

# **FILM PERMITS**

## **Pleasant Grove**

In order to film within the Pleasant Grove city limits, you will need to fill out the forms on the following pages of this document. Mail the completed documents along with any applicable fees as outlined in the documents to:

Carol Emery  
Business Licensing Department  
70 South 100 East  
Pleasant Grove, UT 84062

If you have any questions about filming in Pleasant Grove, contact Carol at [cemery@pgcity.org](mailto:cemery@pgcity.org) or 801-785-5045.

## FILMING APPLICATION-PERMIT PROCESS

[These are tentative requirements, and are not to be considered final or binding. At time of application, requirements will be specified and confirmed for final approval]

The following is a general description of the application-permit process for filming in Pleasant Grove City:

- The Licensing Requirement form includes a list of general terms, conditions, and restrictions for filming in Pleasant Grove. The fee schedule is also included on this form along with departmental contacts and information.
- A Special Event Application form and Landowner Approval Agreement must be filled out for each location that will be used. A Special Event Authorization Permit will be issued when all requirements are completed.
- Only one Temporary Use Permit is required regardless of number of locations.
- The Filming Company's Location Manager is required to provide a detailed map showing parking for company vehicles, camera placement or position, location for crew parking, street closures, and stunt locations, etc. The number of vans, buses, dressing room vehicles, production cars, crew members, cast members, hired officers, etc. is requested, as well as a summary of the scene.
- Base camps are needed for all crew and cast of the Filming Company to have a place to rest, eat, etc.
- Because of the number of trucks required to produce a film, the Film Companies are required to locate as much of the base camp and crew parking as possible to an "off-street" location. Filming Companies will need to find private parking lots to secure and pay for as the base camp location. Lots that are available may include church parking lots, school parking lots, renting downtown parking lots, privately owned property, etc.
  - The businesses' and residents' concerns and needs are taken into account first when considering a location approval. All possible options are investigated to make sure the experience is amiable for both the Film Company, and those living or doing business in the requested location area and vicinity.
  - Standard Liability Insurance is required for all filming projects and must meet the requirements as outlined by the Pleasant Grove City Attorney's office. \*SEE INSURANCE REQUIREMENTS IN PERMIT APPLICATION\*
- Location Rental Agreement must be provided proving permission has been granted for storage or parking of equipment, sets, production vehicles, or facilities for personnel, etc. with applicable premise owners or representatives.
- Notification of filming is made to other City Departments. This process eliminates the possibility of any department being left out of receiving pertinent information, which may be crucial to their day to day activities.
  - The Fire Department will know which roads may be blocked and therefore direct Emergency Vehicle response on an alternate route.
  - The Police Department can assign and plan for assistance and coverage where needed.
  - The Planning and Zoning Department will know and be aware of a temporary use site.
  - The Public Works Department will know in connection to any water or street involvement.
- If any Department has concerns, conflicts, or recommendations regarding the application requests, this information is returned to the Licensing Department.
- Any critical concerns may require that the Departments meet at the location with the Location Manager to discuss the logistics and the scene to be filmed.
- The permit must be in the possession of the applicant at all times while on location, and must be made available for inspection when requested by City authorities or the public.
- The permit does not constitute or grant permission to use or occupy property not belonging to or under the control of Pleasant Grove City Corporation.
- Intermittent traffic control is frequently needed to hold traffic during a filming shoot. The Police Department will determine the number of officers to be hired, as well as arrange for payment. All coordination and contracting takes place through the Police Department.
- Consideration is taken for local construction projects, specific traffic flow problems, major travel routes, etc., in the vicinity.
- Any activity or stunt, requesting the use of fireworks, explosives, fire bars, candles, etc., are reviewed by the Police Department, and the Fire Department. If they are approved, the activity may require the hiring and presence of the appropriate fire and/or police personnel.
- It may be necessary that an officer (s) be hired and present on most locations. The presence of a uniformed police officer is advantageous to both the Film Company and the public as it is an immediate solution to any problems that may surface.
- If an unhappy citizen is present, the officer may be able to resolve issues and acts as the mediator. The officer is also a visible link to the film company personnel needed for specific requests.



## LICENSING / TEMPORARY USE REQUIREMENTS [Condensed Version]

**LICENSING REQUIREMENTS:** [other applicable information found with Licensing Special Events]  
(Other licensing requirements may apply; note those that are applicable to your event)

- **Special Event Business License Fee: \$100.00** (per location/for each event).
- **Firework Sales: \$300.00** (per location/for each event).
- **Motorized Vehicle Retail Sales: \$150.00** (\$150 for first six [6] vendors; \$25 for each additional vendor).
- Provide all applicable information on the Special Event Application Form. A Special Event Authorization Permit will be issued when all requirements are completed.
- **Requirements:** Obtain all necessary information and requirements pertaining to this license: Name Registration, State Sales Tax Number, Special Events Sales Tax number from the State Tax Commission (1-800-662-4335, Ext. 6303). A new number must be obtained for each event. [Need to charge tax on tickets if business is charging admission.]
- **Concessions Sales:** If selling concessions, current certification or permit must be provided. Contact the following:
  - **Opened containers: fountain drinks, food products, etc. / Department of Health 801-851-7525.**
  - **Closed containers: canned pop, packaged food products, etc. / Department of Agriculture 801-851-7792.**
- **Recreation Department:** Must approve any events that are associated with facilities. Must contact this office in advance. Abide by all requirements and conditions set forth in Recreation Facilities application outline. Application and Outdoor Facility Rental Agreement needs to be made for Park Pavilions, Ball Fields, and Rodeo Arena. Must be made through their office (801-785-6172, 547 S. Locust).
- **City Parks:** Use will be determined under the ordinance for parks. May be charges associated with garbage clean up, road barrier removal, electrician fees if electricity is needed, and if Park/City personnel are needed.
- **Police Department:** Secure and pay for two City police officers to be present at the facilities for the first 1,500 people that attend. If more than 1,500 people attend the facilities, contact the Police Department and request and pay for additional officers. Officer and Equipment fees apply. Arrangements need to be made through the Police Department (801-785-3506).
- **Fire Department:** Apparatus fee and manning fees apply. Arrangements need to be made through the Fire Department (801-796-9496).
- **City Council approval may be required.**
- **Downtown Advisory Board (DAB)** recommendations and Conditional Use Permit approval from the Planning Commission will be required for any temporary use or special event in the Downtown Village area.

### **TEMPORARY USE PERMIT REQUIREMENTS (Section 10-16-1):**

(All applicants must follow the requirements listed, and any other temporary use requirements that may apply.)

- **Temporary Use Permit Fee:** may be required. This fee will be set in the amount of \$100.00.
- For special events the party must obtain a 'Special Event Authorization' permit.
- Permit may extend for a season or 120-days upon which time the party must obtain a new permit. All other temporary uses shall be allowed for not more than thirty (30) days. (Check zoning restrictions.)
- **Farmers Markets:** limited to the period from June through November. Secure a temporary use permit and business license. Submit a site plan with applicable requirements.
- Applicant shall provide a site plan with the following information:
  - Identify the number and type of vendors.
  - Provide a signage plan for the proposed uses.
  - Show the parking.
  - Designate vehicular access location.
- **Firework Stands or Firework Displays:** administered by the Public Safety Department. (No temporary use fee required.)
- **Christmas Tree Sales:** tree sales allowed for a period of thirty (30) days from November 25 to December 25 of the year in which permit is issued.
- Applicant needs to provide a cash bond [reimbursable] for the restoration of the site of said use to its original condition, including cleanup, replacement of facilities, and removal of any structures according to the following schedule:
  - (a) **Circus, carnival, or related uses: \$1000**
  - (b) **All other temporary uses (except fireworks stands/\$500): \$300**
- Landowner must sign a **Landowner Parcel Approval Agreement**. [Downtown Village area must obtain a recommendation from the DAB and a Conditional Use permit approval from the Planning Commission.]
- No detrimental effects on adjacent properties and surrounding uses.
- Requested use will not create excessive traffic hazards on adjacent streets and that traffic control, if necessary, shall be provided at the expense of the applicant.
- Proof of sufficient liability insurance for the requested use or event.
- If applicable, sanitary facilities need to be in place and necessary requirements met.
- If applicable, all structures need to be securely anchored to the ground as directed by the Building Official.



LANDOWNER PARCEL APPROVAL AGREEMENT

Date \_\_\_\_\_

Request has been made for use of your property site located at \_\_\_\_\_

For the following business \_\_\_\_\_

As a city we are concerned that you understand all procedures and conditions associated with giving this written agreement for site plan approval. These procedures are set up as a protection for you, as the landowner, to make sure that all requirements are met and that the property is restored to its original state upon completion of business activities. The landowner would need to give approval or grant permission for use of said site with the understanding that they are also consenting to meet the following conditions and all other applicable requirements.

- SECTION 10, CHAPTER 16 - TEMPORARY USES (E): The right to occupy the site shall be secured by a written agreement with the owner of the parcel and the owner of any host structures. Said agreement shall address the question of use of restroom facilities by employees, responsibility for maintenance, and restoration of the site upon termination of the use. A copy of the proposed agreement shall be part of the application.
Applicant needs to provide a cash bond [reimbursable] for the restoration of the site of said use to its original condition, including cleanup, replacement of facilities, and removal of any structures according to the following schedule (10-16-5, G):
(a) Circus, carnival, or related uses: \$1000
(b) All other temporary uses (except fireworks stands/\$500): \$300
If applicable, a Temporary Use Permit Fee will be required of the applicant. This fee will be set in the amount of \$100.00 (Section 10, Chapter 16). Requirements and approval for this permit are through Community Development.
Applicant shall provide a site plan with the following information (10-16-2, C):
-Identify the number and type of vendors
-Provide signage for the proposed uses.
-Show parking.
-Designate vehicular access location.

Applicant shall take care of all necessary inspections (fire, health, etc.) required. Also, proof of insurance may be required.

Be it known that \_\_\_\_\_, has my permission to operate a \_\_\_\_\_
\_\_\_\_\_ as a Temporary Use site on my property located at \_\_\_\_\_
in Pleasant Grove, Utah. Use will be from \_\_\_\_\_ to \_\_\_\_\_.

(Printed Name of Landowner)

(Printed Name of Applicant)

(Owner's Signature)

(Applicant Signature)

(Date)

(Date)



SPECIAL EVENT APPLICATION

(A Special Event Application is required for licensing any of the following: Private Parties, Exhibitions, Fairs, Films, Shows or Carnivals, Concerts, Charity Events, Parades, Athletic Events, etc.)

DATE
NAME

(Person responsible for supervision of event, coordination of permits, inspections and compliance with all codes & ordinances)

BUSINESS PHONE FAX NUMBER

ORGANIZATION (if any)

CONTACT PERSON PHONE

MAILING ADDRESS (Street) (City) (Zip)

DO NOT PRINT BROCHURES, PACKETS, MAPS, ADVERTISEMENTS, ETC., OR CIRCULATE SUCH WITHOUT APPROVAL OF THE EVENT!

EVENT TITLE/NAME (indicate type of event)

PROPERTY LOCATION (if applicable include map of route or site)

EVENT SET UP DATE/TIME at (AM/PM)

DATE(S) EVENT WILL TAKE PLACE

STARTING TIME OF EVENT (AM/PM)

ENDING TIME OF EVENT (AM/PM)

EVENT TAKE DOWN DATE/TIME at (AM/PM)

NUMBER OF PARTICIPANTS EXPECTED

NUMBER OF SPECTATORS EXPECTED

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- YES NO
Are you requesting any public roadways/streets or parking areas to be closed/traffic obstacles?
Are you requesting Police, Fire/Emergency Medical personnel?
Does the event involve food concession and/or food preparation areas?
Does the event involve the sale or use of alcoholic beverages?
Will items or services be sold at the event/will sales tax be collected? If 'YES' Special Event #
Will there be any physical hazard, i.e.: marathon, walk, or race?
Are there any other special conditions or requirements? (e.g. accessibility, etc.)
Will there be a fee or donation to attend?
Charity Event? (What is the fee/donation amount and what will it be used for? Please list the name, address & phone number of the charitable organization)

APPLICABLE FEE'S:

- BUSINESS LICENSE FEE TEMPORARY USE PERMIT FEE
REIMBURSABLE CASH BOND OUTDOOR FACILITY RENTAL FEE
POLICE FEE (PER OFFICER/CAR) 501.C3NON- PROFIT STATE TAX ID NUMBER
FIRE DEPARTMENT APPARATUS FEE/PERSONNEL
MISCELLANEOUS FEES [garbage clean up, road barrier removal, electrician, park/city personnel, etc.]

OTHER RELATED REQUIREMENTS:

- PROOF OF INSURANCE CITY COUNCIL APPROVAL TEMPORARY SITE PLAN
POLICE DEPARTMENT APPROVAL FIRE DEPARTMENT APPROVAL TEMPORARY USE PERMIT
RECREATION DEPARTMENT APPROVAL STREETS DEPARTMENT APPROVAL LOCATION RENTAL AGREEMENT
COMMUNITY DEVELOPMENT APPROVAL PARKS DEPARTMENT HEALTH DEPARTMENT APPROVAL
DOWNTOWN ADVISORY BOARD APPROVAL CONDITIONAL USE PERMIT LANDOWNER APPROVAL

I certify that the information contained in this application is true and correct and agree to adhere to all rules, regulations, and policies of Pleasant Grove City. Applicant also understands that a Special Event Authorization does not authorize any violation of the provisions of Pleasant Grove City code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Pleasant Grove City for any and all injuries or losses suffered because of participation in or use of Pleasant Grove City facilities or services, except in the case of gross negligence on the part of the City.

Signature: Date:

(This form is not a permit or authorization to do a special event. That permission and authorization is issued separately after all requirements are approved and complied with.)



## TEMPORARY USE PERMIT

**Permit Documentation for:** \_\_\_\_\_

YOUR APPLICATION FOR A TEMPORARY USE PERMIT IS APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

1. Business description and site are as provided by your business license application documents.
2. Any vending will first require a separate, valid business license issued by or recognized by Pleasant Grove City. Sale of consumable foods requires adherence to County health codes.
3. Changes to your proposed business must first be approved by Pleasant Grove City.
4. You must maintain appropriate insurance/bonds as required by the City of Pleasant Grove, Utah.
5. There shall be complete conformity with the provisions of the Pleasant Grove City Municipal Code, including all fire, building, plumbing, and electrical codes, as well as all state and county laws and ordinances, to promote the public safety and welfare.
6. You must not allow your business to create excessive traffic hazards. Competent traffic control may be required, especially during peak periods, and shall be provided at your expense.
7. You must provide adequate temporary restroom facilities for your use. All waste resulting from the operation shall be properly disposed of.
8. Your permit is valid only during the inclusive period designated upon application. For Special Events this permission extends for a season or 120-days, upon which time the party must obtain a new permit. All other temporary uses consist of a series of separate 30-day approvals and shall be restricted to applicable zones.
9. Hours of operation shall be no earlier than 8:00 am and no later than 11:00 pm. (Noise and other ordinances separate.)
10. No sign or advertising shall be displayed on the premises except in conformance to Community Development and Zoning Requirements.
11. The operation of your business shall not have any detrimental effects on adjacent properties and must be in harmony with surrounding uses. Your business shall not unreasonably endanger or disturb the peace and quiet of the neighborhood or alter the character of the premises, including by sounds, noises, or vibrations.
12. You must provide an adequate and safe parking area for employees and customers, including lighting for the safety of patrons. The parking area must be kept clean and free of any refuse or combustible materials surrounding the designated parking. Any use of lands with water hazards (e.g., the pond area) must be carefully secured by appropriate fencing and sufficiently lighted for the safety and welfare of patrons.
13. This permit may be immediately revoked if these conditions are not followed.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)