

Attachment D – Survey Form

GUIDELINES FOR CITY OF BURBANK FILM SURVEY

The top portion (scene description, dates, times & production office information) of the attached form should be thoroughly completed and submitted to the Burbank Film Office for review and approval. The Burbank Film Office will advise you of any changes, if needed, and when you should begin the survey gathering process.

Once the survey form is approved by the Burbank Film Office, copies must be made in sufficient quantity to provide all residents with two of the surveys: one for comment and submission to the Burbank Film Office, and one the resident/business owner can keep for future reference. Two copies must be left at every residence or business within the survey area, regardless of whether an individual is present for review. A brief note, indicating the time and place for retrieval of the survey form, must be left with the surveys.

Surveys must be provided to all residences and businesses within 300 feet of filming activities and equipment parking (or other radius as determined by the Film Office). As further explained in the Film Permit Rules and Regulations, survey requirements will be based on filming in highly-desirable areas, requests to film in residentially adjacent neighborhoods outside of normal filming hours, and/or the presence of Extraordinary Circumstances.

Affected residents or business owners should be directed to complete the bottom left portion of the form and asked to include their phone number. Individuals who are hesitant to include their phone number should be told that it is not mandatory but that its only use is for verification by the Burbank Film Office.

Property owners/managers may only sign for tenants when the building is not accessible and with the understanding that he/she accepts responsibility to notify tenants by letter of filming and posting activity and to address any issues or concerns from the tenants; the property owner/manager's signature does not waive rights of the tenants to submit individual concerns to the Film Office. Property owners/managers may sign for their tenants but they must do so in the designated area of the form, only. *Manager signatures in resident portion are not acceptable.*

A detailed map, similar to a plot plan, depicting the streets and residences affected, must be included with the surveys when presented to the Burbank Film Office for review. Maps may be accessed online at: <http://gis.burbankca.gov/>

Each address on the map should be annotated, indicating whether the resident or manager had concerns, had no concerns, was not home, etc. Other notations - such as vacation, vacant, or refused contact, etc. - to further explain why there was no response, are especially helpful in the evaluation process.

SURVEYS AND THE REQUIRED MAP SHOULD BE SUBMITTED TO THE BURBANK FILM OFFICE AT LEAST 24 HOURS IN ADVANCE OF THE TIME THE PERMIT WOULD NEED TO BE RELEASED. This provides the necessary time to review the material and address concerns, and also provides you with time to gather additional surveys if required.

The Burbank Film Office will evaluate the surveys and map to determine the extent of community concerns and support with respect to the proposed activities. Additional consideration is given to residents or businesses in close proximity to the filming activities and mitigating their concerns may be crucial to approval.

CITY OF BURBANK: Survey Request for Intended Filming

DISTRIBUTED ON: ___/___/___ : ___ AM/PM **PLEASE RESPOND BY:** ___/___/___ : ___ AM/PM

PLEASE READ BEFORE YOU RESPOND: This is not a request for approval of filming activities; it is an opportunity to make your concerns known to the City of Burbank. This is used by the City of Burbank in evaluating neighborhood concerns regarding the proposed filming activities.

Dear Resident/Business Owner,

_____ is planning to film scenes of _____
(Production Company) (Project Title)
On: _____ from _____ to _____ at: _____
(Date) (Time) (Filming Location)

ACTIVITY: _____

Proposed posted "NO PARKING" on the:

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-
-

Proposed **CURB LANE CLOSURE / BIKE LANE CLOSURE** on: _____ on the:
(date/time)

-
-

This company has applied for the necessary permits and maintains all legally required liability insurance. If you have any questions or concerns regarding this project, please contact the production company or location manager at the numbers provided below. If you have any concerns about this shoot or filming in your neighborhood, you may also contact the City of Burbank Film Office at (818) 238-3105. All reasonable requests for accommodation will be considered.

(PLEASE CHECK ONE)

_____ **I have NO concerns regarding the proposed filming.**
_____ **My specific concerns regarding the proposed filming are:**

x _____ (Signature) _____ (Print Name)
_____ (Address) _____ (Phone)

*Your contact information helps the City of Burbank ensure the accuracy of survey responses.

Multi-Unit Buildings: Property owners/managers may only sign for tenants when building units are not publicly accessible and with the understanding that he/she accepts responsibility to notify tenants by letter of filming and posting activity and to address any issues or concerns from the tenants; the property owner/manager's signatures does not waive rights of the tenants to submit individual concerns.

Total # of units in building: _____ Address: _____

Manager Signature: _____

If you have any questions or concerns regarding this request, please contact the production company or the location manager at the numbers provided below.

Production Company & Phone Number

Location Manager NAME/CELL

Production Manager NAME/CELL