



# AGENDA

Village of Los Ranchos De Albuquerque  
Board of Trustees Meeting  
6718 Rio Grande Blvd NW  
**SPECIAL MEETING CALLED BY MAYOR LOPEZ**  
**July 31, 2019; 7:00 P.M.**

MAYOR  
Donald T. Lopez

ACTING ADMINISTRATOR  
Tim McDonough

VILLAGE CLERK  
Danielle Sedillo-Molina

TRUSTEES  
Mary Homan, Mayor Pro Tem/Trustee  
Allen Lewis, Trustee  
Pablo Rael, Trustee  
Tom Riccobene, Trustee

---

1. **CALL TO ORDER**

A. APPROVAL OF AGENDA

2. **PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT] - (PLEASE SIGN IN WITH THE CLERK IF YOU WISH TO SPEAK UNDER PUBLIC COMMENT ON AN ITEM THAT IS NOT ON THIS AGENDA)**

3. **NEW BUSINESS**

A. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2019-7-4;  
ADOPTING POLICY AND PROCEDURES FOR CONDUCTING  
COMMERCIAL FILM, DIGITAL VIDEO, AND STILL PHOTOGRAPHY  
ACTIVITIES IN THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE.

4. **TRUSTEE INFORMAL DISCUSSION** (THE ROUNDTABLE DISCUSSION IS AN INFORMAL DISCUSSION. THE BOARD OF TRUSTEES WILL TAKE NO OFFICIAL VOTE OR OTHER OFFICIAL ACTION.)

## 5. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at (505) 344-6582 at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

**THE NEXT BOARD MEETING WILL BE HELD ON AUGUST 14, 2019**

A COPY OF THE AGENDA MAY BE OBTAINED AT THE VILLAGE OFFICE, 6718 RIO GRANDE BLVD NW, DURING REGULAR BUSINESS HOURS OF 8:00 A.M. TO 5:00 P.M. OR ON THE WEBSITE: [www.losranchosnm.gov](http://www.losranchosnm.gov)

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, NMSA 1978 Section 10-15-1 through 10-15-4 and the Open Meetings Resolution 2019-1-1. I certify that this agenda was posted on: 26 July 2019.

  
Danielle Sedillo-Molina, Village Clerk

**3. NEW BUSINESS**

- A. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2019-7-4; ADOPTING POLICY AND PROCEDURES FOR CONDUCTING COMMERCIAL FILM, DIGITAL VIDEO, AND STILL PHOTOGRAPHY ACTIVITIES IN THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE.

STATE OF NEW MEXICO  
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
RESOLUTION NO. 2019-7-4

**ADOPTING POLICY AND PROCEDURES FOR CONDUCTING  
COMMERCIAL FILM, DIGITAL VIDEO, AND STILL PHOTOGRAPHY  
ACTIVITIES IN THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**

**WHEREAS**, on July 8, 2009 the Village Board of Trustees placed a moratorium on accepting applications for filming in the Village of Los Ranchos due to the impacts to neighborhoods where filming was occurring, which moratorium was extended on December 9, 2009; and

**WHEREAS**, filming is becoming a significant industry in New Mexico providing employment and economic development in many parts of the state as demonstrated by the recent opening of Netflix' U.S. production base and an NBC Universal production hub; and

**WHEREAS**, some businesses and residents in Los Ranchos are requesting that filming be allowed once again in the Village; and

**WHEREAS**, Village staff, working with members of the State Economic Development Office, Albuquerque Film Office, and others, have developed policies to manage the activities of commercial film production companies to address the issues related to filming in the Village; and

**WHEREAS**, it is the majority opinion of this Board that the proposed Film policy as presented provides an orderly way to allow filming without undue impact to Village residents and businesses.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the Village of Los Ranchos de Albuquerque, State of New Mexico hereby adopts the Village of Los Ranchos Policy and Procedures for Conducting Commercial Film, Digital Video, and Still Photography Activities in the Village of Los Ranchos de Albuquerque.

**PASSED, APPROVED, AND ADOPTED** by the Village of Los Ranchos de Albuquerque Board of Trustees this 31<sup>st</sup> day of July 2019.

ATTEST:

MUNICIPAL GOVERNING BOARD  
LOS RANCHOS DE ALBUQUERQUE

\_\_\_\_\_  
Danielle Sedillo-Molina, Village Clerk

\_\_\_\_\_  
Donald T. Lopez, Mayor

\_\_\_\_\_  
Mary Homan, Mayor Pro Tem/Trustee

\_\_\_\_\_  
Allen Lewis, Trustee

\_\_\_\_\_  
Pablo Rael, Trustee

\_\_\_\_\_  
Tom Riccobene, Trustee

# POLICY & PROCEDURES



## A POLICY AND PROCEDURES FOR CONDUCTING COMMERCIAL FILM, DIGITAL VIDEO, AND STILL PHOTOGRAPHY ACTIVITIES IN THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE

### INTRODUCTION

The Village of Los Ranchos de Albuquerque, hereinafter referred to as “the Village” is an incorporated village located in the Albuquerque metropolitan area. It is a semi-rural community composed primarily of residential neighborhoods, agricultural properties, and a thriving commercial district. Many country-like roads are frequently used by horseback riders, joggers, and bicyclists alike. While we acknowledge the economic value of the film industry and support the use of the Village for location filming, it is important that the film industry understands and appreciates the unique nature of our neighborhoods and addresses concerns related to filming activity in the Village.

In order to ensure the greatest protection of health and safety, the least disruption to traffic, and the rights of Village residents, all persons filming within the Village are required to obtain a film permit. The Village Administrator reserves the right to impose additional regulations in the interest of public safety.

### I. PROCEDURES

#### A. DEFINITIONS

**Affected Neighborhood** – As a general rule, “affected neighborhood” means at minimum all properties within 300 feet (linear distance in each direction from the corners of the proposed film location) and any properties at the entrances of the subdivision where the proposed film location is located. The Village Administrator reserves the right to require notification of additionally impacted neighbors.

**Filming/Production Activities** – This includes move-in and move-out of filming location, basecamp, or crew parking, equipment set up and removal, crew arrival, rehearsal, and filming.

**Necessary Work Vehicles** – This includes the camera truck, grip truck, craft service vehicle, electric truck, props truck, and locations truck. Dependant on available space at location and production activities, this may also include a stunt vehicle and special effects vehicle.

**Village Administrator** – The Village Administrator or their designee.

#### B. Obtaining a Film Permit

An approved commercial film permit from the Village is required to film, videotape, or conduct photography on public or private property for the purpose of producing any motion picture, television production, commercial production, music video, educational production, video production, or still photography production. An approved permit applies to filming and production

activities, including all preparation, filming, strike, and wrap, for up to thirty (30) continuous days per permit.

Permits are not required for the following production activities:

- Filming, videotaping or other production of current news which includes reporters, photographers and camera persons employed by a newspaper, news service, cable or broadcasting station or similar entity engaged in news events.
- Filming, videotaping or other productions solely for one's private family or personal use such as weddings, receptions, etc., or as deemed by the Village Administrator.

Permit fees are waived for the following production activities:

- Filming, videotaping, or other production activities for a current educational assignment. Student must provide current student identification to qualify for exemption.

### **C. Jurisdiction & Authority**

Before a production begins scouting Village-owned properties they must contact the Village Administrator. Although location scouts may photograph homes and businesses in the Village as potential film sites, approval to film is not granted until film permits and fees have been received and approved by the Village. The Village Administrator is responsible for approving film work in any part of the Village and will represent the Village when such film work has been approved. These rules cover requests for commercial filming in all of the Village. Filming times and restrictions differ between residential areas and commercial areas in the Village. The Village of Los Ranchos de Albuquerque reserves the right to require that a certain number of Bernalillo County Sheriff's Office and/or Bernalillo County Fire Department personnel are present during filming.

Upon issuance of a film permit, the activities specifically approved under such permit shall be allowed at the locations, dates, and times specified within the permit, regardless whether such activities would otherwise be deemed a permissive, permitted, or prohibited use in the zone where such activities occur under the Village of Los Ranchos de Albuquerque Land Use Regulations.

As part of the film permit application, an acknowledgement agreement between the Village and the applicant and production company is required. This agreement involves adding a statement to the production credits acknowledging portions or all being filmed in the Village.

Requirements for production activities in the Village differ between residential and commercial areas, and the zones within them. Special Use zones (SU-1) and permits (SUP) may be in either residential or commercial areas as determined by the Village Administrator.

#### Residential Areas

- Residential properties, some with agricultural land. This includes all properties zoned A-1, A-2, A-3, R-2, and R-3.

#### Commercial Areas

- Commercial and mixed-use properties, some with agricultural land. This includes all properties zoned C-1, VC, GD, and AC.

### **D. Pre-Application Meeting**

Before the applicant receives the film permit application, they must meet with Village staff to review the application and approval process as well as the proposed filming process, locations, and

activities. This is to determine the affected neighborhood boundary, review notification letter requirements, determine if a Village barricade permit is necessary, and determine if a special use zone or special use permit is in a residential or commercial area.

### **E. Fee Schedule**

The Fee Schedule does not include fees generated by law enforcement, emergency services, or other Village or non-Village permits that may be necessary dependent on the nature of the production. Rental of Village property requires a separate permit and associated fees. The following fees are per permit:

- Film Application Processing Fee: \$500.00
- Film Permit Fee: \$2,000.00
- Daily Fee: \$200.00 per day
- Special Permit Fee: \$500.00 per day

The special permit fee is for any filming or production activities not allowed in the Film Policy and Procedures or Village Ordinances. This fee is charged with approval of the exceptions to the filming activities in the permit and will replace the daily fee for the days on which the exceptions are approved.

### **F. Insurance, Indemnification, and Liability Requirements**

The applicant must maintain during the term of the requested permit, Workers' Compensation Insurance, and Automobile Liability Insurance in accordance with the requirements of New Mexico law. Upon request, the Applicant shall provide certificates of insurance to the Village in a form satisfactory to the Village.

Liability Insurance is also required to film in the Village. The Village of Los Ranchos de Albuquerque must be named as additional insured on any certificate of insurance.

An indemnification agreement, stating that the applicant agrees to assume all liability for and will indemnify, defend, and hold harmless the Village from any and all damages or injuries to persons or property that may occur by reason of the proposed filming or photography, is required to be signed and notarized by both the applicant and the film-location property owner.

The applicant is also required to sign a dismantle agreement for any temporary construction on Village property and disruption of all affected film areas on Village property.

The minimum liability insurance required is \$1,050,000. The Village of Los Ranchos de Albuquerque may, in its discretion, require a higher insurance amount based on factors including, but not limited to, location and nature of the filming activity.

Insurance must name the Village of Los Ranchos de Albuquerque as the additional insured as follows:

Village of Los Ranchos de Albuquerque  
6718 Rio Grande NW  
Los Ranchos, NM 87107

In addition to the certificate of insurance, the endorsement page listing the Village of Los Ranchos as the additional insured must also be included.

The indemnification agreement is part of the film permit application and must be signed by the applicant and property owner prior to permit issuance.

### **G. Compliance with Village Ordinances and Other Laws**

The applicant and production company are required to comply with the requirements of the Village of Los Ranchos de Albuquerque Film Policy and Procedures, Village Ordinances, and state laws. The Film Policy and Procedures and Village Ordinances are held to be minimum requirements. The Village reserves the right to impose additional regulations in the interest of public safety, health, and welfare. Any exceptions to the rules of the Village of Los Ranchos de Albuquerque Film Policy and Procedures or Village Ordinances must be approved by the Village Administrator during the film permit application and approval process.

Neighborhood covenants may exist for some residential properties. The Village does not enforce neighborhood covenants and does not take responsibility for information on or enforcement of neighborhood covenants. It is the responsibility of the applicant to identify any neighborhood covenants and ensure their activities comply with the neighborhood covenants.

## **H. Film Permit Application**

The applicant must complete all information requested in the application form prior to submittal of the film permit application. Approval of the application will take five to ten working days. Changes to the film permit application will be accepted only with letters of notification and signatures from the affected neighborhood approving of the film activities with said changes. It will take five to ten working days to approve the permit after submittal of changes and signatures.

The film permit applies to filming at one location and the basecamp and crew parking associated with that location. Filming on multiple locations requires multiple permits.

Submittal of the complete application may involve application and approval of other Village permits or permits from other entities which must be obtained and approved prior to submittal of the film permit application.

Any exceptions to the rules of the Village of Los Ranchos de Albuquerque Film Policy and Procedures or other Village Ordinances must be approved by the Village Administrator through the application.

The endorsed application with all attachments, conditions, and signatures shall constitute the film permit for the proposed filming or photography in accordance with the terms stated in the application, including attachments and conditions. Copies of the application will be kept in Village records in accordance with the Retention Schedule.

## **I. Cancellation**

If filming is to be cancelled, it is the sole responsibility of the Production Company to notify the Village and any law enforcement or emergency services departments. There is no form required to cancel. In the event an approved permit is cancelled, the Production Company may request a prorated refund from the Village. The application processing fee is nonrefundable. It is the Production Company's responsibility to confirm receipt and approval of a cancellation request.

## **J. Conduct**

It is the responsibility of the Production Company to ensure that its staff operate in a safe and professional manner in the course of their duties. It is the Production Company's responsibility to ensure minimum disruption to neighbors where filming occurs. This includes ensuring neighbors' access to their respective premises, pedestrian and vehicular access to adjoining properties, and making alternate parking arrangements for residents of the area where vehicles are displaced by filming activities. Relocating vehicles by towing to accommodate filming or parking is prohibited unless approved by the Village Administrator.

All trash, whether catering, crafts services, construction, strike, or personal, must be removed from the location, ensuring that all locations are returned to their original condition by the end of filming activities.

Cast and crew shall not trespass on residents' or business owners' property without their express approval. All production activity must remain within the boundaries of the property that has been permitted for filming. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers that have been provided by the Production Company. Cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.

A copy of the completed film permit must be on location at all times.

## **K. Denial**

Permit applications may be denied by the Village for any one of the following reasons:

- The date and time requested are not available for that location because another permit was issued previously.
- The Village Administrator has concluded that the applicant is unlikely to comply with the material terms of the requested permit.
- The use of the location would interfere unreasonably with the operation of existing functions.
- The permit application is untimely or contains false or incomplete information.
- The permittee has not demonstrated an ability to comply with applicable law or regulations.
- Any other reason specified on the permit or in this policy and procedures.

## **L. Revocation**

Permits will be revoked by the Village for any one of the following reasons:

- A production or employee, agent, or contractor of the production breaches the Code of Conduct
- Filming activities are inconsistent with what has been permitted or a change in circumstances results in the permitted activities becoming detrimental to the public peace, health, safety or general welfare.
- A production or individual has failed to adhere to the approved permit, Village Film Policy and Procedures, or other applicable laws and regulations not exempt through special permission.

## **II. FILMING REQUIREMENTS**

### **A. Parking**

Productions are responsible for ensuring vehicle traffic and parking impact is minimized in and around the filming, base camp, and crew locations and that a lane for emergency access as required by Bernalillo County Sheriff's Office or Bernalillo County Fire Department is maintained at all times through production activities. Parking and traffic management is required for all permitted filming activities in the Village.

Base camp or crew parking cannot be on public Village streets. Only the necessary production vehicles (i.e. grip and light truck) may be at the filming location. Crew parking, basecamp, honey-wagon, catering, non-essential production vehicles, etc. must be at a predetermined location as specified in film permit.

Production vehicles associated with the film permit cannot enter the location before the time indicated on the permit, including the filming location, base camp, and crew parking.

Vehicles must not block parking lot access/egress ramps without specific permission from the property owner. Access must be maintained for public use at any public facility. Access to and through filming locations must be maintained for affected neighbors and their visitors. Any lack of access date(s) and time(s) must be specified in the letter of notification.

Access to and visibility of waste collection and disposal receptacles must be maintained on collection days. If filming or parking of production vehicles blocks the access to or visibility of waste collection and disposal receptacles on collection days, arrangements must be made with the property owner of the garbage/recycling bins to relocate bins temporarily to one side of the street so that collection vehicles only need to pass once, place waste bins onto the street in front of production vehicles where they will be in clear view of collection vehicles, or stagger production vehicles to allow public access in different directions.

## **B. Letters of Notification**

Productions are responsible for communicating with businesses and residents in and around the filming, base camp, and crew parking locations. Letters of notification are the primary source but not the only mechanism to disseminate information for businesses and residents and are required for all permitted filming activities in the Village. The minimum boundary of the affected neighborhood that will receive letters of notification will be determined by the Village and may include properties located outside the Village. Letters of notification must follow the template provided with the film permit application and must be reviewed by the Village prior to distribution. The information provided in the letters of notification must match the film permit application. Signatures from affected properties in this minimum boundary are a requirement for approval of the film permit. The production company shall also provide the written comments of any objecting affected properties stating the reasons for such objection.

Seventy-five percent (75%) of the affected neighborhood in the minimum boundary and all adjacent neighbors must approve of the filming activities associated with the permit as described in the letter of notification.

For requests to exceptions to the Film Policy and Procedures or Village Ordinances, the exception must be included in the letter of notification. For the Village to approve a request to any exception to the Film Policy and Procedures or Village Ordinances, the production company must provide signatures of approval from all in the affected neighborhood.

If signature from an affected neighbor cannot be obtained, the applicant must provide documentation that the Production Company attempted to communicate with the affected neighbor by as many means as possible, including at minimum, mailed physical letter, delivered physical letter, email and phone call (if available), and email and phone call to neighborhood association (if applicable). If this notification record is provided, the neighbor will be documented as notified and neither approves nor disapproves of the filming activities in the permit. Compliance to the total percentage required for approval will be calculated with the affected neighbors who signed the notification document.

## **C. Hours of Production**

Hours of production shall include arrival of personnel and vehicles, prep, filming, strike, departure, and any other activity related to the production. Hours of production differ between residential and commercial areas.

Any extension of the hours of production already approved by a film permit will require documentation of notification and approval by the affected neighbors.

Exemptions to the hours of production may be granted by the Village on an individual production basis through the film permit if consenting signatures of all affected neighbors are provided as described in B. Letters of Notification.

- **Residential**  
Hours of production are limited to the hours of 8:00 A.M. to 8:00 P.M., Monday through Sunday.
- **Commercial**  
Hours of production are limited to the hours of 7:00 A.M. to 9:00 P.M., Monday through Sunday.

#### **D. Special Effects**

Special effects, including gunfire, explosions, pyrotechnics, or high-speed car chases are not permitted unless with special permission from the Village.

#### **E. Noise Pollution**

No filming activities at the filming location, basecamp, or crew parking locations, including gunfire or blank fire, bullhorns, sirens, music playback, or public address systems shall generate excessive noise, defined as over 65 decibels (dB) at the property line, during the daytime. Blimped (noise abated) generators shall be used when auxiliary power is needed on location. Exemption from generating excessive noise requires approval by the Village and with consenting signatures of all affected neighbors as described in B. Letters of Notification.

#### **F. Light Pollution**

For any nighttime production activities, the Production Company is responsible for assuring that film lights comply with Village Dark Skies Ordinance unless with special exemption from the Village and with consenting signatures from all affected neighbors as described in B. Letters of Notification.

#### **G. Activity in the Public Right-of-Way**

All production activity taking place in the public right-of-way shall require advance public notice, permitting, and traffic control to minimize impact on Village roads. Road closures and intermittent traffic control must be enforced through Bernalillo County Sheriff's Office or a private barricade company, as approved by the Village and Bernalillo County Sheriff's Office, and under no circumstances shall production company staff, such as production assistants or hired security staff, be allowed to stop traffic.

Advance notice of activity in a public right-of-way must be posted in public view at the site, at the Village Hall and on the Village's website at least five (5) days in advance of the activity or as soon as possible.

No interference with pedestrian traffic, vehicular traffic, or equestrian traffic is to occur without being noted on the permit and approved with signatures from all affected properties as described in B. Letters of Notification.

All production vehicles must comply with all Federal, State, and Village traffic regulations unless otherwise approved on the film permit.

#### **Intermittent Traffic Control**

- Intermittent Traffic Control on Village roads cannot occur during rush hours which are 7am-9am and 4pm – 6pm Monday through Friday.
- Traffic can be held for a maximum of 5 minutes.
- All traffic control requires traffic control plans issued by a barricade company and requires an approved barricade permit from the Village.

- Any emergency roadwork or construction by Village or Bernalillo County crews and/or private contractors under permit or contract with the appropriate department shall have priority over filming activities.
- All traffic control activities must be in compliance with the Americans with Disabilities Act and implementing regulations.

#### **Road Closures**

- Road closures require traffic control plans issued only by a licensed barricade company.
- Road closures must be permitted through the Village of Los Ranchos de Albuquerque.

#### **H. Use of Village-Owned Facilities**

For use of a Village-owned facility for filming activities, including base camp or crew parking, an approved separate application for rental of that space must be submitted with the complete film permit application.

No alteration of any nature, whether temporary or permanent, shall be made to public or Village-owned property in connection with any filming or photography without a reclamation plan and execution of said plan after filming activities have been completed. Any modification to a Village-owned property in the duration of the film permit must be restored to its original condition no more than thirty (30) days after filming has wrapped up and a dismantle agreement must be signed indicating such restoration.

For filming occurring on jointly owned property between the Village and another entity, film permits from all involved entities are required.

### **III. CONDITIONS AND RESTRICTIONS**

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the Village of Los Ranchos de Albuquerque Film Policy and Procedures constitutes a misdemeanor and all filming activity will be halted. Such violations will void the permit for future use. No changes to the permit will be allowed after initial permit issuance without the written approval of the Village.

This Policy and Procedures are intended to serve as the minimum regulations under typical filming circumstances. The Village reserves the right to increase or decrease the requirements on an application-by-application basis. If a film permit is denied, an applicant may appeal to the Board of Trustees in writing within five (5) working days of notification of the denial.

**THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE RESERVES THE RIGHT TO WITHDRAW A PERMIT OR STOP PRODUCTION IN THE EVENT THAT THE APPLICANT DOES NOT ADHERE TO THE PROVISIONS OF THIS POLICY AND PROCEDURES.**

# VILLAGE OF LOS RANCHOS DE ALBUQUERQUE

## APPLICATION FOR FILM PERMIT

Welcome to the Village of Los Ranchos de Albuquerque! As per Resolution 2019-7-4, adopting a Policy & Procedures for conducting commercial film, digital video, and still photography activities in the Village of Los Ranchos de Albuquerque, the following permit is required to film, videotape, or conduct photography on public and private property for the purpose of producing any motion picture, television production, commercial production, music video, educational production, video production, or still photography production.

To allow the film permit process to run as smoothly as possible, please refer to the Village of Los Ranchos de Albuquerque Policy & Procedures for conducting commercial film, digital video, and still photography activities in the Village of Los Ranchos de Albuquerque to ensure your application meets Village requirements. The Village Administrator reserves the right to impose additional regulations in the interest of public health, safety, and welfare. Any exception to the Village of Los Ranchos de Albuquerque film Policy & Procedures must be approved in writing by the Village Administrator as part of this application.

As part of this application process, we require a pre-application meeting or meetings with Village staff to review the process, determine any special use zones or special use permits as in residential or commercial areas, determine the affected neighborhood boundary, review the notification letter, and determine if a Village barricade permit is necessary. Applicants are encouraged to meet with Village staff well in advance of application filming dates.

Please keep in mind that any additional Village and non-Village permits associated with this application, such as a barricade permit or temporary food service permit, must be approved and attached prior to submitting this application. Those permits have additional approval processes and fees.

Applicants are responsible for all fees generated by this application and are due and payable upon notification from the Village. The Village will not accept incomplete applications. Attach additional pages as necessary for descriptions, written comments, and plans. Any changes to the application after it has been submitted or approved will require a new permit application and the associated fees.

Permit application approval may take five to ten working days. Please submit your complete application, along with any additional paperwork, and the non-refundable application processing fee of \$500.00 at least ten working days in advance of film activities to the Planning and Zoning Department at Village Hall 6718 Rio Grande Blvd NW 87107 between the hours of 8 AM – 5 PM Monday through Friday. Checks may be made out to "The Village of Los Ranchos." Credit card payments must be made in person.

The Village of Los Ranchos de Albuquerque reserves the right to deny approval of a permit for filming that does not comply with Village of Los Ranchos de Albuquerque ordinances or policies.

If filming is to be cancelled, it is the sole responsibility of the Production Company to notify the Village and any law enforcement or emergency services departments. There is no form required to cancel. Cancellation of an approved permit will be refunded, prorated for the remaining days the permit is approved for. It is the Production Company's responsibility to confirm receipt and approval of a cancellation request. The Production Company will assume responsibility of compensation should this direction not be fulfilled.

A copy of the complete film permit must be on location at all times.

If you have any questions about the permit or the approval process, contact the Village Administrator at 505-344-6582.



Village of Los Ranchos de Albuquerque  
 6718 Rio Grande Boulevard NW  
 Los Ranchos de Albuquerque, NM 87107  
 Phone: (505) 344-6582  
 Fax: (505) 344-8978

FOR OFFICIAL USE	
DATE SUBMITTED: _____	RECEIVED BY: _____
ZONE _____ FP # _____	RELATED CASES: _____
APPLICATION PROCESSING FEE: \$500.00	
RECEIPT #: _____	DATE: _____
PERMIT FEE:	\$2,000.00
DAILY FEE: (\$200.00) x _____ days = \$ _____	
SPECIAL PERMIT FEE: (\$500.00) x _____ days = \$ _____	
<b>TOTAL: \$ _____</b>	
RECEIPT #: _____	DATE: _____

# APPLICATION FOR FILM PERMIT

## 1.0 APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Secondary contact (phone or email): \_\_\_\_\_

## 2.0 PRODUCTION COMPANY

Production Company Name: \_\_\_\_\_  
 Local Office Address (if applicable): \_\_\_\_\_  
Street City State Zip  
 Local Office Phone Number (if applicable): \_\_\_\_\_  
 Permanent Office Address: \_\_\_\_\_  
Street City State Zip  
 Permanent Office Phone Number: \_\_\_\_\_  
 Production Manager: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Secondary contact (phone or email): \_\_\_\_\_

## 3.0 FILM & BASECAMP LOCATION

\* Filming and basecamp dates and times include preparation and must reflect the moment production will arrive at the filming location or basecamp (i.e. set up barricades) and the time the last production vehicle leaves.  
 \* The Village does not take responsibility for information on or enforcement of neighborhood covenants on properties. It is the responsibility of the applicant to identify any neighborhood covenants and ensure their activities comply with the neighborhood covenants, if applicable.

### 3.1 Film Location

Film Location Address: \_\_\_\_\_  
Street Los Ranchos State Zip  
 Public Property  Private Property  Interior  Exterior   
 Start Filming (Date & Time): \_\_\_\_\_ End Filming (Date & Time): \_\_\_\_\_

If filming is on both public and private property, distinguish filming dates and times below:  
 Public Property\* Filming Date(s) & Time(s): \_\_\_\_\_  
\*Including public right-of-way  
 Private Property Filming Date(s) & Time(s): \_\_\_\_\_

### 3.2 Basecamp Location

Basecamp Location Address: \_\_\_\_\_  
Street City State Zip  
 Basecamp Zone (if in the Village of Los Ranchos): \_\_\_\_\_

Basecamp Move In (Date & Time): \_\_\_\_\_

Basecamp Move Out (Date & Time): \_\_\_\_\_

**\*Attach diagrams and/or maps of film location and basecamp location showing streets, buildings, vehicle parking, emergency vehicle access, etc. If there are proposed changes to the property during the duration of the filming, attach before and after changes diagrams.**

**3.3 On-Site Contacts**

Location Manager Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary contact (phone or email): \_\_\_\_\_

Unit Production Manager: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary contact (phone or email): \_\_\_\_\_

**4.0 PROJECT INFORMATION**

Project Title: \_\_\_\_\_ Production Type: \_\_\_\_\_

(i.e. commercial, documentary, educational, feature film, infomercial, stills, TV series/pilot, video, other)

Scope of Work/Description of Scene(s) to be Filmed: \_\_\_\_\_

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

**4.1 Personnel**

Number of Cast & Crew at Location: \_\_\_\_\_

Estimated New Mexico Cast & Crew: \_\_\_\_\_

**4.2 Catering & Craft Services**

\* Both catering and craft services must have an environmental health permit from the State of New Mexico. It is the responsibility of the applicant to ensure temporary food service permits are obtained for any food service operation working with a production not licensed by the State of New Mexico Environment Department. (Call 505-827-1840 or visit www.nmev.state.nm.us).

\*\* If catering or craft services are New Mexico businesses, see Gross Receipts Tax section.

Caterer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Craft Services: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**4.3 Extraordinary Scenes**

Yes  No

(i.e. Use of animals, aircraft, firearms, fire and/or explosives, etc.)

\* Special effects, including gunfire, explosions, pyrotechnics, or high-speed car chases are not permitted unless with special permission from the Village of Los Ranchos de Albuquerque and signatures of approval from all affected neighbors.

If yes, describe: \_\_\_\_\_

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

If yes, what date(s) and time(s) will this occur? \_\_\_\_\_

**4.4 Construction**

Yes  No  Temporary  Permanent

If temporary and on Village property, dismantle agreement must be signed.

If permanent, Village of Los Ranchos ZRP # \_\_\_\_\_

If yes, describe scope of work: \_\_\_\_\_

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

All temporary structures constructed by the production company on Village property must be completely dismantled and the site returned to its pre-filming condition within thirty (30) days of wrap unless other arrangements have been made and approved by the Village of Los Ranchos de Albuquerque.

**4.5 Special Effects**

Yes  No

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

If yes, what date(s) and time(s) will this occur? \_\_\_\_\_

**4.6 Stunts**

Yes  No

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

**4.7 Drones**

Yes  No

\* Must comply with Federal Aviation Administration (FAA) Unmanned Aircraft Systems Part 107 guidelines. It is the responsibility of the registered drone user to be aware of restricted airspace. Contact FAA to register drone: UAShelp@faa.gov; 844-FLY-MY-UA.

If yes, describe, including drone registration numbers: \_\_\_\_\_

\_\_\_\_\_

If yes, what date(s) and time(s) will this occur? \_\_\_\_\_

**4.8 Night Filming**

Yes  No

Production occurring between the hours of 8:00 PM to 8:00 AM in residential areas or between the hours of 9:00 PM to 7:00 AM in commercial areas requires special permission from the Village of Los Ranchos de Albuquerque and signatures from all affected properties. The Village has a Dark Skies Ordinance (§9.2.20) that must be followed unless with special permission from the Village and signatures from all affected properties.

Start Filming (Date & Time): \_\_\_\_\_

End Filming (Date & Time): \_\_\_\_\_

Description of scene(s) to be filmed, including expected noise levels and duration (in decibels) and number, direction, and intensity of outdoor lights:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Attach diagrams/plans of lighting and noise generators (direction and placement) on property if applicable

\*Attach signatures page from all affected properties for nighttime filming

**5.0 ENVIRONMENTAL**

**5.1 Significant Disturbance of Terrain or Vegetation**

Yes  No

If yes, describe restoration/reclamation plan(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



---

---

## 6.2 Traffic

Street Closures

Yes

No

Traffic Control

Yes

No

\* Intermittent Traffic Control cannot exceed 5 minutes

If yes to either or both, approved Village of Los Ranchos Barricade Permit Number(s): \_\_\_\_\_

---

## 6.3 Directional Signage

Yes

No

If yes, list number of signs and dates and times of placement: \_\_\_\_\_

---

## 7.0 LAW & EMERGENCY SERVICES

\* Any fees for services, equipment, or personnel from Bernalillo County Sheriff's Office or Bernalillo County Fire Department are paid to their offices.

Law Enforcement

Yes

No

Fire Department

Yes

No

The Village of Los Ranchos de Albuquerque reserves the right to require that a certain number of Bernalillo County Sheriff's Office/Bernalillo County Fire Department personnel are present during filming.

### Contact Information:

Bernalillo County Sheriff's Office:

505-468-7100

400 Roma NW

Albuquerque, NM 87102

Bernalillo County Fire Department:

505-468-1310

fire@bernco.gov

6840 2<sup>nd</sup> Street NW

Albuquerque, NM 87107

## 8.0 ECONOMIC IMPACT

### 8.1 Los Ranchos Goods & Services

**Is your production using any goods or services from a Village of Los Ranchos de Albuquerque business?**

(i.e. catering, lodging, props, equipment rental, materials, post production)

Yes  No

If so, please list which goods/services and businesses below:

---

---

---

---

---

---

---

---

---

---

---

## 8.2 Gross Receipts Tax

The Village of Los Ranchos de Albuquerque tracks gross receipts from services conducted in our community. Please inform any service companies associated with your production that any services they perform in the Village of Los Ranchos de Albuquerque must be reported under our State Code. This includes New Mexico based craft or catering services. Thank you for your cooperation.

**Village Tax Rate: 7.4375%**

**State Code: 02-200**

Company Name: _____	CRS-1 Number: _____
Company Name: _____	CRS-1 Number: _____
Company Name: _____	CRS-1 Number: _____
Company Name: _____	CRS-1 Number: _____

The CRS-1 number is issued by the IRS and is associated with NM Tax and Revenue. It is formatted: 00-000000-00-0.

## 9.0 LIABILITY, INDEMNIFICATION, ACKNOWLEDGEMENT

### 9.1 Insurance

The Applicant shall maintain during the term of this Permit, Workers' Compensation Insurance, and Automobile Liability Insurance in accordance with the requirements of New Mexico law. Upon request, the Applicant shall provide certificates of insurance to the Village in a form satisfactory to the Village.

A certificate of commercial general liability insurance naming the Village of Los Ranchos de Albuquerque as an additional insured, covering the film activities associated with this permit for an amount of one million fifty thousand dollars (\$1,050,000) per occurrence, is required. This insurance shall be primary to other insurance that may be available to the Village.

Additional coverage may be required in the discretion of the Village for shoots involving special circumstances, including but not limited to, potentially hazardous work or stunts.

Certificates of liability insurance must be issued in the form of an original certificate, and cover the entire period of the shoot, including all preparation, tear down and clean up time. The certificate must identify the name of the production company, the production title, and the date(s), time(s), and location(s) of the film activities associated with this permit. The person/organization listed on the certificate must be the applicant. The Village must be identified as an additional insured as follows:

Village of Los Ranchos de Albuquerque  
6718 Rio Grande NW  
Los Ranchos, NM 87107

\*Attach a copy of the certificate of liability insurance with the Village of Los Ranchos de Albuquerque named as an additional insured.

## 9.2 Indemnification

### VILLAGE OF LOS RANCHOS DE ALBUQUERQUE INDEMNIFICATION AGREEMENT

\_\_\_\_\_, the Applicant, acting through its authorized agent, \_\_\_\_\_, agrees to defend, protect, indemnify, and hold the Village of Los Ranchos de Albuquerque, its Board of Trustees, officers, employees, and agents harmless from any and all suits, claims, damages, liabilities, losses, or expenses, including, but not limited to, attorney fees, costs, damages for injury to or death of any person(s), and damages for any injury to property arising from the applicant's acts or omissions under this film permit or having any connection to this film permit, or the Applicant's use of property in connection with this film permit, which contemplates filming, photography, and production activities to be held \_\_\_\_\_ (start and end dates and times) on the following premises (hereafter "Premises"): \_\_\_\_\_ (address of property).

In addition, the Applicant specifically agrees to defend, protect, indemnify and hold the Village of Los Ranchos de Albuquerque, its Board of Trustees, officers, employees, and agents harmless from any and all suits, claims, damages, demands, liabilities, or losses, including attorney fees and costs, brought, made, or claimed by the owner of the Premises, or the owner's heirs, successors, or assigns, arising from the Applicant's use of the premises.

This provision is intended to require the Applicant to indemnify and defend the Village, its Board of Trustees, offices, employees, and agents from all claims, losses, damages, and expenses arising out of or related to this permit, or the activities contemplated by the permit, except to the extent those losses, damages, or expenses are caused by the negligent or intentional conduct of the Village.

The Applicant agrees, at its own expense, to provide attorneys to defend against any actions brought or filed against the Village of Los Ranchos de Albuquerque, its Board of Trustees, officers, employees, or agents, with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully brought or filed.

\_\_\_\_\_  
Authorized Agent of Applicant

\_\_\_\_\_  
Date

STATE OF NEW MEXICO            )  
  ) ss.  
COUNTY OF BERNALILLO        )

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

### 9.3 Acknowledgement

## VILLAGE OF LOS RANCHOS DE ALBUQUERQUE ACKNOWLEDGEMENT AGREEMENT

\_\_\_\_\_, the Applicant, acting through its authorized agent, \_\_\_\_\_ agrees to add the following statement to the productions credits of any film:

FILMED IN THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE, NEW MEXICO

\_\_\_\_\_  
Authorized Agent of Applicant

\_\_\_\_\_  
Date

STATE OF NEW MEXICO        )  
  ) ss.  
COUNTY OF BERNALILLO     )

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

**10.0 PROPERTY OWNER**

Property Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\* Attach proof of ownership (e.g. tax bill)

**10.1 Permission to Use Private Property for Filming**

\* In lieu of this, you may attach a signed copy of the location agreement

To: Village of Los Ranchos de Albuquerque  
6718 Rio Grande Blvd NW  
Los Ranchos de Albuquerque, NM 87107

\_\_\_\_\_ (“Owner”) is the owner of and/or controls all rights with respect to the property that is subject of this contract (“The Property”) Owner represents and warrants that Owner has the right to enter into this contract.

Address: \_\_\_\_\_  
Los Ranchos State Zip

Name of business (if applicable): \_\_\_\_\_

I have granted permission to (film production company): \_\_\_\_\_

To use my property for the purpose of: \_\_\_\_\_

On the following date(s) and time(s): \_\_\_\_\_

Further, I hereby hold harmless and agree to defend and indemnify the Village of Los Ranchos de Albuquerque, its elected or appointed officers, employees, agents, and volunteers against any claims, demands, liability, or expenses, including but not limited to attorneys ‘fees, arising out of the permittee’s conduct or activities while on, or using my property in connection with any filming permit(s) issued by the Village of Los Ranchos de Albuquerque.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Property Owner Date

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF BERNALILLO )

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

## **10.2 Permission to Use Private Property for Basecamp**

\* Attach a signed copy of the location agreement for use of property for basecamp (if applicable).

## **10.3 Permission to Use Private Property for Crew Parking**

\* Attach a signed copy of the location agreement for use of property for crew parking (if applicable).

## **11.0 NOTIFICATION OF NEIGHBORS & SIGNATURES OF AFFECTED PROPERTIES**

### **Notification of Neighbors:**

The applicant shall provide a short written description approved by the Village of Los Ranchos de Albuquerque of the schedule, possible traffic interruptions, and description of filming activities for the proposed production to the residents of each property in the affected neighborhood as defined by the boundaries set by the Village. The applicant or their designee shall gather names, signatures, addresses, phone numbers, and any written comments from the property owners or lessees in this boundary and submit to the Village with this application.

The written description must also include the name and phone number of the location manager and the unit production manager as well as the name and phone number of the Village of Los Ranchos de Albuquerque film liaison.

Attach the written description provided for neighbors and any written comments from affected residents. If the applicant is requesting exemption from the Village Film Policy and Procedures or Village Ordinances, the description must state the request. If there are separate descriptions, such as one for filming activities and one for special exemption, both must be attached and signatures must be obtained for both separately.

### **Signatures from Neighbors:**

See attached page for signature page template.

## **11.1 Film Notice Template**

See attached page for film notice template.

\* Please ensure the information on the Letter of Notification matches the permit prior to review by the Village and distribution to neighbors. Should there be differences between the application and the letter of notification, the letter of notification will not be accepted for the application.

## **11.2 Notification of Basecamp & Crew Parking**

### **Notification of Neighbors:**

See attached page for letter of notification template.

The applicant shall provide a letter of notification of basecamp and crew parking for the affected neighborhood around them as defined by the boundaries set by the Village. If the basecamp and crew parking are at separate locations, the letter of notification must go out to both affected neighborhoods.

The applicant or their designee shall disseminate letters of notification. The notification record must be submitted to the Village with this application.

The letter of notification must include the schedule (base camp and crew parking move in and move out dates and times), possible traffic interruptions, and the name and phone number of the location manager, the unit production manager, and the Village film liaison.

# NOTICE OF FILMING

[Name of Production]  
[Name of Production Company]  
[Production Local Office Address (if applicable)]  
[City, State, Zip]  
[Production Permanent Office Address]  
[City, State, Zip]  
[Production Office Phone Number]

Date: [Month, Day, Year]

Dear Property Owner, Resident, or Business Owner,  
Our production is scheduled to film in your area. Please see detailed information about the shoot listed below:

**Where:** [Address or addresses] \_\_\_\_\_

**When:** [Dates and times] \_\_\_\_\_

**Production Vehicles:** [Parking location – address or description of what side of street between two streets, description] \_\_\_\_\_

**Basecamp:** [Address] \_\_\_\_\_

**Parking:** [Placement location of no parking signs, address of crew parking] \_\_\_\_\_

**Street Closures:** [Description of what side(s) of street between two streets, duration] \_\_\_\_\_

**Intermittent Traffic Control (ITC):** [As described in the barricade permit] \_\_\_\_\_

**Equipment Placement:** \_\_\_\_\_

**Scene Specifics & Description:** \_\_\_\_\_

We are also requesting exemption from the Village of Los Ranchos de Albuquerque Film Policy and Procedures and/or Village Ordinances in the following ways:

**Night Filming:** [Dates and times, noise and light description] \_\_\_\_\_

**Special Effects:** \_\_\_\_\_

**Excessive Noise:** \_\_\_\_\_

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

Please sign that you have been advised of filming in your area and you either approve or disapprove of its allowance. If you have any written comments you may submit them with your signature.

Thank you for welcoming us to your area. This production is being made in cooperation with the Village of Los Ranchos de Albuquerque. If you have any questions or concerns, please contact anyone listed below. Please call for further information before or during filming.

We are dedicated to preserving and protecting New Mexico Film locations and the communities around them.

Sincerely,  
[Name of Production]

[Location Manager Name] \_\_\_\_\_  
Location Manager

\_\_\_\_\_   
Cell Phone Number

[Unit Production Manager Name] \_\_\_\_\_  
Unit Production Manager

\_\_\_\_\_   
Cell Phone Number

[Village Representative Name] \_\_\_\_\_  
Los Ranchos Film Liaison

\_\_\_\_\_   
Cell Phone Number

### **Code of Conduct**

To minimize our impact, we have a Code of Conduct we must follow to the best of our abilities:

- Cast and crew must operate in a safe and professional manner.
- It is the Production Company’s responsibility to ensure minimum disruption to neighbors, including ensuring neighbor access to their property and making alternate parking arrangements where vehicles are displaced by filming activities.
- The filming location is returned to its original condition by the end of filming activities.
- Cast and crew are prohibited from trespassing on residents’ or business owners’ property.
- All production activity must remain in the boundaries of the property that has been permitted for filming.
- Cast and crew will keep noise levels as low as possible at all times.
- Cast and crew shall observe designated smoking areas and will always extinguish cigarettes in appropriate containers that are provided by the Production Company.
- Cast and crew will refrain from the use of lewd or improper language.

# NOTICE OF BASECAMP AND CREW PARKING

[Name of Production]  
[Name of Production Company]  
[Production Local Office Address (if applicable)]  
[City, State, Zip]  
[Production Permanent Office Address]  
[City, State, Zip]  
[Production Office Phone Number]

Date: [Month, Day, Year]

Dear Property Owner, Resident, or Business Owner,  
Our production is scheduled to set up basecamp and/or crew parking in your area. Please see detailed information about our set up below:

**Where:** [Address or addresses] \_\_\_\_\_  
**When:** [Dates and times] \_\_\_\_\_  
**Basecamp:** [Address] \_\_\_\_\_  
**Crew Parking:** [Address] \_\_\_\_\_  
**Other:** [Insert anything that could affect the neighborhood, such as traffic interruptions] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for welcoming us to your area. This production is being made in cooperation with the Village of Los Ranchos de Albuquerque. If you have any questions or concerns, please contact anyone listed below. Please call for further information before or during filming activities.

We are dedicated to preserving and protecting New Mexico Film locations and the communities around them.

Sincerely,  
[Name of Production]

[Location Manager Name] \_\_\_\_\_  
Location Manager

\_\_\_\_\_  
Cell Phone Number

[Unit Production Manager Name] \_\_\_\_\_  
Unit Production Manager

\_\_\_\_\_  
Cell Phone Number

[Village Representative Name] \_\_\_\_\_  
Los Ranchos Film Liaison

\_\_\_\_\_  
Cell Phone Number

## 12.0 AGREEMENT, CODE OF CONDUCT

Applicant hereby declares that the activities contemplated by this permit will be conducted in accordance with the requirements and recommendations made by the Village of Los Ranchos de Albuquerque. Applicant agrees to comply with all applicable laws, to maintain the property in good condition, and to return the property in the same condition as it was before the activities contemplated by the permit.

Applicant further understands that this permit, if approved, may be revoked by the Village of Los Ranchos de Albuquerque, Bernalillo County Sheriff's Office, or Bernalillo County Fire Department, if, in their opinion, any of the following occur: The filming activities become a public nuisance, violations of statutes or ordinances are committed by any participant, or any of the requirements of this permit are not met. In addition, any significant changes (date, time, logistics, location, and the like) to the filming after the Village's review and approval of the application will require resubmission of the permit application to the Village of Los Ranchos de Albuquerque and may take additional days to process.

Applicant understands that that the Village of Los Ranchos de Albuquerque reserves the right to control the use of right-of-way, public streets, and buildings of the Village.

Applicant understands that the Village, and the Bernalillo County Sheriff's Office and Bernalillo County Fire Department, shall have the right to inspect all structures and/or devices and equipment to be used in connection with the activities contemplated by the permit.

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.

Applicant further agrees that its cast and crew will abide by the following rules of conduct:

- Cast and crew must operate in a safe and professional manner.
- Cast and crew will act to ensure minimum disruption to neighbors, including ensuring neighbor access to their property and making alternate parking arrangements where vehicles are displaced by filming activities.
- Cast and crew will ensure that the filming location is returned to its original condition by the end of filming activities.
- Cast and crew are prohibited from trespassing on residents' or business owners' property.
- Cast and crew will remain in the boundaries of the property that has been permitted for filming.
- Cast and crew will keep noise levels as low as possible at all times.
- Cast and crew shall observe designated smoking areas and will always extinguish cigarettes in appropriate containers that are provided by the Production Company.
- Cast and crew will refrain from the use of lewd or improper language.

By signing below, I signify that I am authorized by the Production Company to submit this application on its behalf and that the Production Company agrees to abide by all terms of this permit once approved, and that the Production Company's cast and crew will abide by the code of conduct.

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# For Official Use Film Permit

The Village of Los Ranchos de Albuquerque reserves the right to withdraw this film permit or stop production in the event that the applicant does not adhere to the provisions of the Village of Los Ranchos de Albuquerque Film Policy & Procedures.

If this permit is denied, the applicant may appeal to the Board of Trustees in writing within five (5) working days. See §9.2.25(H) for appeal procedure.

**Police & Fire Services**

Approved

Denied

\_\_\_\_\_  
Village Public Safety Director

\_\_\_\_\_  
Date

**Catering & Craft Services (Environmental Health Department)**

Approved

Denied

\_\_\_\_\_  
Village Staff

\_\_\_\_\_  
Date

## Film Permit

Approved

Denied

Approved with Conditions

Conditions/Comments:

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

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Date

## Special Exemptions

(Check all that apply)

Night Filming

Special Effects

Noise

Other \_\_\_\_\_

Approved

Denied

Approved with Conditions

Conditions/Comments:

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

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Date