



CITY OF WEST HOLLYWOOD

FILM OFFICE

NOTIFICATION REQUIREMENTS FOR LOCATION FILMING

- All neighbors and businesses within **500 feet** (or more) of your location, on both sides of the street, must be notified of your filming activities by written letter.
- Please draft a letter on your company's letterhead. Depending on your location, you may be required to distribute your Notification Letter in Russian.
- A copy of the notification letter must be submitted before your film permit request is approved. The letter must include mention of each of the following points in order for your request to be approved.
 1. The name of your company, the type of filming (i.e., commercial, feature film, etc.), the name of your production, and that you are proposing to film in their neighborhood. Avoid language that states: "XYZ Productions will be filming..." instead state: "XYZ Productions proposes to film....."
 2. List the dates and times you propose to be on location.
 3. Describe the filming activities proposed. Include as many details as possible. Neighbors are more receptive when you are forthcoming about the total impact, rather than withholding information for fear of a negative response. If some details are still to be determined, the neighbors would appreciate knowing this. Please include information on your lighting plans.
 4. Your construction and strike down plans. Describe construction and strike down activities, dates, times. Please let the neighbors know if no such activity is planned.
 5. State how many production vehicles will be parked on the street on their block, and where "No Parking" signs will be posted.
 6. Please include whichever of the following paragraphs is appropriate (or both):
 - RESIDENTIAL AREA FILMING:** "The City requires that we notify all residents within **500 feet** (or more) of any filming activity. Signatures may be required to confirm notification.
 - COMMERCIAL AREA FILMING:** "The City requires that we notify all merchants within **500 feet** (or more) of any filming activity. Signatures may be required to confirm notification.
 7. Thank them for their support and cooperation. Let them know that you are a guest in their neighborhood. If possible, invite them to watch, and extend any courtesy you feel is appropriate (i.e., invite them to breakfast at the caterer, etc.). Neighbors who are made to feel a part of what's going on in their neighborhood will be more cooperative and positive regarding future filming. It is also often a good idea to thank them for helping keep filming in Southern California.
 8. Please include the following paragraph:

"If you have any questions or concerns, please call (your contact name) at (phone number) or (pager number), or you may call the City of West Hollywood Film Office at (323) 848-6489."
- Please leave the letter at the front door if no one is home. **Do not place the letter in the mailbox, as this is a violation of federal law.**