CONTACT FOR APPROVALS:

The City of Monrovia processes film applications during regular business hours – Monday -Thursday: 7:00 am-6:00 pm.

Heather Gibson - (626) 303-6609, hgibson@ci.monrovia.ca.us

Heather’s back up: Tina Cherry (626) 256-8226, tcherry@ci.monrovia.ca.us (Primary back-up)

POLICE: Monrovia Police Department, Captain Heath Harvey, (626) 256-8095 or by email at hharvey@monrovia.laclen.org.

FIRE: Monrovia Fire Department, Laura Bednar, Inspector, 626-256-8110 or by email lbednar@ci.monrovia.ca.us.

FILMING IN CANYON PARK: Hillside Wilderness Preserve Supervisor, Eugene Suk, (626) 256-8281 or by email esuk@ci.monrovia.ca.us

RESERVATIONS/AVAILABILITY for CITY PARKS and FACILITIES: Nathalie Wilcox, Recreation Coordinator, Community Services Department (626) 256-8241 or by email nwilcox@ci.monrovia.ca.us

PROCESS: The City of Monrovia follows the following process for film permit approvals:

1. Film Permit Application is received by the City.
2. Production information is checked, including: filming activity, site plan, parking plan, generators, tents, traffic control needs, cast/crew vehicle information etc. **Production details should be complete and all filming activity information and attachments (driving grids, parking plans, site plans, equipment placement etc.) should be emailed in conjunction with application.**

   *Permits will not be processed by the City if the application information regarding filming and parking is incomplete.*

3. Complete Application and supporting materials are then sent to key City Staff members (Police, Fire, Public Works, Community Services, Community Development etc.) for review.
4. City Staff may add additional conditions and/or requirements of approval.
5. Once additional conditions are added to the permit (if any), insurance is processed. Insurance is submitted to the Monrovia City Clerk’s Office for approval.
6. If and when all of the above actions are completed and approved, the City will sign off and approve the permit.

TIMING: The City of Monrovia requires 5 full business days to process a permit request, **however,** as most productions will be required to obtain surveys, more time should be allowed **especially** for filming in the Old Town area where extensive merchant outreach will need to occur. Filming in Old Town, City Facilities, and Parks will require 7 full business days to process. **Filming in Old Town will be limited to one production submission per week, on a first come first serve basis.**
**FILMING HOURS:** 7:00 am to 10:00 pm in residential areas and commercial areas.

Extended hour (10:00 p.m. – 7:00 a.m.) filming allowed only with the 90% approval of the neighbors/businesses within the impacted area of filming.

**SENSITIVE AREA:** The area located between the south side of Foothill Boulevard and the north side of Olive Avenue, and, between the east side of Primrose Avenue and the west side of Ivy Avenue is known as the Monrovia Downtown Business Improvement District or “Old Town Monrovia”. The District is governed by AB 1696 in cooperation with the City of Monrovia. This area is declared a “sensitive area” in that:

- Customer and merchant parking is extremely limited;
- Myrtle Avenue is used as the main thoroughfare into and out of the City via the 210 Freeway; and
- Merchants have had a frequent number of film activities in this area and some have had negative past experiences with production companies. In particular, the 600 block and the lower half of the 400 block of Myrtle Ave are more sensitive.

**GUNFIRE/SPECIAL EFFECTS/PYROTECHNICS:** Fire and/or Police personnel will be required. A special fire permit may be required and must be obtained directly by the production company from the Monrovia Fire Department.

**FILM MONITORS:** City Facilities/Parks may require a Film Monitor, and two Film Monitors may be required when filming in Old Town. The City of Monrovia also reserves the right to request a Film Monitor for any production as deemed necessary by City Staff. Fees for film monitors will be the responsibility of the Production Company.

**CITY PARKS and FACILITIES:** Submission and/or Approval of a filming permit does not guarantee the availability of City Park Rentals or Facilities (i.e. Canyon Park Cabin). **Film Production Companies are responsible for checking on rental availability separately from a Film Permit.** If the facility is available on the requested date, a facility use agreement must be completed and submitted to the Community Services Department. City Park Rentals require a facilities use agreement submitted and approved separately through Nathalie Wilcox, Recreation Coordinator, in the Community Services Department. *Separate Fees will apply based on rental agreement.* Filming activity that impedes on resident or public use of parks/facilities may be prohibited and will not be approved.

**FILMING IN CANYON PARK:** Production companies wanting to film in Canyon Park must arrange a site visit with the Hillside Wilderness Preserve Supervisor prior to permit approval (suggested before application submittal); for the purposes of understanding vehicle and equipment restrictions. This will affect the turn-around time needed to process the film permit application, therefore arrangements should be made well in advance of a filming date.

One or more City Staff members (Canyon Park Naturalists, Recreation Coordinator, or Hillside Wilderness Preserve Supervisor) will be required on site during filming, at the expense of the production company. A Film Monitor may be required as well. Parking and vehicle access is limited. A Parking map is required, identifying the lot and specified spaces requested. A parking fee will be charged per vehicle, to be paid by the production company.

**GRID PERMITS, DRIVING SHOTS, CLOSURES:** Allowed. 90% survey approval is required from merchants/residents within a full closure. Please note: There is a maximum width restriction of 11 ft on all...
trucks, trailers, driving grid productions etc. on streets in Old Town and others. The maximum of 11ft includes any cameras, mounting equipment, rigging etc. There are NO exceptions to the maximum width restrictions in Old Town. **A map of the entire driving grid, including any loop made while not filming, must be submitted with the film permit application.** *Additional Restrictions apply to Old Town Monrovia.*

**GENERATORS:** Any time a generator is on location, or included at base camp offsite parking, a fire inspection will be required. The production company is responsible for the generator inspection fee.

**TENTS:** Any tents must be disclosed on the film permit application. Tent size must be listed as well. A Tent Permit may be required. Tent Permits must be obtained directly by the production company from the Monrovia Fire Department.

**PARKING:** Cast/crew and base camp vehicles are not permitted to park on commercial or residential area streets, on Old Town streets, or in public parking lots. Parking in these areas are extremely limited and only essential vehicles for the filming process will be allowed. (I.e. a generator truck or “period” automobile used as a prop in the film.) Production companies will need to secure offsite private property parking for base camp and all other cast/crew vehicles. **A parking map/plan MUST be submitted showing location of essential vehicle parking with the application, along with the address of the secured offsite parking location for base camp and cast/crew vehicles.**

**TRAFFIC CONTROL:** A traffic control plan (vehicle/pedestrian flow) is required with application; if filming will necessitate intermittent traffic control (ITC) or any impact on the flow of traffic. ITC is allowed on most roadways but is limited to two (2) minutes at a time. Production companies are required to use Monrovia Police Officers for any filming requiring ITC. *ITC over two minute intervals will be considered a street closure.** *Additional Conditions apply to Old Town Monrovia.*

**POSTING:** The posting of “no parking” signs shall be the responsibility of the production company. The signs shall indicate the day, date and times of the parking restrictions and shall be posted 24 hours in advance of the commencement of film activity. The production company shall remove signs within 1 hour of the conclusion of filming.

**NOTIFICATIONS, SURVEYS and SIGNATURES:** Notifications should be done at least 48 hours in advance of filming. Community Surveys on a form detailing proposed filming activities including times, dates, parking, traffic control etc. must be obtained from neighboring residents, businesses, and/or property owners who might be affected by proposed activities, prior to issuance of a permit. The production company is responsible for surveying affected businesses in a professional and transparent manner. Further, the signed Survey Forms and map showing those surveyed and notified must be submitted to the City prior to permit approval.

***When all filming, parking, and staging are contained inside private property, the company only needs to notify the immediate neighbors or adjacent businesses (both side(s) and/or directly across the street and directly behind.)***
**Notifications and Surveys are required for all film shoots in residential and commercial areas.**

**The 300ft/150ft measurement:** linear distance in each direction from the filming location on both sides of the street as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the notification should include the property owners behind the film location.

- Notifications must be given within 300ft.
- The survey area includes any resident or business within 150ft of the filming location.
- 75% approval is required within the 150ft.
- 75% approval is required from any resident or business impacted by additional parking requested.
- 90% approval within 300ft required for after-hours filming.
- 90% approval of all residents on the street required for full street closures.

*Notification and Survey Requirements for Old Town Monrovia are listed separately.*

**Additional Restrictions and Conditions for the City of Monrovia:**

- Permitting times include arrival and complete vacation of area.
- Must maintain 5' Clearance on Sidewalks/Walkways
- Must maintain local/emergency access
- No cast or crew parking on commercial area streets – parking on private property only
- No stopping and/or setting up in residential areas before 7am or after 10pm without prior approval
- No stopping and/or setting up in front of merchants or residents without prior approval
- No interference with vehicular or pedestrian traffic – unless ITC is approved.
- There is a maximum width restriction of 11ft on all trucks, trailers, driving grid productions etc. on Old Town streets. The maximum of 11ft includes any cameras, mounting equipment, rigging etc. There are NO exceptions to the maximum width restriction.
- Filming and Parking are not allowed in City Parking lots.
- Equipment or personnel will not block merchant’s front or rear entrances or hinder merchant’s deliveries.
- Merchant’s electricity, telephones, or restrooms may not be used unless previously agreed upon in writing with the merchants involved.
- There will be no time or location where filming interferes with church activities such as; weddings, funerals, or Saturday or Sunday services.

**STUDENTS/NON PROFIT ORGANIZATIONS:** The City application fee is waived for students, however, they must pay the Fire Inspection fee, if applicable. A letter from the school, confirming attendance and filming activities, along with the standard minimum insurance listing the City of Monrovia as additional insured is required. Similarly, Non-profit organizations serving the Community of Monrovia are eligible for an application fee waiver, but will be responsible for any inspection fees, insurance etc.
# CITY OF MONROVIA FEES

**CITY OF MONROVIA**  
**SCHEDULE OF FEES & CHARGES – Effective**  
**August 2, 2019**

## FILMING FEES

<table>
<thead>
<tr>
<th>Rental Type Code</th>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Film Permits</td>
<td>Issuance Fee (Per Filming Day)</td>
<td>$ 750.00</td>
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<tr>
<td>Film Permits</td>
<td>Permit Fee Per Each Additional Filming Day</td>
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<tr>
<td>Film Permits</td>
<td>Historic Preservation Fee (Filming in Old Town Only)</td>
<td>$ 75.00</td>
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<tr>
<td>Film Permits</td>
<td>Police Department Administrative Review (Optional)</td>
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<td>Film Permits</td>
<td>Overtime - PD / FD</td>
<td>Actual Cost per hour</td>
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<td>Film Permits</td>
<td>Fire Inspection Hourly Rate - 4 Hour Minimum</td>
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<td>Film Permits</td>
<td>Filming in Old Town Impact Fee - Daily Rate</td>
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<td>Film Permits</td>
<td>Generator Inspection Fee - Per Location</td>
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<tr>
<td>Film Permits</td>
<td>Park Naturalist Hourly Rate - Canyon Park Filming</td>
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<td>Film Permits</td>
<td>Canyon Park Coordinator Hourly Rate - Canyon Park Filming</td>
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<td>Film Permits</td>
<td>HWP Supervisor Hourly Rate - Canyon Park Filming</td>
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## PARKING FEES - CANYON PARK

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<tr>
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<tbody>
<tr>
<td>Parking Fee</td>
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<td>Parking Fee</td>
<td>Automobile - Weekend &amp; Holiday Rate</td>
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<td>Parking Fee</td>
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<td>Parking Fee</td>
<td>Parking Pass - Annual</td>
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<tr>
<td>Parking Fee</td>
<td>Disabled Person Vehicle Parking Pass - Annual</td>
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**INSURANCE:** A Certificate of Commercial General liability insurance must be on file with the City before any film permit is issued. This certificate must contain an endorsement naming the city as additional insured with permittee. Minimum coverage acceptable to the City shall be one million dollars per occurrence.

The certificate of insurance shall provide that thirty (30) days written notice shall be given by registered mail to the Director of Risk Management/Human Resources prior to cancellation of the policy or reduction of coverage or amount.

This certificate of insurance shall be effective for a period inclusive of all actual filming days. Dressing the set and strike time shall be considered as part of the period of filming with respect to insurance requirements.

The permittee shall conform to all applicable federal and state requirements for workers’ compensation insurance for all persons operating under the permit and shall provide proof of such insurance.

**OLD TOWN MONROVIA:**

The area located between the south side of Foothill Boulevard and the north side of Olive Avenue, and, between the east side of Primrose Avenue and the west side of Ivy Avenue is known as the Monrovia Downtown Business Improvement District or "Old Town Monrovia".

**MONITORS:** Film Monitors may be required when filming in Old Town

**NOTIFICATIONS, SURVEYS and SIGNATURES:** Notifications should be done at least 3 business in advance of filming. Community Surveys detailing proposed filming activities including times, dates, parking, traffic control etc. must be obtained from neighboring businesses, and/or property owners who might be affected by proposed activities, prior to issuance of a permit. The production company is responsible for surveying affected businesses in a professional and transparent manner. Further, the signed Survey Forms and map showing those surveyed and notified must be submitted to the City prior to permit approval.

**NOTIFICATIONS and SURVEYS IN OLD TOWN:**

The **500ft/200ft measurement:** linear distance in each direction from the filming location on both sides of the street as well as any additional properties affected including properties abutting alleys used for transportation.

- Notifications must be given within a 500ft of the filming location
- The survey area is businesses within a 200ft of the filming location.
- 75% approval is required within the 200ft.
- 75% approval is required from any business impacted by additional parking requested.
- 90% approval of all businesses on the entire block (both sides of street) are required for full street closures and approval from MOTAB is required.

**STREET CLOSURES IN OLD TOWN:** Street closures must be presented and recommended for approval by MOTAB (Monrovia Old Town Advisory Board.) Regularly scheduled meetings are held the second Tuesday of every month. **30 days advance notice is required.** *ITC over two minute intervals will be considered a street closure.*
**PARKING IN OLD TOWN:** Parking on Myrtle Ave and intersecting streets is extremely limited so only essential vehicles will be allowed to park in these areas (i.e. a generator or picture vehicle.) A parking map/plan MUST be submitted showing location of essential vehicle parking with the application. Cast/Crew parking must be secured on private property and the address provided on the application.

**RESTRICTED FILMING IN OLD TOWN:** A maximum of one film production submission per week will be accepted for filming in Old Town; on a first come, first serve basis. Filming is prohibited on most holidays, weekends during business hours, and Friday nights.

Filming will not be allowed in “Old Town Monrovia” due to limited parking and undue disruption as follows:

- Weekends (Friday nights, Saturday and Sunday, during regular business hours)
- Holiday Weekends
- Monrovia Days Celebration (Occurs in the month of May)
- Fountain to the Falls (Occurs in May)
- Winter Holiday Parade
- Family Festival
- Fall Festival
- Library Concerts and Festivals
- Art Festivals
- Craft Fairs
- Sidewalk Sales
- Halloween Activities
- Winter Holiday Season (2 weeks before Thanksgiving until after the New Year.)