

INSTRUCTIONS FOR COMPLETING THE CERTIFICATION OF NOTIFICATIONS FORM

Filmmakers must notify any residents or businesses that may be impacted by filmmaking activities within **72 to 96 hours of proposed filming** as identified by the City's filming staff, prior to issuance of a Location Filming Permit. Impacted properties include those affected by any one or more of the following:

- Temporary Parking Requests (mandatory 72 hour notice)
- Temporary Street Closures
- Outdoor Lighting
- Exterior Noise

If you are unsure of whether your filming requires notifications, please contact the City Film Liaison at (805) 385-7447.

If nobody is present at an address, a copy of the Notice of Proposed Filming may be left at the address. In such instances, list the address and indicate "No one home; left notice" in the "Name" and "Signature" columns. A second attempt to reach the occupant may be required depending on the scope of filming.

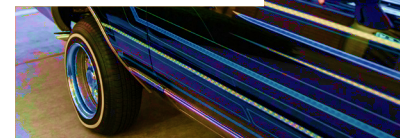
If a notified party does not wish to sign the form, list the address and indicate "Would Not Sign" in the "Signature" column.

A copy of the Notice of Proposed Filming must accompany the completed Certification of Notifications.

For filming with major impacts to residential areas, the City may require the applicant to obtain **permissions** from surrounding property owners utilizing the Certification of Permissions form when one of the following occurs:

- Late-night filming hours in or adjacent to residential neighborhoods
- Intermittent or Full Street Closures
- ITC/IPC services
- Cul-de-sac street filming
- Other unusual filming requests

To determine if the proposed filming might require permission, please contact City Film Liaison at (805) 385-7447 for forms or instructions.



CERTIFICATION OF NOTIFICATIONS

The undersigned hereby certifies that all residents and/or businesses listed below have been notified of the proposed filming activities described in the Notice of Proposed Filming attached to this page.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

By signing below, no permission or consent is implied for the proposed filming. Signatories are signing only to acknowledge that they have been notified about the proposed filming.

Street Address	Name	Signature	Date

Please attach additional sheets as necessary.