

SHORELINE FILM MANUAL

One Call to the Shoreline Film Office Will Put You in Business

The Shoreline Film Office issues permits for the filming of feature films, short films, commercials, documentaries, student projects, television and web programming, music videos, commercial still photography, public service announcements, and other filming/photography projects on public land within the City of Shoreline, including streets and parklands.

All the information you need for a successful shoot in the City of Shoreline can be found below in this Film Manual. This includes information about insurance coverage, parking reservations, parks use, police hires, drone use, and much more. This manual is meant as a general guide only. For specific requirements related to your production, obtain and refer to a City of Shoreline film permit.

Please review the Film Manual before beginning the permit application process. Please contact the Shoreline Film Office as soon as you determine your filming will involve public land within Shoreline. The more lead time given, the better the Film Office can serve you.

- PHONE – (206) 546-5829
- EMAIL – filmoffice@shorelinewa.gov
- WEB – <http://www.shorelinewa.gov/business/shoreline-film-office>

Process

The City of Shoreline recently adopted new, lower fees and a streamlined process for filmmakers seeking approval to shoot on streets, in parks, and other City property.

Shoreline Film Office staff will walk hand-in-hand with you through the steps involved:

1. Obtain a film permit and pay a total of \$25 for most productions (not requiring the exclusive use of public space or City facilities).
2. Obtain any other City approvals needed for the exclusive use of City of Shoreline property and pay applicable fees as indicated on the film permit. Please see “Additional Cost” section below.
3. Maintain permit on site, adhere to permit requirements, and be prepared to present permit to City officials.
4. Return and repeat. The Shoreline Film Office will be here to help.

Ready to get Started?

To determine your permit type, fee, and eligibility for any exemptions or waivers, please complete the Shoreline Film Office “Project Info” Form online at

<http://www.shorelinewa.gov/business/shoreline-film-office>.

Permit Types

You will need a permit to film on City of Shoreline property if:

- You are filming in a City park;
- You are filming in a City-owned building;
- Vehicle traffic will be interrupted on City streets;
- Pedestrian traffic will be interrupted on City sidewalks;
- A tripod or dolly will be used on sidewalks or streets;
- Wires or cables will be running across or over sidewalks or streets;
- A generator will be used on a sidewalk or street; or
- Public parking areas will be reserved, impacted, or restricted.

Criteria:

- **Low-impact filming** (*sidewalks, parks, no traffic control or parking reservation*) is any production where ALL of the following apply:
 - Any use of use of facilities, parks or streets by vehicles or crew is non-exclusive, not reserved, and does not hinder or preclude the enjoyment and use by other members of the public as allowed by law
 - No generator
 - 10 or fewer cast and crew
 - No special effects
 - No closure of pedestrian areas
 - No filming of moving vehicles
 - Production is not a commercial or corporate production
 - No required use of City Staff services
- **Moderate-impact filming** includes productions requiring ANY of the following:
 - Public parking area reservation
 - Exclusive use of non-right-of-way City property including but not limited to parks or City buildings. Additional reservation fees apply. See “Additional Costs” below.
 - Traffic control
 - Hiring of police officers
 - Building of any sets, props, or other constructions on site
 - City staffing required outside of normal business hours
- **High-Impact filming** includes productions requiring ANY of the following:
 - Street closures or other exclusive use of City right-of-way
 - Stunts
 - Pyrotechnics
 - Building of *large* sets, props, or other constructions on site
 - High number of police officers

Lead time requirements:

- **Low-impact filming:** No later than three (3) business days before your first day of work.

- **Moderate-impact filming:** No later than five (5) business days before your first day of work. Please note: Traffic Control plans may require more than five (5) days to review.
- **High impact filming:** Contact the Shoreline Film Office for lead time.

Fees

- All City fees are non-refundable.
- All City fees must be paid prior to permit issuance.
- Cash, check, or credit card are acceptable forms of payment
- Payment may be made by phone or in person at the City Hall
- Damage deposits (if needed) are due before permit can be issued (See *Damage Deposit* section under *Requirements for Filming*)

Low-Impact Filmmaking Permit Fees

- \$25 flat fee per production, for up to 14 days of filming - no limit on number of public locations used non-exclusively
- After 14 days, the fee is \$25 per day

Moderate-Impact Filmmaking Permit Fees

- \$25 per day of filming - no limit on number of public locations per day
- For right-of-way permits or exclusive use of parks and other facilities additional fees may apply

High-Impact Filmmaking Permit Fees

- Standard applicable City fees apply, including but not limited to permits for the right-of-way and park rental fees.
- \$1,000 refundable damage deposit

Fee Waivers

Fee waivers are available. Student filmmakers encouraged to apply. Any fee waiver request must be submitted concurrently with permit application.

Additional Costs

Some, but not all, permits will have additional charges. You will be billed directly from the stated departments for additional costs including, but not limited to:

- Exclusive use of any facility or part of any facility, including right-of-way, parks, or other City property
- Shoreline Police Department staffing (See *Shoreline Police Department* section, below)
- City staffing fees for Parks, Recreation, and Cultural Services (PRCS) or other city-owned facilities as required at some specific locations and facilities.

- Some examples include – after hours filming, use of community centers, event spaces, and during high impact shoots. If you think Parks staffing may be required for your shoot, please submit your Project Information Form a minimum of 5 business days in advance, so there is ample time to find available City Park staff. The hourly rate for City Parks staff is \$26 per hour as of 2019.
Once it is determined that a production must engage City Parks staff for their shoot, they will be issued an invoice directly from the Parks Department - not the Film Office. This invoice must be paid before your Film Permit will be issued.
- No-Parking and other traffic control signs.
 - The Film Office does not provide productions with No-Parking a-frames or other traffic signs.

Requirements for Filming

Insurance

- **Certification of liability insurance as specified below must be submitted in the form of a Certificate of Insurance, including a copy of the additional insured policy provision, through the online application portal.** Minimum Coverages and Limits of Liability
 - For all productions (except as noted below): Commercial General Liability (CGL) or Business Liability covering Premises/Operations and Automobile Liability insurance with minimum limits of liability of **\$1,000,000** each occurrence bodily injury and property damage Combined Single Limit (CSL) and \$2,000,000 per project aggregate.
 - If pyrotechnics or explosives used: CGL or Business Liability insurance minimum limits of liability increased to **\$2,000,000** CSL and coverage shall not exclude such perils.
 - If helicopters, drones, or other aerial vehicles are used: **\$2,000,000** Aviation coverage is required to be provided by the licensed operator in addition to the production's \$1,000,000 CGL coverage.
 - If any motor vehicles are used: Automobile Liability insurance is required to be provided by the licensed motor vehicle operator with a minimum combined single limit for bodily injury and property damage of **\$1,000,000** per incident.
- The City must be an additional insured under the permittee's total limits of liability, whether such limits are insured or self-insured, primary, excess, contingent or otherwise. The additional insured policy provision shall be as per the ISO **CG 20 12** or **CG 20 26** additional insured policy endorsement, or the designated or blanket additional insured equivalent thereof.
- The City reserves the right to increase the minimum insurance requirements based upon the assessed risk for a particular project.
- The minimum limits of liability stated above are minimum limits only and shall not operate to limit the liability of any insurer to less than the policy limits available to the named insured as stated in the declarations page.

- Certification of insurance shall be issued to the following with a minimum thirty (30) day notice of cancellation, except ten (10) day notice for cancellation on account of non-payment of premium:

City of Shoreline

Attn: Shoreline Film Office

17500 Midvale Avenue N

Shoreline, WA 98133-4905

Note: Insurance is **NOT** required **if all** the following criteria apply:

- Production budget is less than \$10,000
- Five or fewer total cast and crew
- One camera on-site
- Production will not be filming inside a City-owned facility or building
- Traffic control is not required
- Pedestrian traffic on sidewalks is not cordoned or blocked off
- No electrical generation, wires, cables, or light set-up
- Public parking will not be impacted

Student Filmmakers - Students who are currently enrolled in regional filmmaking programs, and who are working on a program affiliated project are not required to submit proof of insurance. In most cases, students are covered by their school's insurance policy and do not need to be self-insured. This includes but is not limited to students enrolled at: Seattle Film Institute, University of Washington, Seattle University, Art Institute of Seattle, Shoreline Community College, Cornish College of Arts, and more. Please inquire with the Shoreline Film Office if you have questions about this stipulation.

Business License

A City of Shoreline Business license is required for any business whose annual gross income exceeds \$2,000. Exceptions to this rule may apply. See City of Shoreline ordinance 5.05.040 for more details.

Community Notification

Filmmaking can be impactful. The Shoreline Film Office wants you to film here and wants our residents and businesses to feel the same way. With advance public notification, your production will go more smoothly, and the neighborhood will want you back for your next production.

Please follow the procedures outlined below when providing written notification to residents and businesses within 500 feet of your filming activity:

- For Low-Impact filming, consider notifying the immediate neighbors a few days before filming.
- For Moderate- and High-Impact filming, notifications must include the time of arrival, the filming hours, the time of departure, a general description of the impact (street parking to be used, pedestrian or vehicle traffic control, equipment on

sidewalks or streets, etc.), and a map showing the impacts to the neighborhood. All adjacent properties shall be notified in writing a minimum of 3 calendar days prior to filming

Please contact the Shoreline Film Office for contact information on community organizations and/or the City of Shoreline Department of Neighborhoods may be able to assist you with your outreach efforts.

Public Benefit

The Shoreline Film Office needs to account for the use of City streets and buildings during filming when the use is included in the Film Permit at no additional charge. Below are a few examples of ways that productions companies can benefit the public. Please contact the Film Office for ideas on additional ways to contribute.

- **Educational Opportunities during the film production**
- **Monetary or In-kind Donations to community or governmental organizations that Benefit the City:** Neighborhood organizations, Shoreline Community College Film Program Scholarship Fund, Shoreline Historical Museum, Shoreline Lake Forest Park Arts Council, Shoreline Senior Center, Shoreline Chamber of Commerce, etc.
- **Monetary or In-Kind Donations to the City:** Photographs and footage of City property for marketing purposes, such as the Shoreline Film Office website and social media, donations of plants to the Parks Department, upgrades to city-owned property used during filming, etc.

Obtaining a Film Permit

Before your initial meeting or conversation with the Shoreline Film Office, please review our website. After you have reviewed our policies, complete the Shoreline Film Office Permit Information Form via our online portal at <http://www.shorelinewa.gov/business/shoreline-film-office>.

Film Permit Applications must be received a minimum of 3 to 5 business days before your shoot date. Low impact filming requires a minimum of 3 days; High Impact Permits or permits that may require coordination with City departments need a minimum of 5 business day lead time. Please note the City's standard turn-around time for traffic control plans is 10 working days. In addition, other agencies the City may need to obtain approval from, such King County Metro, need at least 10 days notification to determine temporary bus stops or reroutes. For this reason, we encourage applicants to allow additional time for projects which require ROW permits. The Shoreline Film Office will lead coordination efforts on your behalf with other City departments.

Film Permit Applications will be rejected if any information is missing, including a descriptive technical narrative of your shoot, site plans / maps (See *Appendix C* below for examples), equipment list, vehicle list, insurance documentation, etc. All fields in the application are required to be completed.

Location Availability

Some locations may not be available on exact dates and times due to construction impacts, events, or other circumstances, and may require further mitigation.

Proof of Permit

After the Shoreline Film Office has received approval for all aspects of your shoot, you will receive a copy of your Film Permit, indicating which specific activities are permitted and which must be printed and kept accessible at all times on site during the permitted production.

Applicants must remain easily reachable during the application process and during filming.

Exempt Production Types

Private individuals making film or digital video content for non-commercial use.

Journalists and other news media representatives in the pursuit of journalism.

Roving Production

Productions may be exempt from permitting if filming b-roll, scenic, zero impact sidewalk scenes, and documentary-style footage, at public exterior locations throughout Shoreline. To qualify, productions must meet **all** the following criteria:

- Five or fewer total cast and crew on-site at any one time
- One camera on-site
- Outdoor production only
- No traffic control required
- No interruption of pedestrian activity
- No electrical generation, wires, cables run, or lights set-up
- Public parking will not be impacted
- Not filming in a City park

To determine your eligibility for any exemptions, please complete the Shoreline Film Office "Project Info" Form online at

<http://www.shorelinewa.gov/business/shoreline-film-office>.

Filming in Residential Areas

Filming in residential areas is prohibited between the hours of 10PM and 7AM on weekdays, and 10PM to 9AM on weekends except when authorized by a Noise Variance. This applies to the arrival and departure of cast, crew, and equipment as well as actual filming.

The City may attach conditions including but not limited to advance public notice and a clear, detailed scope of the after-hours activity within your application. Obtaining noise variances requires an additional \$399 fee, and a minimum of 5 business days to process. For more information refer to Shoreline Municipal Code section [9.05.080](#).

Filming in Shoreline Parks

Please include each park your production would like to use for filming in your application. The Film Office will coordinate with the Parks Department on your behalf, please do not contact them directly. **A minimum of 3 business days is needed to process any film permit applications wanting to use Parks.** If it is deemed necessary for PRCS to staff your shoot (see below), then a minimum of 5 business days will be needed.

Filming B-roll in City of Shoreline Parks

Filming b-roll or scenic footage in City of Shoreline Parks may be requested by listing the parks by name on the Project Information form. No blanket b-roll permits will be issued for all Parks - each park must be specified on your application. Because other events or activity may be booked in parks, productions must work around activity, or yield control of space to permitted events in necessary.

Off-Trail Filming and Protected Parks

Due to their sensitive nature, use of some of Shoreline's Parks, or portions of Parks, are restricted for the protection of native wildlife and vegetation. No off-trail filming or equipment set-up is allowed in these areas unless specifically authorized in the issued Film Permit.

Based on the sensitivity of the Park, the Film Permit may contain conditions for off-trail filming including the location, equipment, and/or filming activity restrictions. The Film Permit may also require City Parks Staff or Shoreline Film Staff to accompany the production during filming. City Staff time will be billed at the applicable rate and due prior to Film Permit issuance. Along with any conditions of Film Permit approval, each Park may have additional rules that would be applicable.

Please include very specific location information about your filming activity and equipment in your requested Park location. Detailed maps are required. If the activity cannot be approved at your requested Park location, the Film Office will work with you to find a suitable alternative location.

In addition to a City of Shoreline Film Permit, filming on any beach areas must adhere to Washington State Department of Natural Resources (DNR) rules and regulations. This includes the beach areas of Richmond Beach Saltwater Park and the beaches to the north and south of the park. Additional information can be found at <https://www.washingtonfilmworks.org/resources>.

Sports Field Use

The City of Shoreline manages over 200 athletic fields city-wide - many of which can be utilized for film productions (subject to availability) and can be reserved through the Film Permit application process. Field rental fees are covered by the film permit application fee unless an exclusive use is required.

In some cases, a sports field may be managed by the City and adjoining infrastructure (i.e., bleachers, flood lights) are managed by the Shoreline School District. Please contact the Shoreline Film Office for more information.

For more information on the types of fields available, please visit the City's Athletic Fields web page at <http://www.shorelinewa.gov/government/departments/parks-recreation-cultural-services/rentals/athletic-fields>. You can check the availability of each field online at <http://shorelinewa.maxgalaxy.net/Schedule.aspx>. Please scout all fields in person before choosing a final location - many fields are lined for specific sports depending on the season.

Filming on Shoreline Streets and Sidewalks

Film Permits will require coordination with the Shoreline Department of Public Works if City rights-of-way are impacted in any way. City rights-of-way include streets, sidewalks, and alleys. Instances where Public Works coordination may be required as follows:

Requesting Production Vehicle Parking

The City of Shoreline can only approve parking restrictions to allow for working production vehicles. The City does not provide any parking a-frames or traffic controls signs.

As part of your film permit application you will be able to indicate if the production has a need for parking essential working production vehicles near the filming location.. The spaces a production is requesting must be clearly marked on the site plan / map that is included in your film permit application. The Shoreline Film Office will then coordinate with Public Works to determine availability and receive approval.

Shoreline Police Department

The City of Shoreline contracts with the King County Sheriff's Office for the provision of police services. Film Productions are required to have police services if a film production requires ANY of the following:

- Traffic control and Traffic revisions

- Use of Weapons (replicas or real)
- Safety hazards
- Filming depicting police activity (detectives / police making arrests, talent impersonating an officer)
- Other unusual circumstances which could cause alarm

If your filming requires a police officer (for example, as a part of your ROW permit to film on City streets), or if you need an officer or police vehicle for filming, please contact the King County Police Officers Guild, www.kcpog.com, or 206-957-0934.

Other Property Owners

Permits issued by the Shoreline Film Office are for City of Shoreline property only. While the Film Office is here to help with introductions and suggestions, the Film Office does not issue permits for private property or property controlled by other public agencies. Filming on private property is subject to the individual property owner's consent. Please contact the property owner directly.

Permits issued by the Shoreline Film Office are for City of Shoreline property only. While the Film Office is here to help with introductions and suggestions, the Film Office does not issue permits for Shoreline School District or the Cities of Seattle, Edmonds, or Lake Forest Park, Washington State Highways or Interstate 5, or any other jurisdiction.

If your production will expand beyond the city limits of Shoreline, please contact

- **Washington Filmworks**
206.264.0667 / washingtonfilmworks.org/

Ready to get Started?

To determine your permit type, fee, and eligibility for any exemptions or waivers, please complete the Shoreline Film Office "Project Info" Form online at <http://www.shorelinewa.gov/business/shoreline-film-office>.