

# TOWN OF HILLSBOROUGH

## SAN MATEO COUNTY

Planning Office  
650/375-7411  
Fax: 650/375-7415



1600 Floribunda Avenue  
Hillsborough  
California 94010

### **Motion Picture and Television And Other Commercial Photography Film Production Permit Process**

Commercial filming is permitted in Hillsborough on a limited basis and subject to certain conditions. There should be little or no indication, off of the subject site, that such activity is occurring.

- There should be no indication in the credits, the film, or elsewhere, of the location for the filming, including, but not limited to, references to Hillsborough or shots of the street address.
- All vehicles associated with the production must be accommodated off of the public rights-of-way, either on private property or in parking lots approved by the planning office and located outside of town. No commercial car carrier or other vehicles with more than two axels shall be used in delivering equipment to the site without special provisions.
- There shall be no "chase" scenes, stunts, pyrotechnics or special effects which are discernable, in any way, from off of the site.
- Applicants shall conform to provisions of the Town's Noise Ordinance.
- A certificate of general liability insurance, in the minimum coverage amounts of \$1 million per occurrence and \$2 million aggregate, is required.
- A written statement from the property owner that the adjacent neighbors (both sides, behind and across the street – provide addresses) have been informed of the activity.
- A Filming Permit, issued by the Planning Office, is required prior to initiating the activity. At least three (3) full business days are generally required to process an application (attached).
- The fee for the Permit is \$500/day for private property; if public property is involved, the fee is \$1,000/day.

If you have questions, please contact the City Planner at 650/375-7411.

Attached: Permit Application

**TOWN OF HILLSBOROUGH**  
SAN MATEO COUNTY

Planning Office  
650/375-7411  
Fax: 650/375-7415



1600 Floribunda Avenue  
Hillsborough  
California 94010

**Motion Picture and Television  
And Other Commercial Photography  
Film Production Permit**

**APPLICATION**

(Print Clearly or Type)

Location (address) of filming: \_\_\_\_\_

Other locations (if any) to be used for parking, staging, etc.): \_\_\_\_\_

\_\_\_\_\_

Dates of Filming: \_\_\_\_\_ Hours: \_\_\_\_\_

Applicant/Company: \_\_\_\_\_

Person in charge at location: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Location Phone: \_\_\_\_\_

Office Fax: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

(over)

Attach the following:

1. Description of scenes to be filmed; include details of stunts, special effects, etc.
2. A list and description of all vehicles associated with the production (including private cars for crew, catering trucks, etc.).
3. Proof of insurance.
4. Parking plan (on private and/or public property). This is a plan, drawn to (at least approximate) scale and with dimensions, of the parking area(s) that shows how and where the vehicles will be parked and that they fit.
5. Property owner's statement about neighbor notification and authorization for the use of the site (copy of the contract can suffice for this second item).
6. Permit fee (\$500/day for private property; \$1,000/day for public property) – check to Town of Hillsborough

### **AGREEMENT**

The permittee hereby agrees to comply with all terms and conditions of the permit and understands that failure to comply with all permit terms and conditions is grounds for permit revocation by the Town of Hillsborough.

The permittee agrees to clean and restore to the same condition as it existed prior to the filming all Town-owned property used during the filming activity.

The permittee agrees that the person specified on the application as being in charge on location will, all times, retain on location a copy of the film permit and that changes to the information provided to the Town on this application, and the attachments thereto, shall be submitted, in writing, for approval within twelve (12) hours.

The permittee understands that the Noise Ordinance (HMC Chapter 8.32) limits noise generated by this activity to no greater than 80 dBA, measured from fifty (50) feet from the source.

The permittee agrees to reimburse the Town for any and all costs incurred to repair or replace Town property that is damaged as the result of the filming activity associated with this permit.

Furthermore, the permittee shall hold harmless the Town, its officers, officials, employees, volunteers, agents and representatives from all claims and liability of any kind whatsoever resulting from or arising out of the filming activity or issuance of the film permit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_