



Submit Completed Applications to:  
Email: [filming@montclairnjsa.org](mailto:filming@montclairnjsa.org)  
or Fax: (973) 509-0874

Office of the Township Clerk  
Township of Montclair, NJ

**APPLICATION FOR FILMING** License Number: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Location(s) of Filming: \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of Film:	<input type="checkbox"/> <b>Feature</b>	<input type="checkbox"/> <b>Commercial</b>	<input type="checkbox"/> <b>Still Shoot</b>	<input type="checkbox"/> <b>Non-Profit</b>
	Incl.: Motion pictures, short films, telefilms, mini-series, television programs or series, or documentaries.	Incl.: commercials, music videos, industrial or educational films, or web programs	Incl.: commercial still photographs and all activity attendant to staging or shooting.	Incl.: films produced by a 501(c)(3) organization or filming conducted by a student to fulfill a course requirement
<input type="checkbox"/> Interior <input type="checkbox"/> Exterior <b>Name of Product/Project:</b> _____				

- ◇ Will pedestrian or vehicular traffic be affected as a result of filming? Yes \_\_\_ No \_\_\_  
(If "Yes", you may be required to hire an off-duty police officer)
- ◇ Will vehicles be parked on the street? Yes \_\_\_ No \_\_\_
- ◇ Will there be a generator on site? Yes \_\_\_ No \_\_\_
- ◇ Will you be having a food truck on site? Yes \_\_\_ No \_\_\_
- ◇ Are you utilizing special effects (open flames, propane, pyrotechnics, etc.)? Yes \_\_\_ No \_\_\_  
(If "Yes," it is your responsibility to contact the Fire Department at 973-509-4769)

**NOTE:** It is the responsibility of the filming company to contact the **Police Department (973-509-4752)** to inquire whether an officer will be necessary. It is also the responsibility of the filming company to provide the Clerk's Office with a list of addresses (including address numbers) of the homes that were notified of an upcoming filming. **Failure to provide a copy of the Letter of Intent along with the list of addresses of residents that may be affected by this shoot at least three days before the date filming commences will result in denial/rejection of your filming permit.**

I HEREBY APPLY FOR A PERMIT AND TENDER THE APPLICATION FEE OF \$150.00, FILMING FEE OF \$\_\_\_\_\_ AND A RETURNABLE \$500.00 DEPOSIT AND AGREE TO BE BOUND BY ALL PROVISIONS OF MONTCLAIR ORDINANCES.

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

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

**\*\*\* FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE \*\*\***

Police officer required: No Yes - If yes, reason: Street closure/traffic control Stunts/firearms Other (recommendation attached)

	APPROVED	SIGNATURE	DATE	COMMENTS
Police Chief	Yes No			
Township Manager	Yes No			