



**CITY OF DEBARY
THE DEPARTMENT OF PLANNING, ZONING & DEVELOPMENT
FILM PRODUCTION
APPLICATION**

A pre-application meeting is strongly encouraged before submitting your application.

Applications to the City of DeBary and City Council shall include **all applicable items listed in the Application Submittal Checklist**. No application will be scheduled for review and consideration until a complete application (including all information requested below) has been received by the Planning and Development Services Department.

APPLICANT

OWNER

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Applicant is: Owner Attorney for Owner Agent for Owner Contract Purchaser

Pre-Application Conference held on _____

If you are not the property owner, you must have the owner complete the Notarized Authorization of Owner form.

APPLICANT SIGNATURE: _____ **DATE** _____

APPLICANT SIGNATURE: _____ **DATE** _____

PROJECT INFORMATION

Project Name: _____

Location of Production: _____

Duration and Type of
Production: _____

Special Effects to be
Utilized: _____



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Number and type of
vehicles and/or equipment
and the number of personnel
to be on location with the
production

DISCLOSURE

No person shall advertise, engage in, participate in, and/or start and still photography production on or upon any city facility or utilizing city equipment unless a production permit shall first have been obtained from the film commissioner. Violation of this section shall be punishable as provided for by law.

Applications for such permits shall be made in writing at least five days in advance of the date of the filming. No permit granted hereunder shall be transferable.

ALL SUBMITTALS MUST BE MADE IN PERSON AND FEES MUST BE PAID BEFORE APPLICATION WILL BE ACCEPTED

* * * * *

IF THIS APPLICATION IS APPROVED, ALL OTHER CITY ORDINANCES SHALL BE COMPLIED WITH AND FEES PAID.

ALL FILMING PRODUCTION SHALL ADHERE TO CITY OF DEBARY LAND DEVELOPMENT CODE STANDARDS INCLUDING, BUT NOT LIMITED TO, SECTION 18-72 APPLICATION

Signature of Applicant: _____

Signature of Applicant: _____



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**NOTARIZED AUTHORIZATION OF OWNER
PERFORMANCE OF FILM PRODUCTION ON PREMISE**

I/We, _____
(Owner's Name)

as the sole or joint fee simple title holder(s) of the property described as: _____

authorize _____ to act as my agent
(Applicant's Name)
to seek a Production Permit on the above property.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____
(date)
by _____ who is personally
(name of person acknowledging)
known to me or who has produced _____ as
(type of identification)
identification and who did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA
Type or Print Name:

Commission No. _____
My Commission Expires _____



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FILM PERMIT APPLICATION PROCESS CHECKLIST

Information needed to complete the application includes:

- Proof of general liability insurance coverage with the city named as an additional insured as commensurate with the scope of production..
- The property owner's name, address, email address, and telephone number.
- If the owner is not the applicant, the applicant's name, address, email address and telephone number.
- Necessity for closure of public streets or sidewalks and for what duration; Use permitting shall be subject to this requirement
- A written summary or explanation of the portion of the production to be shot within incorporated areas of the city.
- An agreement to pay for extraordinary services provided by the city, if deemed appropriate by the City Land Development Manager

ADDITIONAL REQUIREMENTS - CHECKLIST

APPLICATION WILL **NOT** BE ACCEPTED UNLESS **ALL** OF THE FOLLOWING ARE ATTACHED:

- Fee _____, Check # _____ (Please provide a breakdown of fees)
- 1 Copy: Application fee. All deposits & fees should be made payable to the City of DeBary.
- 1 Copy: A notarized authorization form from the owner or an attorney representing the owner providing for acceptance and acknowledgement of filming operations upon subject site(s).
- 1 Copy: **Pre-Application Meeting Form**
- 1 Copy: Notification to adjacent property owners including summary of film scope and closures; if deemed appropriate by the City Land Development Manager (attached)

The Department of Planning, Zoning & Development has three (3) working days from the date you submit your application to determine if it is complete and correct. If your application is found to be lacking any of the requested information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing,



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NOTICE TO ADJOINING PROPERTY OWNERS

Dear _____:

This is to inform you that I have filed an application for a Film Production, Case Number _____, within the City of DeBary. Filming shall occur on _____, _____ (mo/day/yr), commencing at _____ a.m. /p.m.

SUMMARY OF FILMING SCOPE AND DETAILED IMPACTS

[Empty box for Summary of Filming Scope and Detailed Impacts]

If you have any questions about this application, please call (386) 668-2040.

