



Street Use Permit Request Form
Film Production Parking
(under authority of Bylaw No. 6234)

Please submit with the completed *Film Permit Application* and a **detailed map showing requirements**.

Film Permit Number: _____ & CNV Project # _____ (internal use only)

PART 1: CONTACT INFORMATION

Production Co: _____ Office #: _____

Prod. Title: _____ Episode #: _____

Location Mgr: _____ LM Cell: _____

On Site Contact: _____ Cell: _____

PART 2: DETAILED INFORMATION

LOCATION #1

Use specific landmarks i.e. intersecting streets, building addresses, or other identifiable markers.

Block no.(s): _____ Street: _____ Side: _____

From: _____

To: _____

Start Date: _____ Start Time: _____
Month, Day, Year Day of Week

End Date: _____ End Time: _____
Month, Day, Year Day of Week

Location of Generator(s): _____

Location of Catering: _____

Location of Circus & Crew Park: _____

LOCATION #2

Use specific landmarks i.e.: intersecting streets, building addresses, or other identifiable markers.

Block no. (s): _____ Street: _____ Side: _____

From: _____

To: _____

Start Date: _____ Start Time: _____
Month, Day, Year Day of Week

End Date: _____ End Time: _____
Month, Day, Year Day of Week

Location of Generator(s): _____

Location of Catering: _____

Location of Circus & Crew Park: _____

CONDITIONS

1. Send this form ASAP, the City needs TEN (10) working days for street signage to be approved/signed and installed.
2. Applicant shall provide a map, preferably using the CityMap (<https://www.cnv.org/CityMap>), with identified parking requirements to accompany this permit application.
 - a. Map to be simplified versions containing only the information pertinent to sign shop printing and install (i.e. dates and times).
 - b. Please do not use multiple dates/times within a block as this can lead to confusion for our community members.
3. Applicant shall pay the fee set out under Schedule H of the Fee and Charges Bylaw No. 9000.
4. Once this form and accompanying parking map is received and accepted, the scope of work is locked. Additions or edits will be processed through an updated SUP (with additional costs).
5. Applicant shall distribute approved notification letters to all impacted residents & businesses. Notification shall include description of proposed filming in the area, dates of filming, and contact information (name and telephone number).
6. **Applicant, at the end of filming, to take down all parking signage and stack into a pile.**

Date of Application: _____ Applicant Signature: _____