



County of Yolo

PLANNING AND PUBLIC WORKS DEPARTMENT

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DIRECTOR

292 West Beamer Street
Woodland, CA 95695-2598
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www.yolocounty.org

ENCROACHMENT PERMIT APPLICATION for FILMS/MOVIES/COMMERCIALS

1. This application form is for encroachment permits for commercial filming activity within county road right of way or on other County property administered by the Department of Planning and Public Works. Any commercial filming on County road right of way requires a County encroachment permit. News coverage is not considered commercial filming. Please allow 2 weeks for processing **complete** permit applications.

2. The application must be completely filled out to provide a detailed written description of the work to include:

- The limits of County road right of way that will be affected.
- Date(s) of proposed road closures.
- Provisions for security, traffic control, advance notification signs for road closures.
- Proposed changes to the County road right of way, changes to road surfaces such as wetting, seal coats, etc.
- Modifications proposed within the County road right of way such as props, signs, billboards, backdrops, etc.
- Location of adjacent staging areas.
- Verification that affected private property owners have been notified. (In some cases permit holder will be required to notify the general public by mail, with signage, and/or by publication of notices in area newspapers.)
- Verification that encroachment permits from other agencies have been obtained, if applicable.

3. The applicant will need to obtain the approval of the California Highway Patrol (CHP), and may need to obtain the signatures of other agencies and departments on this form, depending on the nature of work to be done in the County right of way. Contact the Planning and Public Works Department encroachment permitting staff for additional information. Along with this application, the following will be needed to process the permit:

- Provide traffic control plan. Traffic control measures shall comply with Caltrans standards for traffic control.
- Provide a copy of the signed CHP "Reimbursable Services Agreement" if CHP services are required.
- Provide insurance certificates demonstrating the following minimum coverages:
 - a. **Comprehensive General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate
 - b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Nonowned vehicles.]
 - c. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)

Certificate holder to be: Yolo County, 120 W. Main St. Ste. C., Woodland, CA 95695

4. Submit completed application and supporting information to the Department of Planning and Public Works. There is no application fee. When the encroachment permit is ready to issue, the applicant will be contacted to come in to sign the encroachment permit and pay the permit fees. The encroachment permit fee is determined in accordance with the County Master Fee Resolution, and varies depending on the nature of the project and the scope of County staff involvement. Currently the minimum encroachment permit fee is \$325.00 plus a 6% technology fee. Department office hours are Monday through Friday, 9 a.m. to 12p.m.

Current: 12/1/2011

PERMIT APPLICATION FORM for FILMS/MOVIES/COMMERCIALS

PRODUCTION COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

Email: _____

TYPE OF PROJECT (film, commercial, television, movie, etc.): _____

TITLE OF PRODUCTION: _____

PRODUCER: _____

PRODUCTION MANAGER (name & telephone): _____

LOCATION MANAGER (name & telephone): _____

DATES (include prep & clean-up): _____

HOURS OF OPERATION/CURFEW: _____

NUMBER OF PERSONNEL (talent, crew, local hires, etc.): _____

SITE LOCATION(s) (Be specific as to which County roads are involved. Add more pages or maps if necessary. Indicate requested road or lane closures and expected traffic delays. *ROAD CLOSURES ARE DISCOURAGED. IF CLOSURES ARE PERMITTED, THE APPLICANT WILL GENERALLY BE REQUIRED TO UNDERTAKE A PUBLIC NOTIFICATION OUTREACH PROGRAM, AND COORDINATE WITH ADJACENT RESIDENTS, BUSINESSES, SCHOOL DISTRICT, POSTAL SERVICE, REFUSE COLLECTION, AND OTHER AFFECTED PARTIES.*)

VEHICLES (number & type): _____

PYROTECHNICS: YES _____ NO _____

SPECIAL EFFECTS/PROPS IN RIGHT OF WAY: _____

CHILDREN (under 18 & how many): _____

ANIMALS (kind & number): _____ **WILL SPCA BE INVOLVED?** _____

WILL ANY WILDLIFE BE INVOLVED? _____

WILL ANY LOCAL WATERWAYS BE USED? _____

IF YES, WHAT KIND OF WATER CRAFT WILL BE USED? _____

WILL DIVERS BE INVOLVED? _____

(IF ANY OF THE COUNTY PARKS/BOAT RAMPS ARE USED, THE PARKS DEPARTMENT WILL NEED TO BE CONSULTED PRIOR TO PERMIT ISSUANCE.)

ARE ANY AIRCRAFT BEING USED? (crop dusters/helicopters/small planes): _____

IF YES, WHAT KIND AND WHAT WILL THE CEILING BE? _____

SIGN-OFFS FROM OTHER AGENCIES or COUNTY DEPARTMENTS

(The applicant is responsible for obtaining the signatures below. The California Highway Patrol (CHP) must sign off on all applications, unless a copy of the fully executed CHP "Reimbursable Services Agreement" is provided with the application.)

CALIFORNIA HIGHWAY PATROL: _____
Signature _____ Print name _____ Phone _____

(Depending on the nature of filming activities, the following departments/agencies may need to sign off on the application, as determined by County staff.)

SHERIFF'S DEPARTMENT: _____
Signature _____ Print name _____ Phone _____

ENVIRONMENTAL HEALTH DEPARTMENT/HAZ MAT: _____
Signature _____ Print name _____ Phone _____

LOCAL FIRE DISTRICT/DEPARTMENT: _____
Signature _____ Print name _____ Phone _____

APPLICANT'S SIGNATURE: _____
Signature _____ Print name _____

DATE: _____

COUNTY & LOCAL AGENCIES CONTACT LIST

Yolo County Department of Planning and Public Works: (530) 666-8811

292 W. Beamer St., Woodland, CA 95695

Fax # 530-666-8156

Encroachment Permitting contacts: Todd Riddiough, Dean Becker, Louis Ramirez

Woodland Branch California Highway Patrol..... (530) 662-4685

13739 Andrew Stevens Drive

Woodland, CA 95776-9322

Yolo County Sheriff's Department: (530) 668-5280

2500 East Gibson Road

Woodland, CA 95776

Yolo County Department of Health, Environmental Health Division..... (530) 666-8646

20 Cottonwood Street

Woodland, CA 95695

There are 18 Fire Districts in the County. County Information Bulletin #161 provides contact information.