



**PARK COUNTY  
FILM PERMIT APPLICATION**

**Permit required for any project with 150 or more people on-site,  
or project duration is longer than two weeks**

Mail Application to: Park County Planning Department;  
P.O. Box 1598; Fairplay, CO 80440  
Or: [planningandzoning@parkco.us](mailto:planningandzoning@parkco.us)

Date Submitted: \_\_\_\_\_ Date of Completeness Determination: \_\_\_\_\_

- Application fee of **\$50.00**, plus administrative time, paid with

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_

**REQUIRED DOCUMENTATION**

Detailed, clear and legible site plan that includes all structures (tents, portable toilets, stages, etc.), base camp, parking and staging areas, etc.

**TYPE OF PRODUCTION:**

- |   |  |                                       |                                     |
|---|--|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> TV Program/Special     | <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Feature Film | <input type="checkbox"/> TV Movie   |
| <input type="checkbox"/> Student Film/Video     | <input type="checkbox"/> Music Video   | <input type="checkbox"/> Short Film   | <input type="checkbox"/> Multimedia |
| <input type="checkbox"/> Commercial/Advertising | <input type="checkbox"/> Documentary   | <input type="checkbox"/> Still        | <input type="checkbox"/> Other      |

**TIME ON SITE:**

Permit application shall be submitted at least three (3) weeks prior to film event.

	Day of Week	Date	Start Time	End Time
Set-Up				
Filming Start				
Filming End				
Tear-Down				

**PRODUCTION COMPANY:**

Production Company Name: \_\_\_\_\_

Producer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

For Profit       Non-Profit       Government       Other \_\_\_\_\_

**APPLICANT INFORMATION:**

*Applicant must be authorized representative of both Production Company and Landowner*

Same as Production Company       Location Manager       Owner Representative

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**LOCATION INFORMATION:**

Schedule Number (available at parkco.org): \_\_\_\_\_

Location Address and/or Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

**Project Name and Job #:** \_\_\_\_\_

**Will this production impact or cause disturbance to businesses or neighborhoods?**  Yes  No

**Describe Impacts:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have they been notified?**  No  Yes **Date:** \_\_\_\_\_ **Provide copy of notification.**

Applicant shall, at least 48 hours prior to the proposed filming operation, distribute leaflets to the residents and businesses located within 1000 feet of the proposed filming site, or to any business or homeowner who may be affected by the filming activities. In residential areas, the leaflet should be distributed to the entire block on both sides. The leaflet shall explain the proposed operations and shall contain:

- ❖ The names and phone numbers of the Production Company and the On-Site Contact,
- ❖ The type of activity and duration, and
- ❖ The name and title of the Production Company's local contact, applicant, and/or location manager.

**How many total people are involved on-site with project (cast, crew, client, agency)?** \_\_\_\_\_

**Describe the project including props, scenes to be built, action and equipment involved:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of vehicles used:** Trucks \_\_\_\_\_ Cars \_\_\_\_\_ ATV \_\_\_\_\_ RV \_\_\_\_\_

Drones \_\_\_\_\_ Helicopters \_\_\_\_\_ Other \_\_\_\_\_

**Will animals be on-site as part of this project?**  Yes  No

If yes, describe what kind, how many, and how they will be contained and cared for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are guns, pyrotechnics, other explosives, smoke or flammable liquids, or other special effect elements in the shoot?**  Yes  No

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will there be any music or amplified sound during filming?**  Yes  No

*If yes, Park County Ordinance #12-01, addressing noise control, must be followed. Go to: <http://parkco.us/ArchiveCenter/ViewFile/Item/1537>*

**Describe sanitation facilities provided:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All trash must be disposed of in bear-proof containers. Once shooting is complete, trash must be removed from location and the area restored to acceptable condition.

**Does the project require closing or blocking a public right-of-way?**  Yes  No

**If yes, where and for how long? (describe and *put on site plan*):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you contacted the Park County Public Works Dept. regarding road closures and or blockages of public rights-of-way?**  Yes  No

*Any use of County roads and rights-of-way will require a Release and Hold Harmless Agreement.*

**Will any emergency or security services be needed?**  Yes  No

**Describe:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT SIGNATURE**

I certify that all the statements, answers to the above questions and attachments to this application were made by me and are true without any reservations or evasions.

\_\_\_\_\_  
Signature Title Date

**LAND OWNER SIGNATURE**

\_\_\_\_\_  
Signature Title Date