**\*All amplified sound must comply with relevant sections of The Code of Ordinances of College Park, Georgia and under no circumstances shall continue later than 10:00am to exclude City of College Park parks and fields. Amplified sounds at parks and fields must end by 9:00pm, except with permission from Mayor and Council.**

**Personnel at this location:**

Number of Cast/Crew:	_____
Number of Extras:	_____

**PLEASE COMPLETE A NEW PAGE FOR EACH LOCATION REQUIRING APPROVAL**

**Vehicles and Parking:** \*(Any vehicles requesting entry in a park will require a city approved Park Attendant for an additional fee at all times while in the park).

Total Number of Vehicles: \_\_\_\_\_ Cast/Crew and Vans: \_\_\_\_\_

Trucks/Trailers/Motor Homes: \_\_\_\_\_ Picture Cars: \_\_\_\_\_

Cranes/Condors: \_\_\_\_\_ Others: (please specify): \_\_\_\_\_

Do you need to close lanes/streets or rent meters to park production vehicles? \_\_\_\_Y\_\_\_\_N

Crew Parking: \_\_\_\_\_

Overflow Parking: \_\_\_\_\_

Base Camp: \_\_\_\_\_

If filming in City of College Park, are you requesting to bring cars on the roads inside the park? Y\_\_\_\_N\_\_\_\_

**Special Effects Information: (The following activities may require a Special Permit.)****Check All That May Apply:**

<input type="checkbox"/> Aerial	<input type="checkbox"/> Animals	<input type="checkbox"/> Candles	<input type="checkbox"/> Cooking on site	<input type="checkbox"/> Water Effects
<input type="checkbox"/> Set Construction	<input type="checkbox"/> Explosion	<input type="checkbox"/> Fire Effects	<input type="checkbox"/> Gunfire	<input type="checkbox"/> Generator
<input type="checkbox"/> Open Campfire	<input type="checkbox"/> Propane	<input type="checkbox"/> Smoke	<input type="checkbox"/> Sparks	<input type="checkbox"/> Stunts
<input type="checkbox"/> Tent	<input type="checkbox"/> Tent over 200Sq.Ft.	<input type="checkbox"/> Pyrotechnics		<input type="checkbox"/> Confetti

Effects Description: \_\_\_\_\_

\_\_\_\_\_

**Type of Equipment**

List the type of equipment that will be used \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department of Public Works, Solid Waste Services**

Sanitation services must be contracted through the Department of Public Works when filming within the City of College Park. Please review the included form and complete the following:

- Contact Information: Names and phone number of person responsible for services during event
- Number of trash and recycling receptacles required
- Date trash should be removed from the event location

Please contact the Public Works Department at 404-669-3778 in advance.

If Sanitation services are not required, please provide explanation of clean-up & recycling plan below: (If you are using volunteers, please list the numbers, procurement of trash & recycling containers, scope of responsibilities and where trash will be disposed of.)

\_\_\_\_\_  
\_\_\_\_\_



## Department of Public Works, College Park Fire Rescue & College Park Police Department

Does your shoot include the full or partial closure of a street, lane sidewalk, or public right of way to vehicular or pedestrian traffic, either directly (shot takes place in street) or indirectly, (no/not enough marked, legal parking for production vehicles)? **If yes, you must complete the section of the Application on page 6.**

Circle One: YES NO

Full Street Closure\_\_\_\_\_ Parking Lane Closure\_\_\_\_\_ Sidewalk Closure\_\_\_\_\_

Partial Street Closure\_\_\_\_\_ # of Lanes\_\_\_\_\_ Direction of Lanes\_\_\_\_\_

# of Parking Meters\_\_\_\_\_

### Council Member and Department Head Notification

Applicants requesting a street or lane closure are also required to inform the appropriate City Council Member of permit request. Notification should include the dates, times and location, including intersections of the street or lane closure, general information about activities taking place (parking vehicles or actual filming on street), the presence of CPPD and prior notification of neighbors. Ask for acknowledgement of your notification from the Council Member and forward

Council District(s)	Council Member	Email Address
Mayor	Bianca Motley Broom, Mayor	bmotleybroom@collegeparkga.com
Ward 1	Councilwoman Jamelle McKenzie	jmckenzie@collegeparkga.com
Ward 2	Councilman Joe Carn	Joe.carn@collegeparkga.com
Ward 3	Councilwoman Tracie Arnold	tracie.arnold@collegeparkga.com
Ward 4	Councilman Roderick Gay	rgay@collegeparkga.com
Interim City Manager	Emmanuel Adediran	emmanuel.adediran@collegeparkga.com
Economic Development	Michelle Alexander, Director	malexander@collegeparkga.com
Police	Chief Connie Rogers	connie.Rogers@collegeparkga.gov
Fire	Chief Wade Elmore	welmore@collegeparkga.com
Inspections/Permits	Sabrina Walters	swalters@collegeparkga.com
Parks, Recreation & Cultural Arts	Michelle Johnson, Director	mjohnson@collegeparkga.com
Public Works	Emmanuel Adediran	emmanuel.adediran@collegeparkga.com

### Additional Acknowledgements

To receive a PFV permit, the recipient must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

- College Park City Ordinances and state laws must be followed at all times. Please contact the CP Police Department (404)761-3131, Department of Public Works (404)669-3778, Department of Economic Development (404)669-3764, and College Park Fire & Rescue (404)766-8248.
- Fees may apply to services requested in Parks outside of normal business/operating hours, and the Permittee must pay said fees at the time of receiving the PFV Permit.
- Pursuant to Chapter 1, Section 8 of the Code of Ordinances, City of College Park, Georgia, a \$1000 fine (per incident) will be assessed on infractions and unauthorized alteration to the permit, and the Permittee must agree to pay said fines within thirty (30) days of receipt of the City Invoice.
- The Permittee must agree to indemnify the City for damages arising from the shoot.
- The Permittee must obtain insurance coverage in an amount determined by City's Risk Manager for the shoot, listing the City of College Park as the certificate holder.
- A Sanitation Bond must be provided to the City of College Park at the time of PFV Permit request. After the production has concluded, and the City facilities have been properly cleaned and back in the condition that they were prior to the production, the Bond will be released.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

## City of College Park PFV Shoot Safety & Security Plan

Today's Date: \_\_\_\_\_ Shoot Name: \_\_\_\_\_  
Description of shoot (make explanation of detailed as possible to prevent confusion or rejection):  
\_\_\_\_\_  
\_\_\_\_\_

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

Location (s) Route (if there are any moving components):  
\_\_\_\_\_  
\_\_\_\_\_

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)  
\_\_\_\_\_  
\_\_\_\_\_

Number of police hired: \_\_\_\_\_ (POST-certified off duty law enforcement personnel only)

List agencies represented by Off-duty Officers: \_\_\_\_\_

List "Lead Officer's" name and contact number: \_\_\_\_\_

TRAFFIC: Fixed: \_\_\_\_\_ Mobile: \_\_\_\_\_  
CROWD CONTROL Fixed: \_\_\_\_\_ Mobile: \_\_\_\_\_

Number of Barricades required: \_\_\_\_\_ (applicant must provide barricades)

Are you hiring additional security from a bonded private security company? ☐ Yes ☐ No  
Please note: this is not a substitute for Post-certified off duty law enforcement personnel

If yes, please list the name and contact number of your bonded private security company:  
\_\_\_\_\_

This above portion of this form is to be filled out by the producer or location manager only.

**\*\*To be completed by the College Park Police and Fire Rescue Departments ONLY\*\***

☐ APPROVED

☐ APPROVED

☐ DISAPPROVED

☐ DISAPPROVED

Signature: \_\_\_\_\_  
Fire Chief or His Designee  
College Park Fire Rescue

Signature: \_\_\_\_\_  
Police Chief or His Designee  
College Park Police Department

**City of College Park**  
 Department of Public Works  
 2233 Harvard Ave.,  
 College Park, GA 30337  
 Tel: (404)-669-3778 Fax: (404)-767-1815

**Lane, Street & Sidewalk Closure Application**

Application is for:	Parking Lane	Lane Closure	Full Street Closure	Sidewalk Closure
Contact Name:	_____		Number:	_____
Mobile Number:	_____		Email Address:	_____
Company and/or organization name:	_____			
Mailing Address:	_____			
Office Number:	_____		Fax Number:	_____
Date(s) Work to be performed:	From _____	To:	_____	
Time of Work:	From _____	To:	_____	
Location of Blockage:	_____			
(e.g., West side of Jackson Street, N.E. between Irwin Street and Auburn Ave AND street address if possible)				
Number of Lanes	_____	Feet Blocked	_____	Number of Parking Meters Blocked
Detailed Description of Work:	_____			

- Application must be completed entirely
- Please submit traffic control plan/detour route and time work performed.
- Please attach detour route for FULL STREET CLOSURE, otherwise provide sketch below.
- Work requested to be performed between 11 pm until 7 am requires a Noise Variance permit.
- Please NOTE Intermittent traffic control plans, this will be considered a full street.

Show sketch of requested closure including Traffic Control Plan. You may use the reverse side of the paper for Traffic Control Plan if needed. Traffic Control Plans shall comply with requirements in the Manual on Uniform Traffic Control Devices (MUTCD). Please give specific detour routes (use another sheet.)





## City of College Park Filming/Special Needs Fees

For city sanitation or public safety needs during your special events, please consult the fees chart below. A minimum order of \$50 is required for any order and includes delivery and pick-up fees.

Item	Cost	Quantity	Quantity Reserved
<b>APPLICATION FEES</b>	<b>\$25.00</b>	Application submission fee	
Permit Fee (non-student)	\$500.00	Each additional month \$200.00 (PFV permit)	
Rush Permit Fee (non-student)	\$750.00		
Change Fee (non-student)	\$300.00		
Permit Fee (Student)	\$150.00	No add'l monthly required	
Rush Permit Fee (Student)	\$300.00		
Change Fee (Student)	\$150.00		
<b>ONSITE SERVICES</b>			
Trash cans	\$8.00	Each/per day	
Recycling cans	\$8.00	Each/per day	
Orange cones (minimum of 25)	\$2.00	Each/per day	
Plastic barricades	\$10.00	Each/per day	
Metal barricades	\$10.00	Each/per day	
Onsite Svcs Rush Fee (non-student)	\$150.00		
Onsite Svcs Rush Fee (student)	\$75.00		
<b>OTHER FEES</b>			
Police vehicle fee (per car/per day)	\$50.00	Each/per day	
Sanitation Bond (non-student)	\$500.00	Refundable after production concludes (SANITATION)	
Sanitation Bond (student)	\$250.00	Refundable after production concludes	
Location Fee	\$	per day	
<b>Total Due</b>			

**Other Fees (paid directly to personnel – cash or check)**

Item	Cost	Quantity
Police Officer (Off Duty)	\$60.00	Per hour (minimum 4 hours)
Firefighter (Off Duty)	\$60.00	Per hour (minimum 4 hours)

Note: Payments are to be made in person at  
College Park City Hall – Customer Service Window  
3667 Main Street, College Park, GA 30337

**For more information contact:**  
**Subretha Beasley, Administrative Assistant**  
**Economic Development Department**  
**404-305-1341 – [sbeasley@collegeparkga.com](mailto:sbeasley@collegeparkga.com)**