

FILM & PRINT REQUIREMENTS AND GUIDELINES

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I. WHO DOES AND DOES NOT NEED A FILM & PRINT PERMIT?

Individuals utilizing a single film or video camera, hand-held or with a tripod only, who do not assert exclusive use of City property and/ or are within a residential or commercial property are exempt from obtaining a Film & Print Permit. Individuals or businesses with equipment or coordination needs beyond the aforementioned exemption, wishing to conduct commercial film, television, video, online media, radio and photography projects (hereafter referred to as “Productions”) must obtain a Film & Print permit from the City of Miami Beach (hereafter referred to as “City”).

Film & Print permits are issued for both public and private properties. Production activities taking place on private commercially zoned property may not require a permit, as long as those activities (including all support vehicles and equipment) are completely self-contained within the property. Any production activities that require city services, including meter rentals, use of off-duty police or fire, etc., require a Film & Print permit. The permit shall be available for inspection at the site on which the production is to occur. Upon the request of any police officer or code enforcement officer of the City, the owner, lessee or representative of the production company shall exhibit such permit.

II. PERMIT APPLICATION REQUIREMENTS

Individuals or businesses with equipment or coordination needs beyond the aforementioned exemption, wishing to conduct commercial film, television, video and photography projects must provide the City with a copy of the following documents prior to the issuance of any Film & Print permits:

1. Valid certificate of insurance for no less than one million US dollars (or currency

equivalent) in general liability coverage, naming the City of Miami Beach as additional insured and certificate holder;

2. Completed Indemnity Agreement (downloadable on City's website), signed and sealed (notary seal or corporate seal), with entity matching the insured party; and
3. Completed permit application, with permittee matching insured and indemnified entity.

A. Requests for Film & Print permits should be received no less than two working days prior to the start of production in commercial districts and five working days prior to the start of production in residential areas of Miami Beach, unless additional time is required due to the nature of the request.

Film permit applicants are issued permits that are date, time, and location specific, except for "Miami Beach Citywide" permits. Requests for filming on weekends or holidays are reviewed on a case-by-case basis. Locations for Film & Print permits are reserved on a first-come, first-serve basis, regardless of the size or scope of the production.

B. A Miami Beach Citywide permit allows for small film or photo teams (twelve people or less in total) with minimal equipment (must be easily and quickly transported) to film on Miami Beach streets, sidewalks, City beaches and parks that do not require rental fees, assuming the production does not block pedestrian or vehicular traffic or impact private business or concessionaire, without signature letters of no objection in advance from the Film and Print Office and specific coordination. Equipment allowed includes camera, tripod, reflectors and battery operated lights. No generators, grip equipment or cabling allowed. No reserved or authorized parking permitted, including vehicles on beach or parks. Miami Beach City-wide does not include driving shots, aerial filming (including UAS/ drone filming uses) or use of residential areas, which require additional coordination and permitting from the City of Miami Beach.

While application deadlines are considered minimum standards, the Film & Print Office always appreciates as much notification time as possible and early notice is in the interest of applicants who wish to secure specific locations, which are booked on a first-come first-serve basis, or require City services. The Film & Print Office, without obligation, makes every effort to accommodate all reasonable requests that do not meet the above noted minimum time frames.

III. NEWS MEDIA: "professional journalists" collecting, photographing, recording, or reporting "news" as defined in section 90.5015 of the Florida Statutes are exempt from obtaining a permit - but are encouraged to notify the Film & Print Office if possible. Any uses that require City coordination, inclusive of vehicles accessing authorized areas requiring prior written authorization for access (e.g, beach and park areas) must coordinate such uses with the Film Office.

IV. STUDENTS: Students must comply with all permitting requirements and provide valid identification, along with proof of current enrollment with relevant coursework for the production indicated, and may be asked to provide insurance from their educational institution.

V. CITY SERVICES

Upon receipt of the completed permit application or written request, the Office of Film & Print will determine which City services will be required. The City will determine minimum staffing levels appropriate for proposed film or print productions. The City assumes no liability arising or resulting from the determinations of respective minimum staffing levels or the requirements for any production. Because no two production requests are the same, requirements may vary for each production. The following is a general list of frequently required services. The Film & Print Office reserves the right to require additional City Services and/or monetary deposits not listed below.

A. Use of Ocean Rescue Headquarters and Lifeguard Stands

Approval of the Captain of Ocean Rescue is required. Ocean Rescue Headquarters must notify the Office of Film & Print of their approval prior to the issuance of permit. Water activities and/or stunts will require the presence of off-duty Miami Beach Ocean Rescue lifeguard(s).

B. Use of the Convention Center / City Theaters and rental venues

Film permit applicants must contact the management of these facilities in order to obtain approval and/or pay any applicable fees for the use of these facilities prior to a Film & Print permit being issued. Parking arrangements must also be made with the management of these facilities and the Parking Department for the use of non-metered parking for these public venues.

C. Golf Courses

All permit applicants must contact the management of these facilities to obtain approval and/or pay any applicable fees for the use of these facilities prior to any permits being issued. Golf Courses are not included as part of the "City-Wide" permit.

D. Authorized Vehicle Access Passes

Vehicle Access Policy – Vehicles on the beach, in parks or other authorized areas require prior written authorization and should only be considered when absolutely necessary and may only be used for production elements and not private vehicles for the purposes of loading-in and out of equipment for the production, and must be removed from such areas immediately thereafter. A Vehicle Access Permit fee of \$150 is assessed per pass. A Vehicle Access Permit will be issued by the Film & Print Office once payment is made and coordination is met. Vehicle Access Passes must be displayed on the windshield of every vehicle on the beach or in such approved authorized areas. For any beach access, all such vehicles must be escorted on and off the beach by either City of Miami Beach Police or Ocean Rescue. All other authorized access uses (i.e. in City parks) may require escort by City of Miami Beach Police, Ocean Rescue or other designated City employee(s). All vehicles will be restricted to the location(s) listed on the permit.

All operating vehicles on the beach, park or other authorized use area shall follow the procedures listed herein:

1. Due care and caution will be utilized at all times while driving any vehicle on the beach, park or other authorized use area.

2. All vehicles on the beach, park or other authorized use area shall enter and depart the area at the nearest authorized access point to the call.
3. Prior to entering the beach, park or other authorized use area, vehicle headlights and overhead flashing lights (if equipped) or flashers will be turned on.
4. Drivers must turn off radios and shall roll down both the passenger and driver's side front windows of their vehicle while operating a vehicle on the beach, park or other authorized use area.
5. Maximum speed allowed on the beach, park or other authorized use area is 5 MPH.
6. Vehicles, SUVs, and trucks are prohibited from driving on the **soft sand** where hard pack sand exists.
7. Vehicles, SUVs, and trucks shall stay **west** of the garbage cans on the **hard pack sand** at all times.
8. Do not drive over hills or berms (dunes) or near objects that may obstruct your view.
9. If you stop and exit your vehicle, walk completely around the vehicle prior to reentering your vehicle and moving it.
10. Traffic cones (orange, 18" high) must be placed at the front and rear of vehicles when parked on the beach, park or other authorized use area.
11. Use of a cellular phone or walkie talkies while the vehicle is in motion is **prohibited**.
12. Personal vehicles are prohibited on the beach, park or other authorized use area at anytime.

These procedures are to be complied with at all times by anyone operating a vehicle on the beach, park or other authorized use area. Failure to comply with these procedures may result in immediate revocation of the vehicle access pass and the film and print permit and termination of the production.

E. Helicopter landings and/or Helicopter or UAS (Drone) aerial filming under 1000 feet

- The City of Miami Beach exerts authority for all aerial filming that occurs from ground level to 1000 feet above ground. The aerial filming authority shall encapsulate all the jurisdictional boundaries of the City of Miami Beach, including waterways, bridges, beaches and any other area that is within the boundaries of the City.
- A letter of authorization from the City Manager is required for any helicopter landings on Miami Beach prior to the issuance of the Film & Print permit. A complete request package should and must be obtained no later than four working days prior to the production date.
- As part of a piloted helicopter/ low-flight request for aerial filming over the City of Miami Beach and below 1000 feet, a production must apply for "Miami Beach Aerials" on the Film & Print permit application and submit the following: proof of insurance from the company/helicopter owner, proof of pilot's license and certification for requested activities in addition to authorization (low fly waiver) from FAA authorities.
- As part of an Unmanned Aerial System (UAS) request for aerial filming over the

City of Miami Beach (in which filming occurs below 1000 feet utilizing a UAS weighing 55 lbs or less), the Production must follow all requirements of the FAA's UAS Rule (currently Part 107, but may be further amended by the FAA) and must obtain a "Miami Beach Aerials" Film & Print permit, which details the proposed date, time, location and flight pattern. The Production must submit the following:

- Proof of insurance from the operating company/ UAS owner;
- Proof of pilot's license or airman certification with a small UAS rating or remote pilot certificate (per FAA requirements) for pilot or pilot supervisor to be on site; and
- FAA approved UAS registration (14 CFR part 47 or part 48) and FAA approved documentation detailing the weight and condition for safe operation of the aircraft to be used for requested activities.

Requests for "Miami Beach Aerials" Film & Print permits utilizing a UAS must be subject to the following FAA restrictions:

- UAS flight operation must take place only during daylight hours, defined as from 30 minutes after sunrise to 30 minutes prior to sunset;
- UAS flight operation must remain lower than 400 feet above ground level;
- UAS flight speed must remain lower than 87 knots (100 mph);
- UAS operator must maintain unaided (except by corrective lenses) visual line of site with the aircraft at all times; and
- UAS operation is prohibited over general public at all times and must be only within an area contained and populated solely by the production's cast and crew, with production fully indemnifying the City of Miami Beach for such use.

UAS requests are not part of "Citywide" Film & Print permits and may be required to obtain off-duty Miami Beach Police and/ or Fire staffing. Absent further amendment by the FAA to the UAS Rule, a deviation from these restrictions, must be obtained through the issuance of a Certificate of Waiver from the FAA, which must be submitted to the City of Miami Beach with the Film & Print permit application.

F. Street / Lane Closures

A street or lane closure permit, including a Right of Way permit, is required prior to the issuance of the Film & Print permit. A street or lane closure permit is obtained from the Police Off-Duty Office and requires the signature of Offices of the Chief of Police, Director of Public Works and the City Manager. The use of Off-Duty police is necessary. A street or lane closure permit request should be made no less than seven working days prior to the production date and must include a Management of Traffic (MOT) plan from a Florida Department of Traffic (FDOT) licensed traffic management company. In addition, signed letter of no objection must be obtained from [a minimum of 75% 100%](#) of the directly affected properties within the closure, and/or business/residential associations in the area, if applicable. Based on the location, the Office of Film & Print will identify which entities are to be notified. All meters within the closure must be reserved through the Miami Beach Parking Department by the Production.

G. Signage

Signage to direct cast/crew or any other production elements is permitted only by specific Film & Print permitted use and must be removed immediately upon completion

of permitted activity. An invoice for costs incurred by the City for any removal of left signage will be forwarded to the permittee and must be satisfied before issuance of any further permits.

H. Traffic Control/ Driving Shots

All productions that require any amount of traffic control must obtain prior approval from the Office of Film & Print. Traffic control for vehicles and/ or pedestrians requires specific information to be relayed to the Film & Print Office prior to approval. All traffic interruption will be directly coordinated on-site by the off-duty officer in accordance with the permit.

Productions in need of driving shots must apply for a “Miami Beach Driving Shots” location request on the Film & Print permit application. Driving Shots that require a process rig, car to car that impedes the flow of traffic, car mounts or any traffic control require off-duty police escort. Each road has specific restrictions and may require additional permits in accordance with county or state law. Any driving shots on Ocean Drive may require notice and/or letter of no objection by the Ocean Drive Association as determined by the Office of Film & Print.

I. Parking

Most productions require some level of parking arrangements. When an applicant requires on-street meter rentals or parking spaces in City parking lots/garages, arrangements must be made with the City Parking Department, in conjunction with the Office of Film & Print. Due to the high demand for parking spaces in the City of Miami Beach, the Parking Department will only rent parking meters for vehicles essential to production and/or to clear parking spaces for the production (no visible vehicles in the shot). All production vehicles must park in legally designated parking spaces and/or lots. Vehicles parked in unauthorized areas (e.g., handicapped spaces, loading zones, fire lanes, alleyways, lanes of traffic, unlicensed lots, residential zones, etc.) without official authorization will be fined and/or removed. Production vehicles are prohibited from parking on Ocean Drive.

~~Requests for Usage of parking meter rentals that have a direct impact on a business or residence may be required to be accompanied by a letter of no objection from must provide notification forms detailing this parking impact to the affected business/property owner/ manager prior to the meter rental being approved no less than 48 hours before rental of the meter commences. In addition, and a list of notified properties should be provided to the Film & Print Office no less than 48 hours prior to commencement of rental. The Film & Print Office determines if (any) notification and/or letter(s) of no objection from affected businesses/residents is needed for meter rentals prior to the permit being issued. This determination is made on a case-by-case basis.~~

Requests for production vehicle parking should be received by the Parking Department no later than 48 hours prior to the production date and prior to 3:00 p.m. weekdays. Enforcement of reserved meters requires 24 hours notification.

J. Parks / Recreational Facilities

The Parks Department and/or Park Supervisor must be contacted when the applicant

requests the rental or reserved use of a park facility (amphitheaters, basketball/handball/tennis courts, baseball/football/soccer fields, pools, etc.). Approval and/or payment of all applicable rental fees must be made prior to the issuance of the Film & Print permit.

K. Production Deposits

For some productions, a refundable deposit will be required for filming on public property in an amount to be determined by the Office of Film & Print, but no less than \$1000 and commensurate with the potential costs of City Services needed to maintain and/ or rectify the permitted use, to cover fines in the event violations are issued, or for any other use permitted by law. Any balance remaining shall be returned to the applicant. If restoration and/ or cleaning costs exceed the deposit, the permittee shall reimburse the City for the deficiency, and failing to remit such deficiency shall result in the permittee not receiving any future permits until the deficiency is satisfied. This deposit is primarily for those productions that will be in one location for a longer than usual time period, and with elements of the production left at the site over several days.

M. Off-Duty Fire / Fire Rescue

The Special Events Fire Coordinator must be contacted when the applicant requests the use of fire, pyrotechnics, or will be performing stunts/activities (crashes, jumps, falls) that are considered life threatening or dangerous, or when **a production needs to temporarily disable fire prevention devices in any facility**. In such instances, the presence of off-duty Miami Beach Fire personnel is required.

N. Off-Duty Police

Off-duty police are required on any film production if the total number of people in the production is over twelve, or any production in which the proposed activity is deemed by the Film & Print Office or the Miami Beach Police Department to present a potential hazard or inconvenience to the general public. Off-duty police officers are required for all Authorized Access uses, street and lane reductions or closures or any activity that could be mistaken as a public danger, inclusive of stunt work, fighting, use of weaponry or bearing a likeness to a police officer, or involving any of the foregoing.

The Police Off-Duty Coordinator determines the minimum number of off-duty police personnel that will be required and is responsible for the collection of all related fees. Requests for off-duty police personnel should be received two business days prior to the production date to ensure the request can be filled.

1. Off-duty officers will be required for most residential neighborhood filming as discussed in the Residential Neighborhood Filming section of these regulations. Low Impact Residential Productions, as defined herein may be exempt from obtaining an off-duty officer.
2. Off-duty police's first priority will be to address public safety related activities, as well as providing security needs as they relate to the production.
3. Off-duty officers working on a production are empowered to ensure execution of the pre-approved site plan, traffic plan and/or film permit. Officers may determine on-site modifications to the permit when public safety is an issue. Any other changes made to the issued permit on-site should be done in cooperation with officer(s) on-site and the Film & Print Office.

4. Permittees are encouraged to disclose foreseeable labor/management disputes and other controversial issues as relative to their project as it may affect the City's ability to provide police services.
5. Requests for off duty police must be received by the Off Duty Office a minimum of two business days prior to the date of requested service. The Off Duty Office may grant exceptions, based on their discretion.
6. Any approved off duty requested that is cancelled by the Production must provide the Off Duty Office with a minimum of twenty-four (24) hours notice of the cancellation. Failure to provide twenty-four (24) hour notice will result in the Production being responsible for the four (4) hour minimum for each off-duty officer scheduled plus the appropriate administrative charges.

O. SANITATION DEPARTMENT

The Office of Film & Print will contact the Sanitation Department when the relocation or removal of dumpsters/ trash receptacles are necessary and/or when the proposed production activity interferes with regular trash collection. Please note that any production that is found illegally dumping debris/trash will be fined. In addition, any production leaving debris/trash behind at any production location will be billed for the time, labor and equipment used by the Sanitation Department to clean-up the area.

VI. RESIDENTIAL NEIGHBORHOOD FILMING

Residential Productions in Miami Beach, whether single family home or multi-residential condo or apartment, requires a Film & Print permit. All such production activity, inclusive of filming, parking, set-dressing, load-in and load-out in residential areas of Miami Beach requires a Film & Print permit or shall be cited as a code zoning violation for the production company and/or homeowner. Detailed below are the standard logistical requirements for Productions of all sizes desiring to obtain Film & Print permits in residential locations. No two Productions are the same, and the Film & Print Office may require Productions to meet additional requirements depending on the nature and scope of a Production.

Productions that require completed notification and/ or signature forms are strongly encouraged to begin notifying residents and/ or obtaining signatures at least one week in advance. Completed signature forms should be provided to the Film & Print Office no less than 48 hours prior to start of production activity.

English and Spanish language signature and notification forms are available on the Film & Print Office's website (www.filmiamibeach.com) and are mandatory for use by production companies. These forms must be used by all Productions, and shall be reviewed and approved by the Film & Print Office before any distribution or signature collection.

A. Homeowner Affidavit for use:

Any resident of the City of Miami Beach wishing to host permitted Production in a single family home, condominium or apartment by a third party (e.g., production company, location service company, etc.) must sign an owner affidavit, found on the City's website, acknowledging they have read and understand the Film & Print Guidelines, specifically as it pertains to residential Production; agrees to follow the City's Film &

Print Guidelines and City Code; and also acknowledges the residence will not knowingly be used for other commercial purposes, or for short term rentals as defined in the City Code. Such affidavits may only be signed by the property owner or his/ her legally authorized representative.

B. Types of Residential Production Uses:

1. Low Impact Residential Production use is defined **as** a small team (twelve people or less in total) with minimal equipment (must be easily and quickly transported) to film entirely within a Miami Beach single family or multi-residential property. Equipment allowed includes camera, tripod, reflectors and battery operated lights. No generators or grip equipment allowed. No production motorhomes or commercial class vehicles allowed. No use of the street or swale for parking, loading in or loading out.
2. Standard Residential Production use is defined as any production that requires more than ten total people and/ or generators or grip equipment and/or commercial class vehicles or motorhomes and/or wishes to use the street or public areas for filming, parking or loading in and loading out.

C. Notification Forms/Requirements:

1. Notification to affected neighborhood(s) is required for residential Production uses between the hours of 7:00 a.m. and 10:00 p.m. weekdays and 8:00 a.m. and 10:00 p.m. weekends and holidays. *NOTE: Times denote from the start of load-in to the end of load out for all production activity.
2. Mandatory notification to the affected neighborhood should occur no less than 48 hours prior to commencement of any residential Production use, or arrival of any Production-related vehicles and/or personnel on site for Standard Residential Film & Print Use and no less than 24 hours prior to commencement of any residential Production use or arrival of any Production-related vehicles and/or personnel on site for Low Impact Residential Film & Print Use.
3. Notification forms must be distributed to all affected areas in a neighborhood. For purposes of the regulations, the affected neighborhood shall be determined by the Office of Film and Print. Notification must be provided to residents within a minimum of ~~500~~200 feet from any Production activity including equipment parking for Standard Residential Film and Print Use. Notification must be provided to all abutting residents for Low Impact Residential Film and Print Use. Some locations may require additional areas of notice.
4. For Production activity within a multi-dwelling unit, signature letters of no objection must be provided from the property owner, manager or condo association board of directors and/ or notification must be distributed to all individual unit owners/tenants who are affected, as well as any affected surrounding properties.
5. In certain instances, a Production may be required to obtain signatures from the impacted area during normal Production hours (see the Signature Forms section of these guidelines).
6. Applicants are required to provide notice by all reasonable means available, including, but not limited, to by cellular phone, other telephonic means, e-mail, fax, hand-delivery, mail and any other traceable delivery service (e.g. FedEx, UPS, courier service or certified mail).

7. Applicant is required to provide documentation of all notices.

D. Signature Letters of No Objection /Requirements:

The Film and Print Office retains jurisdiction and discretion to issue or deny permits based on the applicable law and regulations. As a courtesy to abutting and affected homeowners, their impact in the decision-making process is based on signature forms described herein.

1. Signature letters of no objection from affected neighborhood residents will be required for residential Production activity between the hours of 10:00 p.m. and 7:00 a.m. weekdays and 10:00 p.m. and 8:00 a.m. weekends. *NOTE: Times denote load-in and 'tail-lights out' for Production activity.
2. Any residential property that wishes to host in excess of five (5) consecutive days of Production activity within a 30 day period must provide the City with letters of no objection from abutting properties. Some locations may require additional areas of notice.
3. Any residential property that wishes to host in excess of ten (10) total days of Production activity within a 30 day period must provide the City letters of no objection. For Standard Residential Film & Print Uses, letters of no objection must be provided to residents within ~~500~~-200 feet from any Production activity and/or equipment parking. For Low Impact Residential Film & Print Uses, letters of no objection must be provided to all abutting properties (any property that shares a property line with the house(s) used for Production activity). Some locations may require additional areas of notice.
4. For residential Production requests in excess of ten (10) total days of Production activity within a 30 day period, or for extended hours between 10:00 p.m. and 1:00 a.m., signature letters of no objection from 60% of affected neighborhood residents must be obtained by production, as well as signature letters of no objection from the abutting properties.
5. For residential production requests for extended hours between 1:00 a.m. and 7:00 a.m., signature letters of no objection forms from 75% of affected neighborhood residents must be obtained by production, as well as signature letters of no objection from the abutting properties.
6. Signature letters of no objection for residential Production during normal hours also will be required in the case of exceptional Production activities (e.g., gunfire, bullet hits, fire effects, explosions, car crashes, aerial filming, etc.), or high-impact Productions (e.g., large numbers of crew/talent and/or production vehicles/equipment present) as determined by the Film & Print Office based on an assessment of impact to surrounding neighborhood, and/or any situation in which the activities may present a public safety concern.
7. Any residential location that wishes to host in excess of sixty (60) days of production within any 12 month period will require review by an Internal Review Board assembled by the City Manager or his/ her designee to review the request and set conditions for approval. Requests for review must obtain the 90% signature letters of no objection within ~~500~~-200 feet of the property hosting Production activity, as well as signature letters of no objection from the abutting properties before coming before the Internal Review Board.
8. In any instance where a residential location wishes to host in excess of ten (10) consecutive production days, regardless of type of activity, the production must

obtain the 90% signature letters of no objection within ~~500~~200 feet of the property hosting Production activity, as well as signature letters of no objection from the abutting properties before coming before the Internal Review Board.

9. Notwithstanding anything to the contrary, with regard to any property which is located, in whole or in part, within 500 feet of a hospital that is open for business, there shall be no more than five (5) days of Production activity at that property in any thirty (30) day period. For purposes of the above, the distance shall be the shortest distance between the property lot line and the hospital lot line, as measured by a straight line. A property shall be deemed to be inside the radius if any portion of its lot line is within 500 feet of any portion of a hospital lot line.
10. Signature letters of no objection must be submitted to the Film & Print Office before a permit may be issued, which includes the resident's signature, printed name and address.
11. For Production activity within a single-dwelling home, where multi-dwelling units are affected, signature letters of no objection will be accepted from the property owner, manager, condo association board of directors or individual unit owners/tenants. Signature letters of no objection from individuals in multi-dwellings units must meet the same minimum percentages as outlined above.
12. For Production activity within a multi-dwelling unit, signature letters of no objection must be obtained from all affected individual unit owners/tenants, as well as any affected surrounding properties. Signature letters of no objection from individuals in multi-dwellings units must meet the same minimum percentages as outlined above.
13. A map created by the production company should be included with the original signature letters of no objection upon delivery to the Film & Print Office. This map should clearly identify pertinent streets by name & block (i.e. 700 block) indicate all addresses requiring signatures, and clearly show a site plan for production including all essential equipment parking and any catering plans.
14. At those addresses at which signature letters of no objection are required, the map submitted to the Film & Print Office should indicate: non-objections, objections, properties with no response and vacancies by address. In the instance of a failure to obtain a signature letter of no objection at any given address, applicant must document to the Film & Print Office as to the number of attempts at making contact and provide documented attempts using recognized carriers (certified mail, etc).
15. Note: Production must inform all affected properties of any schedule changes made after distribution of original notification/signature letters of no objection.

At all times the Film & Print Office reserves the right to require the need for signature letters of no objection as a condition of the permit.

In recognition that any Production has the most impact on adjacent properties, the Film & Print office will require a signature letters of no objection from those abutting properties (any property that shares a property line with the house(s) used for Production activity, including parking, etc.) when a Production qualifies as a 'signature' level Production. If one of the abutting property owners/tenants objects to the requested use, the production may file an appeal requesting that the Film & Print Office activate the City's Internal Review Board to review the Production's request. The Internal Review Board will have the authority, based on the guidelines specified in

Section C herein, to approve the Production's request after considering all circumstances including the opinion of the abutting property owner. If all abutting property owners/tenants object to the requested use, the Production does NOT have the ability to appeal.

1. Signed letters of no objection of the abutting property owners must be obtained no later than forty-eight (48) hours before the date of the film or print activity is scheduled to occur.
2. Signed letters of no objection of an abutting property owner shall not be required if the Applicant has provided notice to the property owner and the owner has failed to respond to the notice for a period of at least twenty-four (24) hours from the date and time that notice was provided.
3. Applicants are required to obtain signature letters of no objection from all affected properties, including abutting properties, by all legal and reasonable means available, including but not limited to by cellular phone, other telephonic means, e-mail, fax, hand-delivery, mail and any other traceable delivery service (e.g. FedEx, UPS, courier service or certified mail). Federal law does not permit distribution in mailboxes.
4. Applicant is required to provide documentation of all notices.

E. Internal Review Board

For the purposes described above, an Internal Review Board composed of representatives from the following City of Miami Beach departments will be convened; Police Department, Code Compliance, City Manager's Office, Office of Film & Print, and the Parking Department. Other City Departments will be brought into the Internal Review process as determined based on the scope & impact of a particular project (Parks and Recreation, Beach Patrol, Fire Department, Building Department etc.). A Board Member from the Production Industry Council and a member of the subject area's City-recognized neighborhood or homeowner's association will also be included on the Internal Review Board. If the area does not have a City-recognized neighborhood or homeowner's association, a member of the Planning Board may serve on the Internal Review Board.

When the activation of an Internal Review Board is required, the Office of Film & Print shall organize the meeting. Recognizing the often-short timeline productions must work within, all efforts will be made to ensure the process is completed quickly and with full representation of all parties involved.

If the Internal Review Board is activated because an abutting property owner has declined to sign a letter of no objection, the Internal Review Board must consider the following criteria before determining whether or not to approve the production's request:

1. History of Code violations at the property;
2. Past history of the production company and/ or applicant;
3. Frequency of Film & Print Productions at the property;
4. Duration of the subject Production;
5. Infrastructure and quality of life impacts (e.g. traffic interruptions);
6. Other impacts to adjacent property owners, including exceptional filming activities

(e.g., gunfire, bullet hits, fire effects, explosions, car crashes, aerial filming, etc.);and

7. Economic Impact to the City (long-term, short-term, and indirect effects on profit/costs to local economic industries, including but not limited to hotels, restaurants, entertainment establishments, retail, and the City).

Please Note

1. The Office of Film & Print may determine that some locations require additional areas of notification.
2. Production may elect to attach an additional letter with further information relating to the shoot at their discretion.
3. If a Production is unable to use their permitted Production day due to rain or inclement weather, the Production may request one additional day for each day lost if properly communicated to the Office of Film & Print in a timely manner. Such requests must re-notify the prescribed area immediately, but are not required to obtain signature letters of no objection, if already obtained.

G. Residential Parking

1. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit, and notification/signature forms, and must park in approved areas one by one, turning off engines as soon as possible.
2. Residential Productions may only arrange for immediate location parking of essential production equipment. The parking of private cast/crew vehicles on public streets is prohibited unless lane or road closure permits are obtained. Use of City-owned swale (area abutting the street) is prohibited. In most instances, arrangements should be made by the Production company to legally park cast/crew vehicles on private property, legally available spaces or shuttle personnel to set.
3. All Production vehicles on location must have a copy of the approved Film and Print permit or window placard on dashboard identifying the production company and/or project name.

Several areas in Miami Beach are restricted to Residential Permit parking only, Monday through Friday 6:00 p.m. through 7:00 a.m., and 24 hours Saturday and Sunday. Productions in these areas must make arrangements with the Police and Parking Departments to demarcate and secure the necessary sites.

H. CODE OF CONDUCT

The City of Miami Beach Code of Conduct for Film & Print Productions must be distributed with all notification or signature letters of no objection, and crew should also be copied and made aware of the Code of Conduct.

VII. MORATORIA

The City Manager or his designee has sole discretion to place a temporary moratorium on locations and neighborhoods that have experienced 'burn-out' as a result of previous high volume or large impact filming.

VIII. ENFORCEMENT

1. Permits shall be maintained at the site on which the photography or filming occurs. Permits shall be presented on the request of any police officer or code compliance officer or employee of the Office of Film & Print. A violation of these Film and Print Guidelines shall be considered a violation of the City Code, enforceable as provided herein. Persons engaged in a Film & Print Production without a permit, or otherwise in violation of the guidelines herein, shall be subject to enforcement by City police or Code Compliance officers, through the issuance of immediate cease and desist orders, the violation of which may subject the offender to the following immediate fines and/or partial or full default of security deposit:
 - A. For the first offense within a 12 month period a fine of \$500;
 - B. For the second offense within a 12 month period a fine of \$1,500;
and
 - C. For the third offense within a 12 month period and subsequent offenses a fine of \$3,000.
2. Enforcement may include arrest for violation of Section 12-5 of the City Code, and/or enforcement as provided for in section 1-14 of this Code, and/or notices of violation referred to Special Masters, who have authority to issue fines or enforce compliance, as provided for in Chapter 30 of the City Code. Police or Code Compliance officers will coordinate enforcement with the Department of Tourism and Cultural Development. As an alternate and supplemental remedy, the City may enforce these Guidelines by injunctive relief in any court of competent jurisdiction and, in such circumstances the City shall be entitled to recover its reasonable attorneys' fees and costs.

3. Violations of a Film & Print Permit

An issued Film & Print Permit will have terms and conditions intended to be followed by the Production, unless specific arrangements are made only by the City Manager or his/her designee, in writing, after the event permit is issued. Should such conditions and/or arrangements be violated by the Production, his or her vendors or participants, whether witnessed by City personnel or established by photographic or other evidence or testimony afterwards, the Production would be in violation of the Film & Print permit and be subject to enforcement proceedings as provided by City Code and/or these guidelines.

With the exception of violations for which no correction is possible (e.g. noise violation, production without a required permit, etc.), if the violation is observed by City staff during the active production, the Film & Print producer/permittee will be given a time-certain opportunity (30 minutes or other time period as specified by the City Manager or designee) to correct the violation. Notwithstanding, the City retains discretion to proceed directly to the issuance of a notice of violation if the violation is egregious and/or violates conditions expressly provided for in the permit, or if a prior verbal warning for a violation of the Film & Print Permit has already been provided. Multiple violations shall be treated as one instance when simultaneously observed. Examples of Film & Print permit violations may include, but are not limited to the following, unless specified by the special event permit: violation of the noise ordinance; unauthorized use of public space; use of

unapproved and/ or unpermitted structures, generators or production elements with respect to Florida Building Code; improper utilization of the Vehicle Access Pass policy; violation of Florida Department of Environmental Protection (DEP), Miami-Dade Environmental Resource Management (DERM) or Florida Department of Transportation (FDOT) conditions; unauthorized use of branding, promotional activities or sampling; damaging public property without prior approval; or inability to effect proper sanitation plan. Any film or print activity that takes place without a Film & Print permit cannot by its nature be corrected and must be cited and shut down immediately.

The City may issue a verbal warning for first time violations in lieu of a first offense fine.

Such fines are in addition to and separate from any violations issued by the City for noncompliance with other sections of the City Code. Imposition of fines shall be subject to appeal to the Special Master. The City reserves its rights to pursue alternate enforcement proceedings and penalties as provided for and allowed by law.

4. The following penalties shall be imposed in addition to any fines for violations specified above or of Section 12-5 of the City Code:
 - A. If the offense is the fourth offense within the preceding 12 month period of time, in addition to the fine, the property and/or Film & Print Production will be restricted from receiving a Film & Print permit for a three (3) month period of time.
 - B. If the offense is the fifth offense within six (6) months following the fourth offense, in addition to any fine, the property and/or Film & Print producer or and/or permittee will be restricted from receiving a Film & Print permit for an additional six (6) months period of time. Furthermore, the property and/or the Film & Print Production shall be considered to be a habitual offender.
 - C. Notwithstanding the above, for repeat and/or habitual offenders, the City Manager may decline to issue future Film & Print permits to such person or entity for one year, or such other period as the City Manager deems appropriate.

Each violation shall constitute a separate offense for which a separate fine shall be imposed.

5. An offense shall be deemed to have occurred on the date the violation occurred. Restrictions imposed pursuant to this section shall be imposed by City Administration after finding an offense warranting suspension or restriction has occurred.

IX. MISCELLANEOUS

1. Cast/crew may not trespass onto other neighbor's or merchant's property. All personnel should remain within the boundaries of the property that has been

- permitted for filming.
2. Residents should never be prevented from accessing their street, driveway or home as a result of film production except for brief periods when scenes are being shot.
 3. Production shall make every effort to maintain minimal noise levels at all times. In the performance of the filming activity, vehicle engines and generators shall be turned off as soon as possible, crew shall refrain from unnecessary shouting and production radio volumes shall be conducive to effecting communication without being obtrusive to the surrounding neighborhood. If complaints of excessive noise levels occur, a representative of the production company shall attempt to identify, correct and/or modify the noise source.
 4. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the Film & Print Office and coordinated with City Parks Department. In most instances, a County and or State DEP tree trimming or removal permit will be required.
 5. Productions may not impede normal residential services such as garbage collection and street cleaning without securing prior City approval.
 6. At no time may production disrupt regular mail service.
 7. Arrangements for the removal of production-generated refuse are the sole responsibility of the production.
 8. When blockage of pedestrian right of way is anticipated, productions must submit a site plan to the Office of Film & Print for approval.
 9. ADA compliant crossovers must be used to safely cover all cables placed on streets and sidewalks.
 10. When filming occurs where pedestrians who are not associated with the production will be present, proper wayfinding signage must be provided by the production company and off-duty officers shall be stationed throughout the set in order to direct pedestrians politely and safely through or around set.
 11. Catering may only occur in pre-approved areas, and may not present any safety hazard or public nuisance.
 12. All smoking refuse must be properly disposed of in marked 'butt-cans' or other specifically designated receptacles.
 13. Cast/crew may not bring pets to location, unless part of the production, and noted by the Film & Print Office on the permit.
 14. Signs utilized for the direction of cast/crew must be identified by location in advance and removed immediately upon completion of permitted use. Signs that are not removed promptly after production may be subject to a fine.

X. REVISIONS

The Mayor and City Commission may adopt by resolution Film and Print regulations and the City Manager or the Manager's designee will administer the regulations as they pertain to film and print productions working within the city. The Manager may authorize amendments to the regulations proposed by the administration, and shall present such amendments to the City Commission for approval, by resolution.

XI. COMMUNITY

Miami Beach is proud of its community's spirit of giving and cooperation. We invite production companies who film in Miami Beach to contribute leftover food and expendables to local non-profit groups needing assistance. We appreciate any efforts

you make to assist our community in better understanding the production process. The Film & Print Office will assist in facilitating appointments for members of your cast or crew to talk to students in local schools and meet with members of our community.

The City of Miami Beach is undergoing an extensive effort to improve quality of life in our residential neighborhoods. Productions are encouraged to consider assisting in these neighborhood initiatives. If a production is capable of making lasting contributions to the community, the City would be happy to help facilitate these efforts.

XII. OTHER GOVERNMENT AGENCIES

A. Miami-Dade County Beach Maintenance

Miami-Dade County Beach Maintenance must be contacted when the applicant requires the beach to be raked and cleaned prior to the regular scheduled maintenance or when the applicant's presence on the beach may interfere with the regular scheduled maintenance. (Beach Maintenance: 305/868-7075)

B. Florida Department of Transportation

Contacted when the applicant will be filming on State roadways (MacArthur Causeway, Arthur Godfrey Road, Julia Tuttle Causeway, Alton Road, Fifth Street, Collins Avenue north of 5th Street, Indian Creek Drive) that are within the City's boundaries but are under the jurisdiction of the State. If the applicant will be interfering with the normal flow of vehicular traffic on these roadways, a State permit must be obtained in addition to the City's permit and the use of City of Miami Beach Police Off-Duty personnel is mandatory. (FDOT: 305/470-5368)

C. Miami-Dade County Turtle Program

It is turtle nesting season each year April through October and activities on the beach may be subject to additional conditions. (For more information, please contact ~~Bill Ahern at Haulover Beach Park~~ [Teal Kawana](mailto:Teal.Kawana@miamicity.com), 305/~~947-3525~~[310-3046](tel:3059473525)).

XIII. ASSOCIATIONS & PROPERTY OWNERS

A. Mercantile Associations

Contacted when the applicant requires the use of any portion of a city block in such a manner that may interfere with daily business operations and/or pedestrian/vehicular rights-of-way.

B. Individual/Commercial Property Owners

Contacted when the applicant requests the use of public property (e.g., sidewalk, curb, loading zone, parking meter, alleyway, park area, median, roadway, etc.) directly in front, behind, across or next to a specific parcel of non-public property and/or when the individual/commercial property will appear in the production. When an individual/commercial property will appear prominently in any production, written approval from the property may be required before a permit is issued.

Confirmation from these departments, associations and property owners must be

obtained by the applicant. All confirmations and/or additionally required permits will be verified by the Film & Print Office prior to the issuance of any permit.

XIV. SUMMARY

Because no two requests are the same, due to the creative nature of the entertainment industry, it may be necessary to impose additional requirements. The best guideline is courtesy to the Miami Beach community. Proper planning and notification is the key to any successful production. No matter the size of the production, all parties are encouraged to contact the Film & Print Office as soon as they know about any projects scheduled in the City of Miami Beach.

[XV.](#)

**MIAMI BEACH
FILM & PRINT DIVISION**

PRODUCTION INCENTIVES PROGRAM

The Film & Print Office of Miami Beach offers the following incentives to productions shooting in Miami Beach. To take advantage of this program productions can contact us by phone: 305/673-7070, by email: film@miamibeachfl.gov, or visit the website at www.filmiamibeach.com. We encourage any production wishing to take advantage of these incentives to contact to the City's Film & Print Office as far ahead of the production date as possible.

FILM, VIDEO AND PHOTO PRODUCTION INCENTIVE

This program is available to all permitted productions:

- A free permit option is available to all users.
- One free vehicle beach access pass per day (an off-duty Miami Beach police officer is required to be on site with any production bringing vehicles on to the beach)
- Waiver of all administrative fees related to the hiring of police off-duty officers for film, video and photo productions.

Beach Vehicle Access Passes

- During the months of June through October, vehicle access passes (above and beyond the one free each day) shall be reduced by 50% to \$75.00 (per vehicle/per day).
- Productions which ~~demonstrate no less than 100~~ provide the Film Office verification of Miami Beach hotel room nights (via manifest or letter from property) may receive ~~ten~~ vehicle access passes for free with any additional passes issued at the reduced rate of \$75, per the following requirements:
 - Five (5) free passes for no less than 50 Miami Beach hotel room nights.
 - Ten (10) free passes for no less than 100 Miami Beach hotel room nights.
 - Twenty (20) free passes for no less than 200 Miami Beach hotel room nights.

Discounted Production Crew Parking at Municipal Lots and Garages

Crew parking for permitted productions at all municipal parking lots and garages where/when capacity permits at a reduced daily rate of \$10 per vehicle entry, representing a 50% discount on the average daily rate of \$20 per vehicle.

Scouting Permits

Temporary scouting permits are available on a per project basis at the direction of the Film & Print Division. The permit will allow cars to park at legal metered parking at no cost and within all residential zones. It also allows a maximum of 20 minute parking in (marked) loading zones. Scouting permits are limited in time (typically not for more than

one day), and are \$25 per day.

Production Company Mobile Unit (PCRIV) Permit

A PCRIV pass allows production units (RVs) to park in metered spaces without advanced reservation or “feeding” the meters/ paying the master meter while ~~there~~parked during a permitted production. This pass applies to legal parking spaces and designated taxi/ ride share spaces only, and does not apply to Residential Parking Zones. The PCRIV pass is available for \$50 per ~~month/per~~vehicle and must be prominently displayed in the front windshield of the vehicle, along with a copy of the active permit for which it is being employed, for inspection. Failure to display the PCRIV and the active permit may result in Parking and Film Permit violation.

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