

LEGAL NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Town Board of the Town of Poughkeepsie does hereby set the **3rd day of December 2025 at 7:00 p.m.** at the Town Hall, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, NY, as the time, date and place of a public hearing at which all parties in interest and citizens may be heard in regard to the following:

“To Consider the Adoption of a Local Law of an addition to the Town Code specifically Chapter 108, entitled” A Local Law establishing Regulations For Commercial Filming”

AND PLEASE ALSO TAKE FURTHER NOTICE that said Proposed Local Law is available in full with Exhibit to preview on our website:

<https://ny-poughkeepsietown.civicplus.com/300/Public-Hearings>

Or in person @ the Town Clerk’s Office, Monday – Friday, 8AM – 4PM.

Felicia Salvatore, Town Clerk
Town of Poughkeepsie
November 6, 2025

RESOLUTION 11:5 - # 3 OF 2025

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby set the 3rd day of December, 2025 at 7:00 pm at the Town Hall, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York, as and for the time, date and place of a public hearing to consider the adoption by local law of an addition to the Town Code specifically Chapter 108, entitled "A Local Law Establishing Regulations For Commercial Filming", and

BE IT FURTHER RESOLVED, that the proposed amendments are attached hereto and incorporated herein at Exhibit A, and the Town Board does hereby waive a verbatim reading of said amendments and does direct that they be spread across the record as if they, in fact, had been read verbatim; and

BE IT FURTHER RESOLVED, that the local law is a Type II action pursuant to SEQRA requiring no further environmental review; and

BE IT FURTHER RESOLVED, that said local law, if adopted, shall take effect immediately upon filing with the Secretary of State.

Dated: November 5th 2025
Moved: Anne Burger
Seconded: Michael Cifone

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-10/27/2025
m-11/5/2025

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Burger	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Cifone	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	___	___

TOWN OF POUGHKEEPSIE
PROPOSED LOCAL LAW ____

BE IT ENACTED by the Town Board of the Town of Poughkeepsie as follows:

SECTION 1. TITLE.

This Local Law shall be entitled “A Local Law Establishing Regulations For Commercial Filming.”

SECTION 2. AUTHORITY AND SUPERSESSION

This law is enacted pursuant to Section 10(1)(ii)(a)(6), (11) and (12) of the Municipal Home Rule Law and Section 64(10-b) and (24) of the Town Law. It is the intention of the Town Board to supersede any inconsistent terms in state law to the extent authorized by the Constitution and Municipal Home Rule Law.

SECTION 3. ENACTMENT OF COMMERCIAL FILMING CODE

The Code of the Town of Poughkeepsie is hereby amended by adding Chapter __ to read as follows:

§ ____-1. Findings; purpose.

- A. The Town Board finds that significant commercial filming and its associated activities on private and public property has been and will be taking place in the Town of Poughkeepsie for commercial purposes and that such filming may create hardship, inconvenience, danger and nuisance to Town residents and visitors. Prospective impacts include, but are not limited to disruption of traffic on public streets and private neighborhoods and potential interference and utilization of police and other Town functions and operations.
- B. The Town Board finds that the public’s health, safety and welfare will be served by adoption of a local law providing a means of regulating the undertaking of any filming, for commercial purposes on public property, and regulation of the same activities conducted on private property where such activities will result in disturbance, interference, or inconvenience to the public including but not limited to excess use and/or closure of roads in the Town, and noise, visual impacts, parking, equipment storage and other potential nuisances.

§ ____-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ADVERTISEMENT — Any film, as defined herein, produced for use in a television or internet commercial, or for a published advertisement.

FILM or FILMING — The taking of still or motion pictures whether on film, videotape,

Exhibit A

digital recording or by similar recording medium, for commercial or educational purposes and intended for viewing on television, in theaters or for institutional uses. Filming shall also include support activities such as transportation of people and equipment and supplies, interruption of traffic, staging, parking of automobiles and any other activity supporting filming. The provisions of this chapter shall not be deemed to include the filming of news stories within the Town of Poughkeepsie.

PUBLIC LANDS — Any public street, highway, sidewalk, square, public park or playground, or any other public place within the Town of Poughkeepsie, which is within the jurisdiction and control of the Town of Poughkeepsie.

§ ____-3. Permit required.

- A. No person or organization shall film commercially on public land or outdoor private property within the Town of Poughkeepsie, unless exempt, without first having obtained a permit from the Town of Poughkeepsie, pursuant to this chapter. Such permit shall set forth the approved location and duration of such filming and applicable restrictions by reference to specific properties, day or dates, hours and regulated activities.
- B. No person shall film Town employees in the course of their duties on behalf of the Town unless the proponent first obtains a permit from the Town.

§ ____-4. Permit exemptions.

- A. The provisions of this chapter shall not apply to and no permit or fee shall be required for the following activities, provided they will not require closure of a public street or right of way or substantially impede vehicular traffic:
 - (1) News media: reporters, or camera operators in the employ of a newspaper, news service, or similar entity engaged in publishing or broadcasting of news events concerning those persons, scenes or occurrences which are in the news and of general public interest;
 - (2) Filming conducted entirely within a fixed place on private property (including on campus);
 - (3) Filming conducted for use in a criminal investigation or civil or criminal court proceeding;
 - (4) Filming activities taking place under sponsorship of the Town of Poughkeepsie, whether on public or private property;
 - (5) Filming conducted on private property solely for private or family use; and
 - (6) Still photography, or staging thereof, when conducted to the exclusion of any other filming, provided the still photography will not require closure of any

public street or sidewalk or otherwise obstruct a public right-of-way.

B. An application for a film permit, as required by this chapter shall only be required for the following activities if street closures are proposed, and if required to apply, the application fee shall be waived:

- (1) Projects that qualify under Section 501(c)(3) of the Internal Revenue Code.
- (2) Off Campus filming by a student pursuant to a course of study at an accredited academic institution.
- (3) Commercial filming activities conducted exclusively on private property where such activities will not result in external disturbances to the public, including but not limited to light, noise, vibration or odor nuisances, or obstruction.

§ ____-5. Permit applications.

- A. Applications may be submitted to the Town through the office of the Town Clerk in person or by mail and must contain the following:
- (1) The name of the applicant;
 - (2) The street address or location of the properties where filming is to take place;
 - (3) Whether the applicant is owner or tenant in possession of property and authorization by the owner of property if the applicant is not the owner;
 - (4) Whether any street closures, sidewalk obstructions or other inconveniences to the public will be required, and the proposed dates and times for such closings; and
 - (5) Payment for the nonrefundable application fee, as set forth in the Town fee schedule.
- B. The applicant shall submit a use plan showing the days and hours of proposed operation, parking plans and any mitigating measures proposed and the name, local address and local telephone number of a person who will be available 24 hours a day during the activity and who shall have control of and responsibility for the direction of all participants in the permitted activity and for the property for which the activity is permitted.
- C. The Chief of Police shall have the power to enforce the conditions set by any permit granted pursuant to this chapter.

§ ____-6. Permit Classifications.

Filming is classified by its size and scope and its potential impact on the Town and its residents, according to the following criteria:

A. Type I permit (basic).

A. Type I permits may be issued by the Town Supervisor, with Police Chief approval, if filming meets all of the following conditions:

- (a) Filming is fully contained to private property;
- (b) individuals;
- (c) Filming is limited to daytime hours;
- (d) Filming is limited to three or fewer continuous days at the location; and
- (e) Filming involves no potential noise, traffic or light impacts outside of the property where filming occurs.

B. Type II permit.

(1) Type II permits may be issued by the Town Board, with Police Chief approval, if there are special conditions that could potentially cause inconvenience or disruption to neighboring properties or traffic.

(2) Significant conditions include, but are not limited to, one or more of the following:

- (a) Filming will occur on public property.
- (b) Filming may impede normal vehicular or pedestrian traffic or disturb neighboring property owners.
- (c) Filming is outside normal daytime hours.
- (d) Filming exceeds three days at the location.
- (e) Filming involves potential noise, traffic or light impacts, including, but not limited to, the use of any generator, pyrotechnic device or high-powered, amplified sound, artificial lighting other than camera-mounted or handheld equipment; or complete or partial closure of a road or interruption of traffic.
- (f) Production requires oversized vehicles, such as motor homes, trailers, and/or box trucks or excessive numbers of vehicles that cannot be contained to private property.
- (g) Production requires the use of special effects on the property, such as artificial rain, snow, fire, sound effects or others.
- (h) Production requires the use of any off-site or public areas for staging areas, crowd control, parking, sanitary facilities, cleanup or any other use related to the production but not on the permitted property itself.

(i) Production requires the support of Town personnel, including but not limited to members of the Police, Fire, or Ambulance Departments.

(j) Any other significant conditions where the Town Supervisor determines that such filming may cause a significant impact on merchants, residents, visitors, or passers-by within the Town of Poughkeepsie, or any condition that may require the imposition of mitigation measures at the discretion of the Town Supervisor.

§ ____-7. Deadline for filing applications.

Applications for a permit must be filed with the Town Clerk a minimum of 6 weeks prior to the date when filming is to begin for Type II permits and 2 weeks prior to filming is to begin for Type I permits. However, the Town Supervisor may waive the respective 6 and 2 week period, and impose any shorter period, if their discretion such shorter period will afford all applicable reviewing agencies sufficient time for their reviews.

§ ____-8. Additional permit specifications.

- A. Any permit issued hereunder shall attach conditions and safeguards ensuring the orderly conduct of the activity and the minimization of impacts of such use.
- B. A permit may require an applicant to provide at least 48 hours' notice, before the start of filming, to all property owners within a radius of 250 feet of the filming location. Such notice shall include a copy of the permit.
- C. The permit may require the applicant to submit a deposit, which the Town shall hold in a separate fund pursuant to the terms of this agreement. The deposit shall provide for all Town expenses in light of the filming, including but not limited to expenses for deployment of police officers to respond to infractions of the Town Code or this Agreement due to the Production Activity. The deposit shall also contain funds to be utilized in the event of any unforeseen damage caused by filming, and shall be replenished if depleted. The amount of the deposit shall be determined by the Town Supervisor in consultation with the Police Chief. Any unused funds in the deposit shall be returned to Applicant at the termination of the permit.
- D. Site plan approval by the Planning Board is not required for placement, erection, or construction of a temporary structure that is to be removed prior to or upon conclusion of permitted filming activities; provided, however, the Building Inspector shall be permitted to inspect any such temporary structure for compliance with the Town Code to ensure it does not pose a danger to the public.
- E. If a permit is issued and filming does not take place on the dates specified therein

due to inclement weather or other good cause, the Town Supervisor may, at the request of the permit holder, issue a new permit for filming subject to full compliance with all provisions of this chapter and conditions of the original permit.

- F. For any productions that may impact neighboring properties, the Town requires that advanced notice be given to adjacent property owners. Proof of such notification is required.
- G. Permittee shall enter contracts for needed services to be provided by the Town, including with Town Police, Town Fire Districts, and other requested services.
- H. Permittee agrees to indemnify, defend and hold harmless the Town of Poughkeepsie, its officers, employees, agents and representatives from all loss, cost, expense, damages, and suits, including reasonable attorney's fees, which relate to or arise from filming activities whether caused by the Permittee or others, except to the extent caused by the negligence or willful misconduct of the Town of Poughkeepsie, its employees, agents and representatives.
- I. Before engaging in filming the permittee shall provide proof of General Liability, Auto, and Workers' Compensation Insurance consistent with the limits annexed. The General Liability Insurance shall name the Town of Poughkeepsie, its officers, employees, agents and representatives as additional insureds on policies written by New York admitted carriers with a waiver of subrogation in favor of the Town.
- J. The above indemnity and insurance coverage shall include all filming locations and dates, and cover, for the benefit of the Town, all persons and entities involved in those activities.
- K. Obtaining and delivering all required building and other Town permits, other governmental permits (including County and NYSDOT) and owners' consents (including from the owners of all private properties and roads) in advance of filming.

§ ____-9. Fees, Deposits, and Agreements for Town Services.

A. Application fee.

Permit holders shall pay an application fee to the Town of Poughkeepsie, in an amount set forth in the Town fee schedule.

B. Permit fee.

Permit holders shall pay a daily fee to the Town of Poughkeepsie, in an amount set forth in the Town fee schedule.

C. Compensation for loss of business.

Where permitted filming activities require closure of a street or sidewalk and thereby temporarily eliminate access to an adjacent business, the permit holder may be required to compensate the affected business(es) for the resulting loss of income caused by elimination of a street or sidewalk or traffic.

D. Reimbursement of Town lost revenue.

In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the Town for any lost revenue, that the Town is prevented from earning because of permitted filming activity.

E. Security and other Town services.

1. In addition to any other fee or cost mentioned in this chapter, a permit holder shall also pay an hourly rate for use of any Town Police, Fire or Highway Department or other Town personnel or equipment in connection with any filming activities subject to this chapter, whether for security or other purposes. The permit holder shall enter into a police or relevant service agreement with requested department at least five (5) days before such services are needed. If Town services are requested, such an agreement is a prerequisite to permit approval.
2. The Town of Poughkeepsie Chief of Police, Fire Chief and the Highway Superintendent or other designated Town personnel shall determine the number of personnel and equipment needed, if any, to provide adequate security precautions or other necessary services at the permitted location(s) and the date(s) and time(s) during which such precautions or services shall be required. Such services may also be provided upon written request by the permit-holder based upon the availability of personnel and equipment.
3. For Type II permits the Town Board may additionally require, in light of the prospective impact of the filming on the community and its residents, a fund to compensate and/or restore such affected area.

§ ____-10. Procedure for Appeals.

- A. In the event the applicant disagrees with the Supervisor's designation of the type of permit required, the applicant may appeal the Town Supervisor's determination to the Town Board, and the Town Board, in its discretion, may either affirm the designation or modify such designation.
- B. In the event that the Town Supervisor denies an application for a Type I permit, the applicant may appeal the Supervisor's determination to the Town Board, and the Town

Board, in its discretion, may affirm the Town Supervisor's denial, grant the permit, or grant the permit with revised conditions and/or restrictions.

§ ____-11. Duties of permit-holders.

The permit-holder and all agents, employees, and contractors thereof shall comply with the following requirements:

- A. The permit-holder shall comply with all instructions, requirements and conditions set forth in the permit.
- B. The permit-holder shall comply with any instructions given by the Town of Poughkeepsie Police Department officer(s) relating to the filming at the permitted location.
- C. The permit-holder shall comply with instructions given by Town employees assigned to regulate the filming at the permitted location.
- D. The permit-holder shall clean and restore all Town-owned property utilized during the filming to the same condition as existed prior to the filming.
- E. The permit holder shall comply with all Town and State laws.

§ ____-12. Penalties for offenses.

- A. Any person, persons, corporation, company, group or other entity of any kind who or which fails to obtain the permit required herein, or otherwise violates any provision of this chapter, shall be guilty of an offense which shall be punishable by a fine of not more than \$350 per offense and the Town Police ordering such illegal filming operations to stop.
- B. The imposition of such fine shall not be the Town's exclusive remedy in the event of a violation of this chapter, and the Town may pursue any and all other legal remedies available in connection with any violation of this chapter or other Town laws, including Chapter 144, Nuisances.

§ ____-13. Permit revocation or suspension.

- A. The Town Supervisor may revoke a permit if the permit-holder or any agents, employees, or contractors of the permit-holder fail to comply with the requirements set forth in this chapter or if the Town Supervisor determines that the permit application was false in any material detail. Notice of the grounds for revocation of the permit shall be provided in writing to the applicant or person in charge of the filming.
- B. The Chief of Police may suspend the permit when the filming activities pose a hazard to persons or property and the location manager will not, or cannot, prevent the hazard after being instructed to do so by an officer of the Town of Poughkeepsie Police Department.

- C. Violation of the terms and conditions of a permit, without prior written modification by the Town Supervisor, shall constitute a forfeiture of the privileges conveyed pursuant to the permit, thereby requiring that all filming activities cease immediately, subject to fine or penalty for violation of this chapter.

SECTION 4. SEVERABILITY

If any part or provision of this local law of the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part of provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances.

SECTION 5. EFFECTIVE DATE

This law shall become effective immediately upon being filed in the office of the Secretary of State.

Filming Permit Administrative Checklist

1. Applicant submits application to the Town Clerk through established form. Generally required 6 weeks prior to filming for Type 2 permits and 2 weeks prior to filming for Type 1 Permits. However, the Town Supervisor may waive the respective 6 and 2 week period, and impose any shorter period, if their discretion such shorter period will afford all applicable reviewing agencies sufficient time for their reviews.
2. Determine whether project is otherwise exempt from law (no application required).

Exemptions include:

- (1) News media: reporters, or camera operators in the employ of a newspaper, news service, or similar entity engaged in publishing or broadcasting of news events concerning those persons, scenes or occurrences which are in the news and of general public interest;
- (2) Filming conducted entirely within a fixed place on private property (including on campus);
- (3) Filming conducted for use in a criminal investigation or civil or criminal court proceeding;
- (4) Filming activities taking place under sponsorship of the Town of Poughkeepsie, whether on public or private property;
- (5) Filming conducted on private property solely for private or family use; and
- (6) Still photography, or staging thereof, when conducted to the exclusion of any other filming, provided the still photography will not require closure of any public street or sidewalk or otherwise obstruct a public right-of-way.

An application for a film permit shall only be required for the following activities if street closures are proposed, and if required to apply, the application fee shall be waived:

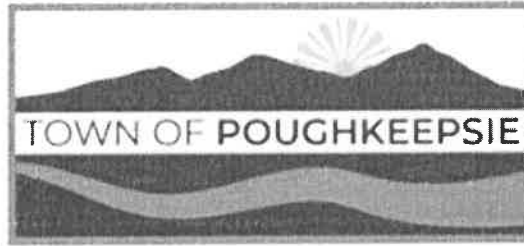
- (1) Projects that qualify under Section 501(c)(3) of the Internal Revenue Code.
 - (2) Off Campus filming by a student pursuant to a course of study at an accredited academic institution.
 - (3) Commercial filming activities conducted exclusively on private property where such activities will not result in external disturbances to the public, including but not limited to light, noise, vibration or odor nuisances, or obstruction.
3. The Town Supervisor classifies the nonexempt application as requiring either a Type 1 or Type 2 Permit based on the criteria enumerated in the law (non-discretionary).
 4. Application referred to Chief of Police whose approval is required on final plans prior to issuance of permit. Permit holder shall also pay an hourly rate for use of any Town Police, Fire or Highway Department or other Town personnel or equipment in connection with any filming activities. The permit holder shall enter into a police or relevant service agreement with requested department at least five (5) days before such services are needed.

5. Applicant given opportunity to appeal Supervisor's classification determination to the Town Board.
6. Town Supervisor to review Type 1 Permit applications and Town Board to review Type 2 Permit applications.
 - a. Consider additional permit specifications
 - b. Consider referral to relevant Town Board member of Ward for advisory comment.
7. Applicant given opportunity to appeal denial of Type 1 permit to Town Board.
8. Ensure Applicant has entered required agreements with involved residents and Town Agencies (such as Town Police)
9. Calculation of fees: loss of business; reimbursement to town for lost revenue, and security for other Town services
 - Where permitted filming activities require closure of a street or sidewalk and thereby temporarily eliminate access to an adjacent business, the permit holder may be required to compensate the affected business(es) for the resulting loss of income caused by elimination of a street or sidewalk or traffic.
 - In addition to any other fee or cost mentioned in this chapter, a permit holder shall also pay an hourly rate for use of any Town Police, Fire or Highway Department or other Town personnel or equipment in connection with any filming activities subject to this chapter, whether for security or other purposes. An estimate of the total cost for the services and equipment shall be provided to the applicant prior to issuance of the permit. The permit holder shall enter into a police or relevant service agreement with requested department at least five (5) days before such services are needed.
 - The Town of Poughkeepsie Chief of Police, Fire Chief and the Highway Superintendent or other designated Town personnel shall determine the number of personnel and equipment needed, if any, to provide adequate security precautions or other necessary services at the permitted location(s) and the date(s) and time(s) during which such precautions or services shall be required. Such services may also be provided upon written request by the permit-holder based upon the availability of personnel and equipment.
 - In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the Town for any lost revenue, that the Town is prevented from earning because of permitted filming activity.
 - For Type II permits the Town Board may additionally require, in light of the prospective impact of the filming on the community and its residents, a fund to compensate and/or restore such affected area.
10. Assuming Police Chief approval received, and all additional permit specifications are satisfied, issuance of Permit by either the Town Supervisor (Type 1 Permit) or Town Board (Type 2 Permit). **Permits will not be issued until Applicant Obtains and delivers all required building and other Town permits, other governmental permits (including County and NYSDOT) and owners' consents (including from the owners of all private properties and roads) in advance of filming.**

THE TOWN OF POUGHKEEPSIE

1 OVEROCKER ROAD

POUGHKEEPSIE, NY, 12603



<https://www.townofpoughkeepsie.com>

TELEPHONE: 845-485-3600

FAX: 845-485-3701

THANK YOU FOR INQUIRING ABOUT
FILMING IN THE TOWN OF POUGHKEEPSIE

WE WELCOME YOUR PRODUCTION

The Town Clerk reviews *all* applications for Permits for filming and in accordance with Chapter ____ of the Town Code. Please refer to Chapter ____ of the Town Code for further information.

The Film Permit Application, Hold Harmless Agreement, Homeowner Authorization Letter, sample Notification Letter and copies of the Town of Poughkeepsie Code regarding commercial filming are attached for your reference and use, as applicable.

The following forms must be completed and submitted for review by the Town Clerk for all Permit applications:

Application for Permit for Commercial Filming	Required for each separate location where filming is proposed. If filming is on private property, the property owner/agent must sign each application or provide a Homeowner Authorization Letter giving permission for the production to use their property. (see attached sample Authorization Letter)
Indemnification & Hold Harmless Agreement	Attach a signed copy of the Indemnification & Hold Harmless Agreement (attached) to this application for each separate location where filming is proposed, relieving the Town from any potential liability by virtue of the applicant's activities
Certificate of Insurance	Attach a copy of the Certificate of Insurance naming the Town as an additional insured with a minimum of \$2,000,000 General Aggregate coverage
Fee	Payable by check or credit card (with a processing surcharge) made out to Town of Poughkeepsie. Fee schedule is below.

To expedite the application process, applicants should contact the Town Clerk in advance of submission, to determine the type of permit required and any additional measures necessary for each specific production's application.

FEE SCHEDULE (assessed Per Day)

Special Conditions are outlined in detail in the Town Code (Chapter ____-).

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

	REQUIREMENTS	Daily Fee
TYPE I PERMIT	<p>Type I permits may be issued by the Town Supervisor, with Police Chief approval, if filming meets all of the following conditions:</p> <ul style="list-style-type: none"> (a) Filming is fully contained to private property; (b) Filming is limited to daytime hours; (c) Filming is limited to three or fewer continuous days at the location; and (d) Filming involves no potential noise, traffic or light impacts outside of the property where filming occurs. 	\$500/day
TYPE II PERMIT	<p>Type II permits may be issued by the Town Board, with Police Chief approval, if there are special conditions that could potentially cause inconvenience or disruption to neighboring properties or traffic.</p> <p>Special conditions include, but are not limited to: Filming will occur on public property.</p> <ul style="list-style-type: none"> (a) Filming may impede normal vehicular or pedestrian traffic or disturb neighboring property owners. (b) Filming is outside normal daytime hours. (c) Filming exceeds three days at the location. (d) Filming involves potential noise, traffic or light impacts, including, but not limited to, the use of any generator, pyrotechnic device or high-powered, amplified sound, artificial lighting other than 	\$1000/day

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

	<p>camera-mounted or handheld equipment; or complete or partial closure of a road or interruption of traffic.</p> <p>(e) Production requires oversized vehicles, such as motor homes, trailers, and/or box trucks or excessive numbers of vehicles that cannot be contained to private property.</p> <p>(f) Production requires the use of special effects on the property, such as artificial rain, snow, fire, sound effects or others.</p> <p>(g) Production requires the use of any off-site or public areas for staging areas, crowd control, parking, sanitary facilities, cleanup or any other use related to the production but not on the permitted property itself.</p> <p>(h) Production requires the support of Town personnel, including but not limited to members of the Police, Fire, or Ambulance Departments.</p> <p>(i) Any other significant conditions where the Town Supervisor determines that such filming may cause a significant impact on merchants, residents, visitors, or passers-by within the Town of Poughkeepsie, or any condition that may require the imposition of mitigation measures at the discretion of the Town Supervisor.</p>	
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Note: Permits required for commercial projects only.

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

Notification Letter	<p>For any productions that may impact neighboring properties, the Town requires that advanced notice be given to adjacent property owners (see Chapter ___-8 [B and F]) in the form and manner prescribed by the Town Clerk.</p> <p>Provide a copy of the Notification Letter to the Town Clerk for approval in advance of the mailing. This letter must include the location, date and time, arrangements for parking, designated meal area and other particulars that would affect adjacent properties. A sample Notification Letter is attached.</p>
Proof of Notification	<p>Notifications can be made via postal mail, email, or hand delivery to each impacted person. Proof of the notification must be provided to the Town after the notifications have been sent or communicated in the form and manner prescribed by the Town Clerk before preparing for any filming begins. The expense of notification will be paid by the applicant.</p>

It may be imposed as a condition of any permit that the applicant first meets with, or utilizes the services of, the Town of Poughkeepsie Police Department, Fire Department and/or Ambulance Department. The Applicant shall enter into agreements for any of these services as required. The Applicant shall provide to such Town personnel proper restroom facilities and water. Proper meals and other such support for services shall be provided to any such Town personnel so present in excess of four consecutive hours.

The applicant shall pay the actual cost, if any, for any Town of Poughkeepsie personnel, services or equipment required in connection with permitted filming activities.

The Town Clerk may require the applicant to post reasonable bond or cash security to assure adherence to any permit conditions.

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

Chapter ___ of the Town Code of the Town of Poughkeepsie addresses filming within the Town of Poughkeepsie. Please review this chapter of the code before filling out this application form.

Please return all completed applications:

Office of the Town Clerk, 1 Overocker Road, Poughkeepsie, NY 12603

Phone: 845-485-3620

Email:

fsalvatore@townofpoughkeep

sie-ny.gov

****Proof of insurance is required in order for an application to be considered***

APPLICANT INFORMATION:

Organization Name: _____

Applicant Name: _____

Address: _____

Town: _____ State: _____ Zip Code: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Have you applied for a filming permit with the Town of Poughkeepsie in the past?

YES NO

LOCATION INFORMATION:

Please include specific information

- Street closure
- Parking restriction
- Sidewalk obstruction
- Police or other Service Requested
- Off-Site staging areas

- Fire Hydrant: duration _____
- Portable bathrooms on site
- Motorhome(s) on site
- Exterior Lighting/Sounds/Generators

Dates and Times Requested: _____

Address(s) Requested:

Owner(s) of neighboring business/property *(list all that apply, attach separately if necessary)*:

Address of neighboring properties:

Town: _____ State: _____ Zip Code: _____

Contact Information: _____

PRODUCTION INFORMATION:

Hours of Filming Requested (including time of set up and take down of equipment):

Production Type (Check all that apply):

- Type 1 Permit Production--because _____
- Type 2 Permit Production
- Drone Videography
- Other (please explain): _____

Use Plan: *(attach separate sheet if necessary)* Please describe, in detail, the production including days and hours of operation, neighboring businesses that may be affected in any way, parking plans, storage for equipment, security measures, personnel, etc. Images should be attached separately.

PLEASE NOTE: The Town of Poughkeepsie in its discretion may impose additional requirements prior to the issuance of this permit as are required by the nature of the use applied for. Any costs associated with these additional requirements will be incurred by the permittee. Proof of Insurance may be required for events.

I and/or the organization I represent agree to indemnify, defend, and hold harmless the Town of Poughkeepsie, its officials, agents and employees from and against any and all claims, demands, losses and expenses, including legal fees arising in and from my activities and/or those of the organization I represent during the term of the use of the Town facilities/property. I and/or the organization I represent agree to pay all reasonable costs of damage and/or vandalism to Town facilities used in relation to the event.

Signed _____ Date _____

*For Office
Use Only*

Permit Classification _____

Request:

Approved _____ Denied _____

Signed: _____ Date: _____

Town Supervisor

Indemnification and Hold Harmless Agreement

To the maximum extent permitted by law, _____ (“Production”) agrees to defend, indemnify and hold harmless the Town of Poughkeepsie (“Town”), the Owners (“Owners”) of the property listed below and its/their agents, officers, directors and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including but not limited to personal injury and property damage, theft, or reasonable legal fees arising from the Production’s filming in the Town of Poughkeepsie.

The Production hereby agrees to obtain and keep in force an insurance policy/policies to cover its liability hereunder in the minimum amounts of \$2,000,000 General Aggregate per occurrence (or another appropriate agreed upon amount) and will defend and hold harmless the Town and the Owners for personal injury, bodily injury, theft and property damage. Production will also obtain and keep in force Workers Compensation insurance including Employees Liability to the full statutory limits.

Said liability policies shall name “The Town of Poughkeepsie” and Owners as additional insureds and shall be primary to any other insurance policies. Production shall furnish to Town with Certificates of Insurance evidencing that the aforesaid insurance coverage is in full force.

Property Address:

Date(s) of Production:

Print Name:

Signature:

Date:

Please sign, date and submit with your permit application to:

**TOWN CLERK
THE TOWN OF POUGHKEEPSIE
1 OVEROCKER ROAD, LEVEL 2
POUGHKEEPSIE, NY, 12603**

Please contact the Town Supervisor’s Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

HOMEOWNER AUTHORIZATION LETTER

DATE: _____

TO: Town of Poughkeepsie Felicia
Salvatore, Town Clerk
1 Overocker Rd.
Poughkeepsie, NY 12603

RE: Permit for Filming on our property

To Whom It May Concern:

This letter is to advise the Town of Poughkeepsie that we have authorized the use of our property located at _____ as a location for an upcoming Film production for _____ on the date(s) of ____.

Please feel free to contact us or our Authorized Representative if you have any questions regarding this production. Our contact information is listed below.

Thank you,

Homeowner Signature

Homeowner Name(s):	
Cell Phone:	Email:
Authorized Representative:	
Cell Phone:	Email:

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov

SAMPLE FILM NOTIFICATION LETTER

Please print Notification Letters on Production Letterhead.

Dear Town of Poughkeepsie Neighbor,

_____ is planning a Video/Film shoot at a home in your neighborhood located at: _____ on _____.

While we are expecting to only minimally impact homeowners in the area, if at all, we would like to provide you with our contact info in the event you need to get in touch with someone from the production.

- Our shoot date is _____. Hours of shooting activity will be from approximately _____ to _____, which falls within the standard hours recognized by the Town of Poughkeepsie.
- Scenes to be photographed/filmed are (interior/exterior/special effects/loud noises scheduled)
- We plan to park our vehicles at _____
- Our shoot is being coordinated with the Town of Poughkeepsie Town Clerk's Office and all insurance and permits are on file with the Town.

I will be the point person before and during our shoot. If you have any questions or concerns regarding our planned production activities, please contact me via cell or email.

In closing, we realize we are guests in your neighborhood and appreciate the opportunity to bring our production here. Thanks in advance for your consideration and for helping to keep filming and photography jobs in New York!

Sincerely,

Location Manager's Name:

Project Name:

Cell Phone:

Office Phone:

Email:

Please contact the Town Supervisor's Office at 845-485-3607 if you have any questions. Return forms to the Town Clerk, 1 Overocker Road, Level 2, Poughkeepsie, NY 12603 or fsalvatore@townofpoughkeepsie-ny.gov