

Los Ranchos Film Guidelines

The following is summarized from and expands upon the *Policy and Procedures for Conducting Commercial Film, Digital Video, and Film-Related Still Photography Activities in the Village of Los Ranchos de Albuquerque*.

All companies applying for permits are required to read and follow the Los Ranchos Film Guidelines. Producer signature confirming this is in the film permit application.

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Do I need a film permit?

The Village of Los Ranchos requires a permit for all filming (including still photography) on public or private property except that involving news or for private family or personal use (e.g. weddings, receptions, etc.).

Filming/production activities include move-in and move-out of filming location, basecamp, or crew parking, equipment set up and removal, crew arrival, rehearsal, and filming.

Film Permit Fees

Fees are waived for student projects. Student must provide current student identification.

Fees are waived for projects involving six (6) or fewer cast and crew.

Fees do not include those generated by law enforcement, emergency services, or other Village or non-Village permits that may be required dependent on the nature of the production. Rental of Village property requires a separate permit with associated fees. The following fees are per permit:

	Small Production (7-30 cast & crew)	Medium Production (31-99 cast & crew)	Large Production (100-200 cast & crew)
Permit Fee	\$25.00	\$100.00	\$200.00
Daily Fee	\$25.00 per day	\$50.00 per day	\$200.00 per day
Special Permit Fee	\$75.00 per day	\$200.00 per day	\$500.00 per day

The daily fee is for all days listed on the application, including preparation, filming, and wrap.

The special permit fee is for any filming requiring special exemption. This fee replaces the daily fee for the days on which the exemptions are approved.

Permit Approval Process

Prior to submitting the permit application, inform the Los Ranchos Film Liaison of the location(s) of all filming, basecamp, and crew parking associated with the film permit, so staff can give you the notification vicinity map(s) in advance.

Permit approval will take 3-5 business days (not including holidays or weekends).

The production must keep a copy of the approved permit on location.

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

Cancellation

It is the production's responsibility to notify the Village and any law enforcement or emergency services departments of permit cancellation. The production may request a prorated refund from the Village. It is the production's responsibility to confirm receipt of a cancellation request.

Insurance

The production must maintain during the term of the permit Workers' Compensation Insurance and Automobile Liability Insurance in accordance with the requirements of New Mexico law. Liability Insurance is also required. The minimum liability insurance amount required is one-million dollars (\$1,000,000).

For filming and/or basecamp/crew parking on Village property, the Village must be named as additional insured on a certificate of commercial general liability with limits no less than \$1,000,000 per occurrence (bodily injury, property damage, and personal and advertising injury), \$100,000 damage to rented premises (fire- legal), \$5,000 medical, and \$1,000,000 aggregate. Additional-insured coverage must extend to both ongoing and completed operations. The production must also name the Village as an additional insured on business auto coverage of at least \$1,000,000 per accident, combined single limit.

The Village may impose specific requirements for liability and other insurance even when Village property is not involved, and may impose different and greater insurance requirements when Village property is involved based on factors including but not limited to location and nature of the filming activity, such as potentially hazardous work or stunts.

Insurance must name the Village as additional insured as follows:

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

Site Plan

Site plans are required for both the film location and basecamp/crew parking. The site plan must show at a minimum:

- Streets
- Buildings

- Property lines
- Vehicle parking (e.g. Work truck placement)
- Equipment placement
- Emergency vehicle access
- Road closure/traffic control (simplified points, separate from the requested barricade permit)

Exemption requests must also show details for said request on the site plan (e.g. If outdoor lights will be placed, show on site plan).

Filming, Basecamp, and/or Crew Parking on Village Property

Use of Village facilities and/or property requires a separate rental application, which can be found at losranchosnm.gov/events-facility-rental, and either signed location agreement (for filming on Village property) or a film addendum to the facility application (for basecamp/crew parking on Village property).

- Filming occurring on jointly owned property between the Village and another entity requires film permits from all involved entities.

Construction

Construction may be temporary or permanent. Permanent construction requires a Los Ranchos and Bernalillo County building permit. Temporary construction on private property does not require a permit. Temporary or permanent construction on Village property must be acknowledged in the location agreement between the Village and the production.

Drones

Los Ranchos does not issue permits for drones. Drones 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.

Street Closures, Traffic Control, Parking

All production vehicles must comply with all Federal, State, and Village traffic regulations.

Street/Lane/Sidewalk Closures:

Requirements for Public Streets:

Road, lane, or sidewalk closures of public streets requires a Los Ranchos Barricade Permit. Crew parking on public streets is prohibited.

- Los Ranchos Barricade Permit
 - o Traffic control plan issued by licensed barricade company
- Road closure points must always be manned by either law enforcement to allow for local and/or emergency vehicle access. Under no circumstances shall production company staff, such as production assistants or hired security staff, be allowed to stop traffic.

Requirements for Private Streets:

Road or lane closures of only private streets does not require a Los Ranchos Barricade Permit, however a copy of the written permission from the property owner(s) and/or their representing body (e.g. a Homeowner's Association) is required. Crew parking on private streets also requires written permission.

- Traffic control plan issued by licensed barricade company
- Road closure points must always be manned by either law enforcement or private barricade crew to allow for local and/or emergency vehicle access. Under no circumstances shall production company staff, such as production assistants or hired security staff, be allowed to stop traffic.
- Written permission from property owner(s)

Intermittent Traffic Control (ITC):

Any halting or slowing of traffic will be reviewed by the Public Safety Department, which will determine if the production must use Bernalillo County Sheriff's Office or could use a private company.

On public streets, road closures and intermittent traffic control must obtain a Los Ranchos Barricade Permit and be enforced through Bernalillo County Sheriff's Office, as approved by the Village and Bernalillo County Sheriff's Office. Under no circumstances shall production company staff, such as production assistants or hired security staff, be allowed to stop traffic.

- ITC on public roads cannot occur during rush hours (7 A.M. to 9 A.M. and 4 P.M. to 6 P.M. Monday through Friday).
- On public roads, traffic cannot be held for more than five (5) minutes.
- Traffic control on public roads requires traffic control plans issued by a barricade company and an approved barricade permit from the Village.
- Any emergency roadwork or construction by Village crews, Bernalillo County crews, or private contractors under permit or contract with the Village shall have priority over filming activities.
- All traffic control activities must be in compliance with the Americans with Disabilities Act and implementing regulations.
- Productions are required to maintain and if not able to maintain, identify and develop an alternative pedestrian path around traffic control on any public road.
- Except where a permit is granted for road closure, when a moving vehicle is involved, the production/individual must adhere to the posted speed limits, parking signs, traffic signals, and other lawful conditions unless the film permit indicates otherwise.

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. Vehicles must not block fire hydrants, be parked in the fire lane, or block parking lot ingress/egress ramps. 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 the permit.

Production vehicles cannot enter the location(s) listed on the film permit before the time indicated on the permit.

Vehicles must not block or park in driveways 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.

If applicable, "No Parking" signs must be obtained from a private barricade company and be in place twenty-four (24) hours in advance of parking request and must indicate:

- "No Parking/Tow Away Zone"
- Dates and times the "No Parking/Tow Away Zone" begins and ends

Trash/Recycling Collection Days:

Access to and visibility of waste collection and disposal receptacles must be maintained on collection days. If production vehicles or activity block the access to or visibility of waste collection and disposal receptacles on collection days, arrangements must be made with the property owner of the bins to relocate them 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 the production where they will be in clear view of collection vehicles, or stagger production vehicles or activity to allow public access in different directions.

Law & Emergency Services

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

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

Contact Information:

Bernalillo County Sheriff's Office: 505-468-7100
400 Roma NW Albuquerque, NM 87102

Request BCSO Staff: <http://www.bernalillocountysheriff.com/bernalillo-county-sheriff/deputy-overtime-requests.aspx>

Bernalillo County Fire Department: 505-468-1310; fire@bernco.gov
6840 2nd Street NW Albuquerque, NM 87107

Fire Department:

Productions requiring special exemption for pyrotechnics or special effects must inform and obtain any required permits from the Bernalillo County Fire Department prior to submitting the film permit application.

Productions must contact the Bernalillo County Fire Department to schedule a walk-through to ensure fire, life, safety, and exit requirements are met.

Productions with tents over 400 square feet must obtain a tent permit.

Any production that modifies, alters, or disconnects a Fire Alarm System or Sprinkler System, and/or changes the path of ingress/egress in any manner is required to notify the Bernalillo County Fire Department prior to filming.

Sheriff's Office:

Productions requiring special exemption for gunfire or other loud noises must inform and obtain any required permits from the Bernalillo County Sheriff's Office prior to submitting the film permit application.

Clean Up & Restoration

Locations of filming and basecamp/crew parking must clean the location at the end of each filming day with a minimum amount of noise and disruption and ensure the area is returned to its original condition immediately upon completion of the film permit period. Materials and debris must be completely removed from the site. If exceptions are required, the production must obtain approval from the Village, said exception noted on the permit.

If there will be significant disturbance of terrain or vegetation, either a description of the restoration/reclamation plan(s) or the plans themselves are required.

Notification

Notification is required for all film permits, whether they involve Village property or otherwise.

Productions are required to use the notification letter templates provided by the Village or provide the same information as the templates. The Village must review the draft letter prior to distribution.

Productions are required to deliver the notice to the surrounding areas (properties within 300') of both the film location and basecamp/crew parking. The Village will provide a map and list of addresses for properties within the surrounding areas. Productions are welcome to provide notice to those outside the surrounding area as well.

Productions must maintain a list of all addresses contacted. If production cannot reach a neighbor (e.g. they are not answering the door or they are in a gated community), must document that they left the letter for the neighbor (e.g. taped to fence, taped to door).

The Village will forward the notification letter to affected neighborhood and/or homeowners' associations (depending on contact information on file).

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

Signatures

Signatures from the surrounding area are required when:

- The film location is or involves Village property **OR**
- The production is requesting exemptions (i.e. night filming, noise, or special effects/extraordinary scenes. See separate section for more information on exemptions.)

Productions must obtain signatures of approval from at least 75% of the surrounding area (properties within 300') **and** all adjacent properties. The Village will provide a map and list of addresses for properties within the surrounding areas. Permits involving special exemptions may be required to deliver to a wider radius on a case-by-case basis.

Notification and signature letters must use templates provided by the Village, or provide the same information and signature options as the templates, and be provided to the Village for review prior to notice.

The notice and signature records must be submitted with any written comment from those in the surrounding area prior to issuance of the permit.

If production cannot reach a neighbor (e.g. they are not answering the door or they are in a gated community), must document that they left the letter for the neighbor (e.g. taped to fence, taped to door).

If a signature cannot be obtained, the production must provide documentation that it attempted to communicate with the affected neighbor by as many means as possible, including at a minimum, delivered physical letter, email, and phone call (if available), and email and phone call to neighborhood or homeowners' association (if applicable).

The neighbor will be documented as notified and neither approves nor disapproves of the activities in the permit. Compliance to the total percentage requirement for approval will be calculated with the affected neighbors who signed the notification document.

* Please ensure the information on the notification and signatures letters match the permit application prior to review by the Village and distribution to neighbors. Should there be differences between the application and the letter of notification, the notification and signatures records will not be accepted for the application.

Exemptions

The following require signatures from the surrounding area and specific approval by the Village.

Special Effects/Extraordinary Scenes:

Including but not limited to vehicle chases, vehicle crashes, use of pyrotechnics or other explosives, smoke, water or flame effects, use of animals, use of aircraft, or use of firearms.

Contact the Bernalillo County Fire Department for their review and approval.

Noise:

Any activity at the filming location or basecamp/crew parking generating excessive noise (65 decibels (dB) at the property line during the daytime and 55 decibels (dB) at the property line at night) requires an exemption.

Night Filming:

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 an exemption.

Outdoor Lighting:

If the production is requesting exemption for night filming, they may also require exemption for outdoor lighting.

Lighting should not interfere with the safe movement of traffic, even with exemption.

The production is responsible for ensuring that film lights comply with the Village’s Dark Skies Ordinance (§9.2.20) and ensuring lighting is oriented away from neighboring properties, unless with exemption.

Hours of Production

Hours of production includes arrival of personnel and vehicles, prep, filming, strike, departure, and any other activity related to the production. Allowed hours of production differ between residential and commercial areas. Special Use zones (SU-1) and permits (SUP) may be in either residential or commercial areas, which will be determined by the Village.

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

Hours of production are limited to the hours of 8:00 A.M. to 8:00 P.M.

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

Hours of production are limited to the hours of 7:00 A.M. to 9:00 P.M.

Consideration

Residents and businesses should be free from any negative environmental conditions resulting from filming, including but not limited to: spillover lighting, exhaust fumes, or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection.

It is the production’s responsibility to ensure that there is a minimum of disruption to residents and businesses where filming occurs. This includes ensuring access to premises and ensuring pedestrian and vehicular access to adjoining properties.

Area businesses may request compensation from the production for loss of revenue when:

- Production vehicles are parked in front of a business
- Businesses are within a road closure/ITC area

Productions must be prepared to address concerns of area businesses/residents when notified.

Conduct

It is the responsibility of the production to ensure that its staff operate in a safe and professional manner in the course of their duties. It is the production’s responsibility to use reasonable efforts to ensure minimum disruption to neighbors where filming (including basecamp/crew parking) occurs. This includes ensuring neighbors’ access to their respective premises, pedestrian and vehicular access to adjoining

properties, and making alternate parking arrangements for residents or businesses where vehicles are displaced by filming activities. Relocating vehicles by towing to accommodate filming or parking is prohibited unless approved by the Village as an exemption.

All trash, whether catering, craft 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 businesses' 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. Cast and crew shall keep noise levels as low as possible at all times.

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

Acknowledgement

The Production may acknowledge the cooperation and assistance of the Village in its published credits if it so chooses. If acknowledged, refer to the Village as "Village of Los Ranchos de Albuquerque."

Denial

The Village has discretion to deny permit applications. Reasons for denial include but are not limited to:

- 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, in the guidelines, or in the policy and procedures.

Revocation

Permits may 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.

For non-emergency situations the Village shall provide written notice to the applicant with a reasonable opportunity to cure the breach or non-compliance.