



Peachtree City Film Guide

Thank you for your interest in filming in Peachtree City. This guide has been created to help you through the process of applying for a film permit.

When is a film permit needed?

The City of Peachtree City requires a film permit on both public and private property unless filming activity is contained entirely to private property. Should filming on private property, or any associated activity, impact public space such as sound, light spillage, parking, or increased traffic resulting from the activity, a permit shall be required.

Permit Process:

- 1) Complete a film application ten (10) business days prior to production date. Any applications received less than ten (10) business days prior to production date will be assessed a rush fee.
- 2) After completion of the application, a representative from the Recreation Department will send you an invoice to pay the application fee. The application fee must be paid before processing of the application begins.
- 3) In addition to the film application, you will be required to submit the following:

The following requirements MUST be Submitted with application:

- a. Set plan explanation and map or diagram of the area where production will take place.
- b. Insurance: Certificate of liability insurance, issued to the renter of the facility, with a minimum coverage amount of \$1,000,000.

The certificate holder on the policy must read EXACTLY:

City of Peachtree City
151 Willowbend Road

The following requirements can be completed after application submitted, but must be turned in before approval granted:

- c. Proof of permission of property owner(s) for filming, base camp, or additional parking
- d. A security plan for the time of the production. This includes the production company's plan for any private security company or off-duty law enforcement, traffic control (site ingress and egress, and on-site circulation), traffic flaggers, and/or emergency responders.
- e. Plan to notify residents/businesses of intent to film - Impacted residents and businesses shall be notified in writing at least (3) days in advance of filming. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. The area to be covered by notification may vary depending on the impact of the planned activity but will be

a minimum of all businesses and residents in the linear block in which the activity is to occur.

- f. Completed sign permit including list of all signs intended to use, including locations and images of signs.
- g. Additional documentation and permits may be required for Police Department, Fire Department, and Health Department. Other documentation and permits may also be required from outside entities such as the GA DOT and FAA.
- h. Once all permits, documentation, and fees have been submitted, the film representative will schedule a Special Events Team (SET) Meeting. This is a meeting with city representatives including Recreation, Fire Department, Police Department, Public Works, Code Enforcement, Keep Peachtree City Beautiful, and other departments as necessary. This will be an opportunity to review the permit application, ask questions, and finalize plans for filming.
- i. After the SET Meeting, approval or denial of the permit will be communicated. Some permits may require special approval from the City Manager in addition to the SET team.

Additional Contact:

Cathy Wilder

Assistant Director

Recreation and Special Events

cwilder@peachtree-city.org