

# Film-Friendly Certification

February 20, 2024



# Film Friendly Certification

- Application for Film-Friendly initiated by VisitNorman
  - VisitNorman will serve as primary point-of-contact
  - Creation/maintenance of locations database
- Final step in the certification process is creation of a film permit
  - Additional film-related questions on Special Event permit application
  - Updated language to Special Event ordinance needed
  - Fees

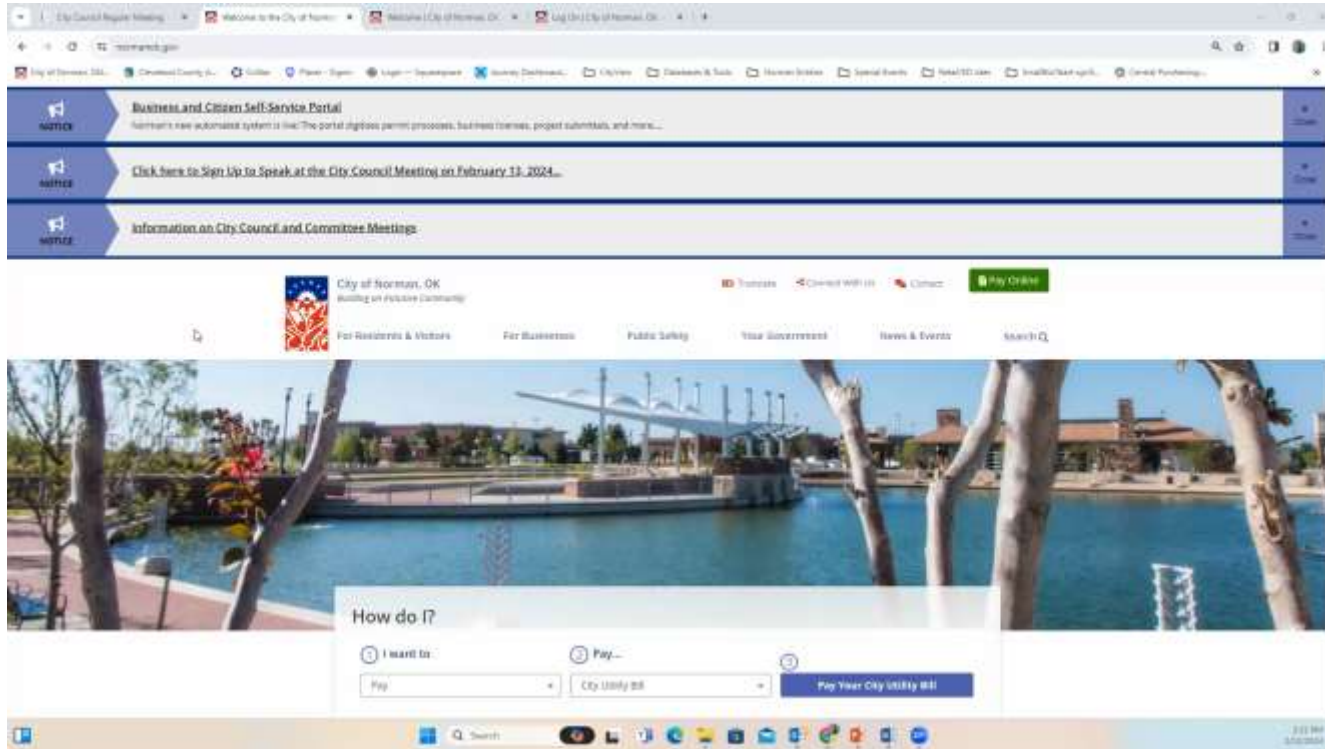


Next Section

# PERMIT PROCESS



# Special Events Permit Process



# Special Event Permit Process

[Sign Out](#) [My Account](#) [My Name](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The Cityview Portal is the first step in the City's plan to improve its service offerings for citizens. Visit portal help to learn more about application instructions, FAQs before applying online. Watch for more updates coming soon.



## Code Enforcement

[Submit a New Complaint](#)  
[Case Search](#)



## Public Works and Earth Change Permits

[Apply for an Public Works / Earth Change Permit](#)  
[Estimate Fees](#)  
[Request an Inspection](#)  
[Request a Meeting](#)  
[Application Search](#)  
[Upload Submittals](#)



## Planning & Community Development Department

[Apply for a Planning Permit](#)  
[Estimate Fees](#)  
[Application Search](#)  
[Upload Submittals](#)



## Trade Contractors (M.E.P) Sign and Structure Moving Licensing

[Apply for a New License](#)  
[License Search](#)  
[Upload Submittals](#)  
[Renew a License](#)



## Property Information

[Search for a Property](#)



## Construction Permits

[Apply for a Permit](#)  
[Estimate Fees](#)  
[Request an Inspection](#)  
[Request a Meeting](#)  
[Application Search](#)  
[Upload Submittals](#)



## Garage Sale / Events / Parade Permits / Open Record Request/Variances/Street Closure/Sign Permit

[Apply for a Garage Sale / Event / Open Record Request/Variances/Street Closure or Parade Permit/Sign Permit](#)  
[Estimate Fees](#)  
[Request an Inspection](#)  
[Request a Meeting](#)  
[Application Search](#)  
[Upload Submittals](#)



## Business Licensing

[Apply for a License \(Business, Food, etc.\)](#)  
[Business Search](#)  
[Upload Submittals](#)  
[Renew a Business License](#)



## Miscellaneous Fees

[Search for Miscellaneous Fees](#)

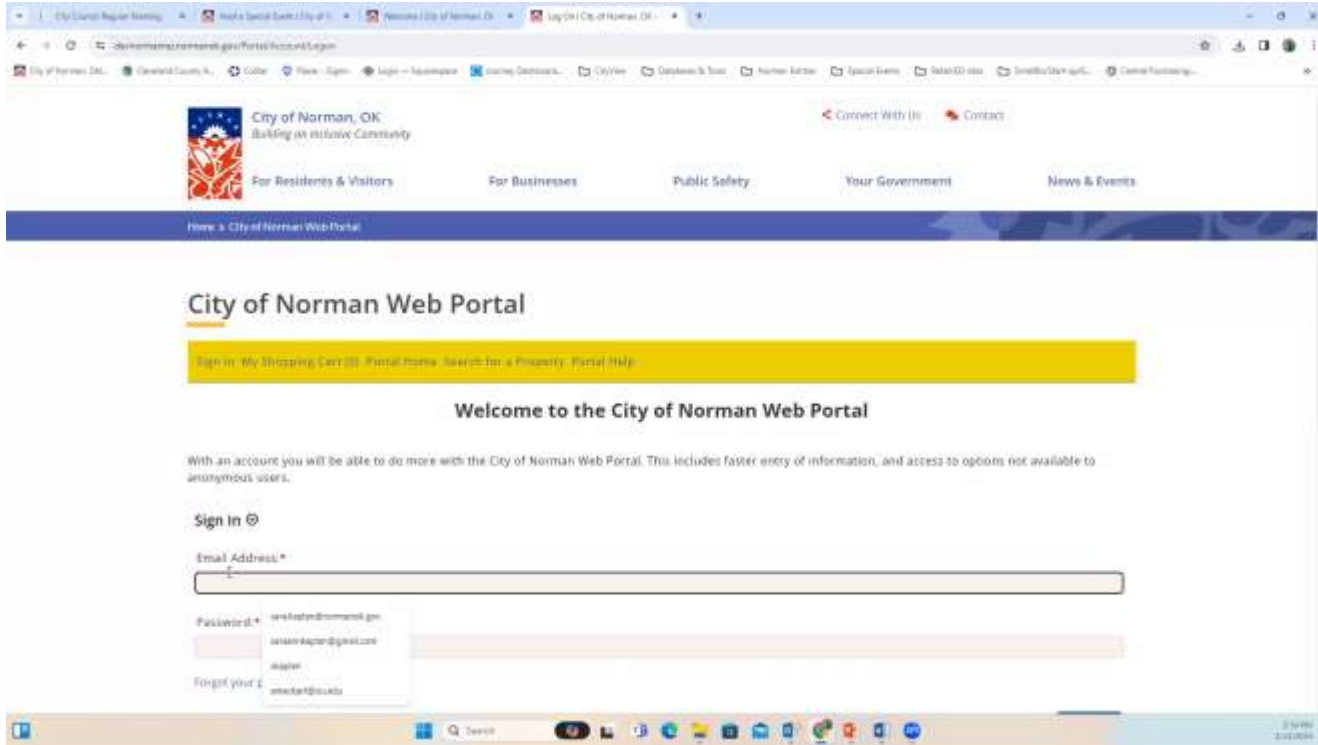


# Special Event Permit Process

- CityView, online permitting system, launched in November 2023
- Currently guiding all special event applications through the portal
- Existing Special Event application includes questions regarding the following:
  - Dates/Times (event start and end, site preparation, frequency)
  - Location
  - Street closures
  - Noise variances
  - Vendors & Food trucks
  - Tents, stages, and other temporary structures
  - # of Support Personal (staff and/or volunteers)
  - Restrooms on site and port-a-potties
  - Security Plan
  - Health & Safety Plan
  - Clean-up and Trash Removal Plan



# Special Event Permit Process



The screenshot shows the City of Norman Web Portal login page. At the top, there is a navigation bar with the City of Norman logo and the tagline "Building an inclusive Community". Below this, there are links for "For Residents & Visitors", "For Businesses", "Public Safety", "Your Government", and "News & Events". A blue banner below the navigation bar reads "Home - City of Norman Web Portal".

The main content area is titled "City of Norman Web Portal" and features a yellow bar with the text "Sign in: My Shopping Cart (0) Portal Home Search for a Property Portal Help". Below this, a black box contains the text "Welcome to the City of Norman Web Portal".

Below the welcome message, there is a paragraph: "With an account you will be able to do more with the City of Norman Web Portal. This includes faster entry of information, and access to options not available to anonymous users."

The "Sign in" section includes a "Sign in" link with a lock icon. Below this, there is a form with the following fields:

- Email Address: \* (with a dropdown arrow icon)
- Password: \* (with a dropdown arrow icon)
- Forgot your?

The form fields are currently empty. A dropdown menu is visible below the Password field, showing the following options:

- norman@norman.ok.gov
- norman@norman.ok.gov
- norman@norman.ok.gov
- norman@norman.ok.gov

The bottom of the page shows a Windows taskbar with various application icons and the system clock displaying 3:34 PM on 10/1/2024.

# Additional Questions for Film

*Is this a film production?*

{YES or NO}





# Additional Questions for Film

- Film or Project Name
- Type of production (check all that apply)
  - Student
  - Music Video
  - Commercial
  - Television Show
  - Public Service Announcement
  - Documentary
  - Organizational Use
  - Sound only
  - Professional Film, Indie
  - Full-length Feature Film
  - Personal Use
  - Remote Recording



# Additional Questions for Film

## Company Information:

- Production Company Name
- Production Company FIN/SSN
- Production Company Permanent Address
- Production Company Local Office Address
- Production Company Phone
- Location/Project Manager Info



# Additional Questions for Film

## Economic Impact

- Total project budget?
- Number of Projected Hotel Nights
- Total Estimated Local Spend
- Estimated # of Cast
- Estimated # of Crew



# Additional Questions for Film

- Type/nature of scenes involved in filming (check all that apply)
  - Use of City buildings, park, land, streets, alleys, sidewalks, rights-of-way, etc.
  - Vehicle chases
  - Explosions, Fire, Fireworks, Pyrotechnics
  - Animals (type & number),
  - Firearms/weapons,
  - Night shoots,
  - Staged fighting/Loud arguments,
  - Heavy equipment
  - Nudity
  - Youth(s) (18 years or younger),
  - Flyovers (drone/airplane/helicopter)
  - Construction/alteration of existing building or temporary construction
  - Other \_\_\_\_\_
- Please provide details on the above selected {open text field}
- Vehicles in use/parked at location (description & tag #)
- Drone information (description, Section 333 FAA Certificate or Authorization, model #, etc.)



Next Section

# **PROPOSED UPDATES TO THE SPECIAL EVENTS ORDINANCE (ART. 20-XXX)**



# Overview of Substantive Changes

1. Adding language in definition section (20-3001) to account for addition of a film or television production event as a possible special event.
2. Adding requirement to complete the film permit application addendum on the special event application for any film/television production event. (20-3005)
  - **Needing Feedback:** Special event permit itself does not have a fee, but related permits do:
    - Vendor fee = \$10/vendor; Street Closure permit = \$25 permit fee + traffic control costs; Noise Variance permit = \$25 permit fee; Temporary Construction permit = varies.
  - **Do we want to place a fee on the film permit?** A range of \$25-50 was suggested at a workshop Sara Kaplan attended. Other Cities:
3. Allowing for film/television production events to have entire street closure for a limited duration to allow for closed sets/no pedestrian interference in filming. (20-3011)



# Substantive Change #1

## ARTICLE 20-XXX SPECIAL EVENTS

### 20-3001 Definitions

The following words, terms, and phrases, when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Operator* means an individual, group of individuals, association, partnership, corporation, firm, company, or property owner who intends to hold or sponsor a special event but shall not include the City.

*Special event* means an outdoor meeting, festival, gathering, amusement, show, concert, or other activity that is expected to last two or more hours, is open to the public, and is reasonably expected to attract 1,000 or more people at any time during the event, or any film or television production event of any size.

*Special event area or site* means any outdoor place which will be maintained, used, or operated for a special event or any location that is to be used for a film or television production event.



# Substantive Change #2

## 20-3005 Supporting Documents Required

An operator shall provide the following supporting documents for the application:

- (a) A map of the event area showing the location of all street closures, fire lanes, barricades, booths or vendors, stages or production areas, portable toilets, location of water supplies, points of illumination, tents, trash containers, first aid stations, EMS stations, parking areas, public entry points, banners, and other equipment or materials the operator intends to place in the event area;
- (b) A copy of the promotional literature the operator intends to use to advertise the event;
- (c) The names and contact information of the promoter, the owner, and the sponsors of the event;
- (d) A certificate of liability insurance in the amount and type of coverage required by the City that names the City as an additional insured, except that this section is not applicable to any governmental entity that is covered under the State Governmental Tort Claims Act, 51 O.S. § 151 et seq.;
- (e) A statement that the operator has not violated the terms of a permit issued under this chapter during the two (2) years immediately preceding the date of the application;
- (f) If street closures are involved, a notice of the proposed closure(s) including statements that the operator has provided a map of the event area and the event's promotional literature to each property owner and tenant on streets affected by the proposed closure area.
- (g) If for a film or television production event, the operator shall complete the addendum to the permit under this chapter regarding the specifics of such film or television production event.





# Substantive Change #3

## 20-3011 Event Access Requirements

- (a) A permittee may not block off a street in a manner that prevents the free movement of pedestrians into and out of the closure area. Notwithstanding, film or television production events may request

for streets to be entirely closed to the public for a limited duration.

- (b) If an entry fee is charged for an event, a permittee may not charge the fee to:
- (1) A person who resides or operates a business in the event area; or
  - (2) A customer of or a person making a delivery to a business or residence in the event area.
- (c) A permittee shall post a sign at each entrance and exit to the event area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the event. A permittee must post the sign required under this section during the time the entry fee is in effect.



# Formatting, Clarity, and Grammar Changes

- Updated to make Ordinance gender neutral (changing “his” to “their”).
- Made numbers consistent throughout Ordinance: first writing out number in words and then placing numeral in parenthesis (EX: “ninety (90) days prior...”).
- Reorganized order/numbering scheme of some sections for clarity (EX: 20-3006, 20-3010).
- Changed some internal section references to match the correct section of the NCC meant to be referenced (EX: 20-3006, 20-3007).
- Minor wording and grammar edits where needed (adding/removing articles, adding commas, fixing capitalization, etc.).



# DISCUSSION

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