

# **Village of Elmsford Filming Permit Request Information Sheet**

(Updated January 2024)

To allow the Village of Elmsford to conduct a full review of your proposed filming activity please submit a written proposal/application regarding your proposed activities to the Village of Elmsford, Attn: Village Administrator, Village Hall, 15 South Stone Avenue, Elmsford, New York 10523. The proposal/application must at a minimum include the following:

1. General Information
  - a. The name, address, contact person, phones number(s) of the applicant.
  - b. The location of the property where filming, videotaping, etc., is to take place.
  - c. Whether the applicant is the owner or the tenant in possession of property if the applicant is not the owner. If the applicant is not the owner of the property list the name and contact information of the owner(s) of the property to be used.
  - d. If the applicant is the property owner, include the name of the person or entity the applicant wishes to allow to film, videotape, etc.
  - e. Nature and subject of the film. (How will the filming/videotaping be conducted, type of equipment, personnel? What is being filmed/taped?)
  - f. Submit a use plan showing the days and hours of proposed operation, parking plans and any mitigating measures proposed and the name, local address and local telephone number of a person who will be available 24 hours a day during the activity and who shall have control of and responsibility for the direction of all participants in the permitted activity and for the property for which the activity is permitted.
  
2. Insurance. Should the proposed filming involve the use of Village property and/or Village right-of-ways, at a minimum the Village requires a Certificate of Insurance naming the Village of Elmsford as additionally insured for all associated activities in the minimum limits of \$1,000,000 General Liability (occurrence), \$5,000,000 Excess/Umbrella Liability (occurrence), Workers' Compensation and Employers' Liability \$100,000 each accident.

3. Additional agencies reviews and permits

Use of the public right-of-way in any manner along NYS Routes 119 and 9A are also under the control and authority of the New York State Department of Transportation. Prior to issuing authorization to you the Village would require any necessary permits from the NYDOT to be in place, and/or an official statement from the NYDOT regarding no permits being required for your proposed activities. Your proposal to the Village should acknowledge this and advise as to your plans to address this. Additional review by outside agencies could include but not be limited to the Westchester County Department of Health, Westchester County Department of Planning, and the NYS Police depending on the type and size of the proposed activity.

4. Application/Permit fee (Nonrefundable) payable to the Village of Elmsford, please see below schedule:

- a. Filming and associated activities include use of Public Property and/or Right-of-Ways \$3,000.00/day.
- b. Filming and associated activities are in total to be conducted on Private Property \$2,000.00/day.

Upon receipt of the above we will undertake an initial review of your proposal. Various departments of the Village of Elmsford including the Police Department and the Village's Department of Engineering/Building/Planning will conduct the review. The review will consider but not be limited to items such as building alterations, temporary structures, public access, parking, public right-of-way use, site and crowd control and fire safety.

Additionally, permits where the filming and associated activities include the use of Public Property and/or Right-of-Ways, are subject to additional per day fees should approval be granted. This additional fee(s) covers uniform police personnel and other required village personnel and/or services such as all associated inspections regarding engineering/building/planning and required Village barricades.

Permits where the filming and associated activities are in total to be conducted on Private Property and in no way include the use of Public Property and/or Public Right-of-Ways are not subject to an additional fee above the application fee and include basic inspections that may be required.