



Bloomfield Township Planning Division  
P.O. Box 489 4200 Telegraph Road  
Bloomfield Township, MI 48303-0489  
Phone (248) 433-7795 ■ Fax: 433-7729  
Website: <http://www.bloomfieldtwp.org>

## FILM PRODUCTION SPECIAL EVENT APPLICATION

### SPECIAL EVENT PERMITS APPLY TO ALL PRODUCTIONS EXCEPT:

1. Current news productions, which include reporters, photographers or camera persons in the employment of a newspaper, news service, broadcasting station or similar entity engaged in the broad casting of news events;
2. Productions which are conducted by the Township's public, education and government access organizations, or by or at the direction of the Township;
3. Private events filmed or photographed for non-commercial purposes, such as private parties or weddings.
4. Still photography;
5. Productions that do not involve any of the following:
  - a. Street closures
  - b. Traffic control and/or activity in the road right-of-way;
  - c. Setup of equipment

### GENERAL INFORMATION

Date of application: \_\_\_\_\_ Production title: \_\_\_\_\_

Script Content: (provide a description of the character and type of the proposed production)

Purpose of production:

☐ Commercial      ☐ Educational      ☐ Motion Picture      ☐ Non-Profit  
☐ Student      ☐ Television      ☐ Other (specify) \_\_\_\_\_

### APPLICANT

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

# FILM PRODUCTION SPECIAL EVENT APPLICATION -2

List of Officers (if application is a corporation):

Location Manager: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Cell Number: \_\_\_\_\_

## FILMING LOCATION

Location Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Indicate the dates and times of film activities:

| <u>Date</u> | <u>Time</u> | <u>Activity</u> |
|-------------|-------------|-----------------|
| _____       | _____       | _____           |
| _____       | _____       | _____           |
| _____       | _____       | _____           |
| _____       | _____       | _____           |
| _____       | _____       | _____           |

Describe the size and location of any trailblazing signs that will be in the area:

Note: Signs must be located on private property (with the owners permission) and not within the road right-of-way.

| <u>Size</u> | <u>Location and Description</u> |
|-------------|---------------------------------|
| _____       | _____                           |
| _____       | _____                           |
| _____       | _____                           |
| _____       | _____                           |
| _____       | _____                           |

Estimated number of attendants: \_\_\_\_\_ Cast \_\_\_\_\_ Crew \_\_\_\_\_ Extras \_\_\_\_\_ Others

# FILM PRODUCTION SPECIAL EVENT APPLICATION - 3

Types and number of vehicles on location:

\_\_\_\_\_Automobiles      \_\_\_\_\_Camera Cars      \_\_\_\_\_Catering Trucks      \_\_\_\_\_Cranes  
\_\_\_\_\_Crew Cars      \_\_\_\_\_Motor homes      \_\_\_\_\_Trailers      \_\_\_\_\_Trucks  
\_\_\_\_\_Vans      \_\_\_\_\_Other \_\_\_\_\_

Scenes/Special Effects:

☐ Car Chase      ☐ Explosions      ☐ Lighting      ☐ Pyrotechnics  
☐ Simulated Crime      ☐ Loud Noises/Music      ☐ Use of Aircraft      ☐ Use of Animals  
☐ Use of Firearms      ☐ Open Flame/Smoke      ☐ Real or Perceived Nudity  
☐ Other \_\_\_\_\_

Generators: (indicate the number of units and the dates and hours of operation)

| <u>Units</u> | <u>Date(s)</u> | <u>Hours of Operation</u> |
|--------------|----------------|---------------------------|
| _____        | _____          | _____                     |
| _____        | _____          | _____                     |

Special Assistance Requested:

☐ Emergency Services      ☐ Street Closure      ☐ Traffic Control      ☐ Utilities      ☐ Other

Describe the assistance being requested \_\_\_\_\_

\_\_\_\_\_

Security (specify) \_\_\_\_\_

\_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

Along with this application please submit the following:

1. Proof of property/location ownership.
2. Authorization from Property Owner(s) (if applicant is not owner).
3. A letter of notification and signatures from businesses/neighborhoods affected by filming.
4. The attached Bloomfield Township Hold Harmless agreement. Notary services are available in the Township offices.
5. Application fee of \$250.00

Office Hours Monday – Thursday, 7:00 AM to 5:30 PM, Closed on Fridays

# FILM PRODUCTION SPECIAL EVENT APPLICATION - 4

This form must be signed and accompanied by all required fees; deposits hold harmless agreements and insurance certificates required before it will be processed. Upon review and approval, if the application satisfies the criteria for a Special Event, the permit shall be issued immediately.

## SIGNATURES

By signing this application, the project property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. An application fee is required at time of application in accordance with the fee schedule as adopted by the Board of Trustees.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

|                                 |                                  |               |
|---------------------------------|----------------------------------|---------------|
| _____<br>Signature of Applicant | _____<br>Print Name of Applicant | _____<br>Date |
|---------------------------------|----------------------------------|---------------|

|                                      |                              |               |
|--------------------------------------|------------------------------|---------------|
| _____<br>Signature of Property Owner | _____<br>Print Name of Owner | _____<br>Date |
|--------------------------------------|------------------------------|---------------|

|                                                             |                                         |               |
|-------------------------------------------------------------|-----------------------------------------|---------------|
| _____<br>Signature of Association President (if applicable) | _____<br>Print Name of Assoc. President | _____<br>Date |
|-------------------------------------------------------------|-----------------------------------------|---------------|

## OFFICE USE ONLY:

Date Filed: \_\_\_\_\_ Application accepted by: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

# FILM PRODUCTION SPECIAL EVENT APPLICATION - 5

## SPECIAL EVENT APPLICATION PROCEDURE

Major event means a special event that significantly affects the community due to one or more of the following conditions: duration of event, attendance, number and type of temporary structures, impairment of vehicular or pedestrian traffic and/or parking, or hindrances in the public way. Examples of a major event may include: national golf tournaments, the "Dream Cruise", grand opening celebrations, or other similar events. Major events shall comply with the following special event requirements.

Minor event means a special event that compared to a major event has less impact on the neighbors and adjacent public ways and which may include temporary structures and parking conditions. Examples of a minor event may include: charity events, large outdoor gatherings that may include temporary structures such as tents or canopies. Minor events shall comply with the following special event requirements.

A "Special Event" permit shall be required upon approval by the Design Review Board prior to any activity for such an event to take place in all Zoning Districts of Bloomfield Township when any one (1) of the following criteria may be found as determined by the Township Supervisor:

1. Any event that may exceed a 48-hour period.
2. Impairment to vehicular or pedestrian traffic and/or parking or the public road right-of-way.
3. Protection of public and private health, safety, welfare and property.
4. Use of pyrotechnical equipment.
5. Over-night occupancy (Section 42-5.5).
6. Over-night parking of vehicles equipped for camping (Section 42-5.5).
7. Over-night parking of trailers or mechanical equipment (Section 42-5.5).
8. Use of electricity, mechanical devices, or auxiliary lighting. (Section 42-5.1 & Section 42-5.5).
9. Location of equipment, structures or devices within the road right-of-way (Section 42-5.1).
10. Location of equipment, structures or devices in any yard other than in a rear yard. (Section 42-5.1).
11. Placement of more than one (1) "Accessory Sign" or more than one (1) "Non-Accessory Sign" (Section 42-5.9).
12. When a violation of the zoning district restriction may occur.

A "Special Event" permit shall not apply to the following film productions:

1. Current news productions, which includes reporters, photographers or camera persons in the employment of a newspaper, news service, broadcasting station or similar entity engaged in the broad casting of news events;
2. Productions, which are conducted by the Township's public, education and government access organizations, or by or at the direction of the Township;
3. Private events filmed or photographed for non-commercial purposes, such as private parties or weddings.
4. Still photography;
5. Productions that do not involve any of the following:
  - a. Street closures
  - b. Traffic control and/or activity in the road right-of-way;
  - c. Setup of equipment

# FILM PRODUCTION SPECIAL EVENT APPLICATION - 6

## Procedure for major events

Major event inquiries shall be made to the Code & Ordinance Division in accordance with the Township's Special Event Ordinance (Section 42-6.3) adopted by the Township Board. When applicable, application forms shall be submitted that contain such information and be in such form as the Township Board may prescribe. Prior to the approval of a major event, the Design Review Board may impose any other condition(s) reasonably calculated to protect the health, safety, welfare and property of persons in attendance or of citizens of the Design Review Board.

1. No person, entity, corporation and/or organization shall hold and/or conduct a major event within the Township without first obtaining approval from the Township Supervisor.
2. Application forms may be obtained, reviewed and returned to the Township Design Review Board for review, comment and evaluation of fees. The Township has the sole and complete discretion in deciding whether to issue a permit for a major event based on public safety and general welfare of the community.
3. The Township shall be reimbursed for all costs incurred in providing services for a major event including but not limited to police, fire, and sanitation services or arranging for traffic alterations.
4. Permit applications must be submitted with the application fees when applicable at least 60 days prior to the date of the proposed major event. All application fees when deemed necessary are non-refundable.
5. The major event sponsor shall obtain liability insurance for the special event in an amount to be established from time-to-time by resolution of the Township Board, with said liability insurance to also name the Township as an additional insured and the major event sponsor shall provide proof to the Township by means of a Certificate of Insurance establish that said insurance is in full force and effect and names the Township as an additional insured. The major event sponsor shall also execute and file with the Township, prior to the Township's issuance of a special event permit, a hold harmless agreement in which the major event sponsor agrees to hold harmless and indemnify the Township and its officers, employees, contractors, subcontractors, attorney's fees, for personal injury, property damage and/or any and all injuries and/or damages resulting and/or arising from the major event and/or from any actions and/or omissions of the major event sponsor and/or their officers, employees, contractors, subcontractors, representatives and/or agents.
6. Corporate Surety bond, letter of credit or cashier's check in the exact amount shall be determined by the Township Board that shall indemnify the Township of Bloomfield, its agents, officers, and employees and the Township Board against any and all loss, injury or damage whatever arising out of or in any way connected with the major event site.
7. Applications granted by the Design Review Board are valid for that calendar year only. Separate applications to the Design Review Board are required for the following year.
8. Applications for major events must include
  - a. A detailed map of the major event site.
  - b. A detailed description of all major event activities.
  - c. Proof of public liability insurance when necessary.
  - d. Corporate Surety Bond, letter of credit or cashier's check
  - e. The signature of an authorized person on behalf of the applicant.
  - f. Name, address and phone number for a contact person during the major event.
  - g. Application fee when applicable.



## Bloomfield Township

### Schedule of Planning Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7795

**Effective date: July 1, 2021**

| Request                                                                                                                                                                                           | Fee                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Site Plan Review                                                                                                                                                                                  |                                                         |
| Non Residential                                                                                                                                                                                   | \$1,860 + \$10/1,000 gross bldg. sq. ft.                |
| Residential                                                                                                                                                                                       | \$ 2,050 + \$25 per unit                                |
| Rezoning/Zoning Ordinance Amendment                                                                                                                                                               | \$1,500                                                 |
| (Site Plan Review, Rezoning, & Zoning Ordinance Amendment includes the following: \$50 Ordinance, \$127 Clerk, \$85 Fire, and \$285 Engineering/commercial or \$475 Engineering/residential fees) |                                                         |
| Design Review Board                                                                                                                                                                               |                                                         |
| Design/Site Improvements/Sign                                                                                                                                                                     | \$250+ \$50 Ordinance fee                               |
| Special Use Permit                                                                                                                                                                                | \$200+ \$50 Ordinance fee                               |
| Special Event (DRB review)                                                                                                                                                                        | \$250+ \$50 Ordinance fee                               |
| Plus \$95.00 Engineering Review (if applicable)                                                                                                                                                   |                                                         |
| Plus \$85.00 Fire Review (if applicable)                                                                                                                                                          |                                                         |
| Special Event (reoccurring)                                                                                                                                                                       | \$200                                                   |
| Subdivision (Plat) Review                                                                                                                                                                         | \$2,050 + \$25/per lot                                  |
| (Includes \$475 Engineering, \$127 Clerk, \$85 Fire and \$50 Ordinance fees)                                                                                                                      |                                                         |
| Special Land Use                                                                                                                                                                                  | \$1,570                                                 |
| (Includes \$127 Clerk, \$85 Fire and \$50 Ordinance fees)                                                                                                                                         |                                                         |
| Lot Split                                                                                                                                                                                         | \$1,350                                                 |
| Lot Line Adjustment                                                                                                                                                                               | \$250/per lot                                           |
| (Lot Split and Lot Line Adjustment includes \$95 Engineering, \$127 Clerk, and \$85 Fire fees)                                                                                                    |                                                         |
| Zoning Board of Appeals (each application fee includes \$125 Ordinance fee)                                                                                                                       |                                                         |
| Residential                                                                                                                                                                                       |                                                         |
| Variance Request                                                                                                                                                                                  | \$325 or After the fact \$650                           |
| Permission Request                                                                                                                                                                                | \$225 or \$450 per accessory structure after the fact   |
| Commercial                                                                                                                                                                                        |                                                         |
| Variance Request                                                                                                                                                                                  | \$500 or After the fact \$1,000                         |
| Permission Request                                                                                                                                                                                | \$500 or \$1,000 per accessory structure after the fact |
| Plus \$95.00 Engineering review (if applicable)                                                                                                                                                   |                                                         |

|                                                              |         |
|--------------------------------------------------------------|---------|
|                                                              |         |
| Wireless Communication Facility                              | \$1,430 |
| (Includes \$285 Engineering, \$85 Fire and \$127 Clerk fees) |         |
|                                                              |         |
| Zoning Compliance Letter                                     | \$75    |
|                                                              |         |
| Online application fee                                       | \$2     |

1. Revised submittals for review shall be half the initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Department pursuant to Chapter 2, Article V, Division 2, Section 2-111- 2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
4. Other Township Department Review Fees – The applicant shall be responsible for additional review fees from Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services, Building or Ordinance, if applicable, as adopted by the Township Board.

**SPECIAL EVENTS PERMIT  
HOLD HARMLESS LETTER  
CHARTER TOWNSHIP OF BLOOMFIELD**

TO: BLOOMFIELD TOWNSHIP

RE: Special Event: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_  
(name) (address)

Please be advised that the undersigned has requested a permit from the Township for the limited purpose of holding a Special Event in accordance with the Township's Special Events Ordinance, Chapter 24, Article III of the Bloomfield Township Code of Ordinances. Section 24-51(e) requires Permittee to provide a certification acceptable to the Township that the applicant will indemnify the Township for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the Special Event permitted. The undersigned acknowledges and affirms that the Township has agreed to permit the Special Event, subject to all the conditions and requirements of Chapter 24 and the following condition:

**In General.**

The special event sponsor agrees to hold harmless and indemnify the Township and its officers, employees, contractors, subcontractors, representatives and agents from and against any and all liability and costs, including attorneys fees for personal injury, property damage and/or any and all injuries and/or damages resulting and/or arising from the special event and/or from any actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representatives and/or agents. This indemnification agreement indemnifies the Township, its officers, employees, contractors, subcontractors, representatives, and agents as a result of participation in or attendance at the activity, event, or use provided for in the special event permit caused by the negligent acts, errors, or omissions of the special event sponsor, its agents, contractors, subcontractors or employees unless such claim, loss, liability, damage, cost or expense is caused by the Township, its officers, employees, contractors, subcontractors, representatives or agents.

SIGNATURE: \_\_\_\_\_  
PRINT SIGNATURE NAME

TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
SIGNATURE PRINT SIGNATURE NAME

STATE OF MICHIGAN       )  
                                          ) ss.  
COUNTY OF OAKLAND    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by  
\_\_\_\_\_ of \_\_\_\_\_, a Michigan \_\_\_\_\_, on behalf of said  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_