



Thank you for your interest in filming in the City of Fairhope!

Located at the geographic center of America's Gulf Coast, the beautiful and historic City of Fairhope was founded 125 years ago as a 19th century Utopian experiment and has flourished ever since.

Often referred to as "Carmel-by-the-Bay," Fairhope is home to some of the South's most stunning sunsets. Our downtown's flower-lined streets are the backdrop to our vibrant art culture, fascinating locals and a veritable paradise for shoppers and foodies. From hidden beaches caressed by warm bay waters, unending walking and biking trails, parks shaded by mossy canopies of live oaks and an enviable and picturesque pier, Fairhope is an ideal backdrop for filming and a perfect place for cast and crews to stay and enjoy while filming locally.

In this packet you will find everything you need to apply to film in Fairhope.

Thank you again for your interest. We look forward to seeing you on the streets of downtown!

Jessica Walker

Jessica.Walker@FairhopeAL.gov

ARTICLE IV. - FILMING

Footnotes:

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Editor's note— Ord. No. 1567, §§ I—X, adopted Jan. 25, 2016, repealed the former Art. IV, §§ 14-51—14-60, and enacted a new Art. IV as set out herein. The former Art. IV pertained to similar subject matter and derived from Ord. No. 1538, §§ I—IX, adopted May 11, 2015.

Sec. 14-51. - Permit required when filming inside city limits.

A permit application is required for any filming activity taking place within the city limits, whether on public or private property, in the practice of conducting business for commercial purposes or a commercial entity. For filming entirely contained on private property this is merely a formality, but notification using the city's approved permit application form is nonetheless required.

Prior to the application process, a pre-production meeting is required between the city representative and the location manager. The production manager and a representative of the police department may also be included in this meeting. A complete listing of all anticipated locations with tentative dates is requested at this time, as the city representative may know of possible conflicts with city services, local events and festivals, or other filming activities of which the location manager may not be aware of. An insurance certificate is also required at this time. All productions are required to maintain public liability insurance policies for filming on location within the city. The following policy amounts are required:

General liability insurance\$1,000,000.00

Automobile liability1,000,000.00

Worker's comp and employer's liability1,000,000.00

No permits will be issued to any production company until this meeting has taken place.

An application must be submitted on the City's standard form and presented to the city. If using city property, the application must be received no later than twenty-one (21) days ahead of time. If not using city property, the application must be received no later than fourteen (14) days ahead of time. In certain cases, exceptions to the application deadline can be made at the discretion of the community affairs director and the mayor. Earlier application is recommended, as all permits are issued on a first-come, first-served basis, and time may be needed to work out any difficulties, city services, or lettering associated with the planned activities. Exceptions may be granted due to weather constraints or other emergencies. Notification of affected residents and/or businesses should take place following the city's review of application.

No more than one (1) filming permit will be issued within any neighborhood or business district for any given time or date. Exceptions may be made for low impact filming only.

The production company shall limit the activities at each location to those outlined in the permit, within the time frame specified in the permit. Failure of the production company to comply with the guidelines and conditions set forth for each permit or the use of any location not specified in the permit shall give the city grounds to revoke the permit or take other restrictive actions as necessary.

(Ord. No. 1567, § I, 1-25-16; Ord. No. 1674, § 1, 1-27-20)

Sec. 14-52. - Notification of affected businesses and residents.

The production company is responsible for notifying all businesses and residents affected by the filming activity. Exceptions may be made for low impact filming.

The production company is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. The production company shall have each recipient initial for receipt.

The area to be covered by notification may vary depending on the impact of the proposed activity, but will be a minimum of one (1) to two (2) blocks in each direction of the activity, including parking areas for equipment and base camps, if necessary.

(Ord. No. 1567, § II, 1-25-16)

Sec. 14-53. - Traffic control and street closure.

Approval must be obtained a minimum of ten (10) business days prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty police officers hired by the production company through the police department. The city retains the right to determine the number of officers needed. All signage required will be at the expense of the production company.

Holding of traffic or closing a street will be evaluated individually by the city film liaison and the police department representative.

Interruption of traffic on state maintained streets requires additional approval from the Alabama Department of Transportation.

(Ord. No. 1567, § III, 1-25-16; Ord. No. 1674, § 1, 1-27-20)

Sec. 14-54. - Special effects, explosives and similar devices.

No film activity, which involves the use of explosives, pyrotechnics, fire, smoke making machines or other special effects of this kind, may be undertaken unless specifically approved and permitted by Fairhope Police Department and the Fairhope Volunteer Fire Department.

(Ord. No. 1567, § IV, 1-25-16)

Sec. 14-55. - Removal of vegetation.

Removal or alteration of vegetation or flowers in the public right-of-way or on city owned lands is prohibited unless approved by the city horticulturist and must be returned to its original state.

(Ord. No. 1567, § V, 1-25-16)

Sec. 14-56. - Residential areas.

The city has certain expectations regarding the presence of production companies in our residential neighborhoods. Production companies should remember at all times that they are guests whose continued presence in these neighborhoods relies solely on the goodwill of the affected residents.

Filming in residential neighborhoods may be defined as either low or high impact.

In general, low impact residential filming is defined as any filming activity which has a minimal impact on the activities of the neighborhood in question, has a minimal impact on traffic and pedestrian flow and parking, and takes place between the hours of 6:00 a.m. to 11:00 p.m. with approval by the HOA/POA where applicable or by the city film liaison in areas where no HOA or POA exist.

High impact filming activities may be defined as those which involve extenuating circumstances including, but not limited to, extended hours, displacement of more than fifty (50) percent of residential on-street parking in neighborhoods where on-street parking is customary and essential to residents, special effects, period shots, extensive set dressing, extensive nighttime lighting, loud noises, gunshots, street closures, and larger than average base camps and/ or larger than average working trucks parked on residential streets. This determination will be made by the city representative in consultation with the location manager on a case-by-case basis.

Affected residents within a one-block radius minimum (including equipment trucks and base camps) must be notified by letter and each should initial for receipt of notification. Notification shall include a copy of the application for filming permit accompanied by a cover letter from the production company, and should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, traffic, and parking where applicable, and contact phone numbers.

Additional guidelines for residential areas are as follows:

- (1) All equipment or support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- (2) Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the city and/or property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- (3) Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections, and be in accordance with all city ordinances regarding on street parking.
- (4) Lighting for filming, both during the day and at night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
- (5) Production companies are responsible for vacating locations used with a minimum amount of noise and disruption at the end of each shooting day. Exceptions may be made for "period" shots or shots that are more than one (1) day in duration. The city noise ordinance shall be enforced unless special variance is granted.
- (6) Production companies blocking or holding traffic on streets scheduled for trash/recycling pickup must allow trucks to access those areas for normal pickup.
- (7) Residents may not charge production companies for the use of public rights-of-way in front of their homes, nor prohibit their use without justifiable cause.

- (8) Production companies are responsible for returning any public rights-of-way used for filming, base camp, or equipment purposes to their original condition in a timely manner, and for repairing damage to foliage, grass, or property.
- (9) Wherever possible, base camps and dressing room trailers shall be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in accordance with the noise ordinance.
- (10) Base camps and equipment trucks moving into residential areas shall not do so before 6:00 a.m. or after 11:00 p.m.
- (11) Any filming activity involving holding, delaying or re-routing of traffic in residential areas must be accompanied by at least one (1) off-duty police officer.
- (12) The city and the Fairhope Police Department reserves the right to require the presence of a police officer at any filming activity taking place at public parks, or utilizing public property and/or rights-of-way for base camps.
- (13) No parking of equipment of any kind in alleys, including generators, shall be utilized without written permission from the Fairhope Police Department and the city representative and the written consent of affected residents.

(Ord. No. 1567, § VI, 1-25-16)

Sec. 14-57. - Central business districts.

Where residential areas exist within the boundaries of the central business district, the same rules that apply to residential filming must be followed. This determination will be made on a case by case basis.

Permitting and notification procedure for filming in the central business districts:

- (1) A completed application for film permit shall be submitted to the city film representative for review as far in advance as possible. If using city property, the application must be received no later than twenty-one (21) days ahead of time. If not using city property, the application must be received no later than fourteen (14) days ahead of time. In certain cases, exceptions to the application deadline can be made at the discretion of the community affairs director and the mayor. The city representative shall notify the location manager as soon as possible if there are conflicts or concerns regarding the application. Generally, the city representative will issue an official permit application on city letterhead for distribution. A cover letter from the production company, maps, etc., must be distributed along with the official permit application.
- (2) In case of inclement weather or emergency situations, exceptions to these time frames may be considered.

(Ord. No. 1567, § VII, 1-25-16; Ord. No. 1674, § 1, 1-27-20)

Sec. 14-58. - Restrictions.

- (a) Filming in the City of Fairhope CBD which may require closing of a street or impeding traffic will not be permitted during the first Friday of each month or during any special events.

- (b) Because the holiday shopping season is crucial to the survival of downtown businesses, the City of Fairhope prohibits filming in the central business district during the period between Thanksgiving Day and December 31. Filming downtown during this period must be low impact. Even low impact applications may be denied during this period.
- (c) No more than one (1) film permit shall be issued within any central business district or residential neighborhood for any given date. Exceptions may be made for low impact filming.
- (d) The city reserves the right to restrict high impact filming in streets, neighborhoods, parks, or districts which have experienced undue stress due to seasonal festivals and events, heavy filming, natural disasters, etc. The city will notify all known location managers and production companies if and when such restrictions are necessary. For this reason, production companies are urged to check in with the city film services office before location scouting begins.
- (e) In the event of natural or civil disasters, the city reserves the right to cancel all outstanding film permits on both public and private properties within city limits. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the state of emergency proclamation has been lifted, following a safety evaluation conducted by city, production company, and utility company representatives.

The city reserves the right to change, modify, update, or waive provisions of these guidelines when deemed necessary.

The city reserves the right to cancel filming permits and/or take further restrictive actions where necessary to assure adherence to these guidelines after a meeting with all parties involved.

(Ord. No. 1567, § VIII, 1-25-16)

Sec. 14-59. - Fees.

There are charges associated with the use of certain city services or facilities. Where set fees are established, production companies are charged the same fee as other for-profit ventures for the service or facility used. Services for which a fee has not been established will be charged at the discretion of the city on the basis of time, equipment, and materials. All fees are subject to change.

Prior to the granting of any filming permits, the city will require production companies to pay a one-time application fee. For low-impact films/commercials less than fifteen (15) minutes in length, the city requires production companies to pay a one-time application fee of five hundred dollars (\$500.00) and a two thousand five hundred dollars (\$2,500.00) security deposit. For high-impact films/commercials greater than fifteen (15) minutes in length, the city requires production companies pay a one-time application fee of one thousand dollars (\$1,000.00) and a five thousand dollars (\$5,000.00) security deposit.

Upon completion of filming, the refundable deposit will be returned if the production company has paid all outstanding bills to the city, its agents, residents and businesses; and pending the production company has followed the policies and procedures as set forth in this article.

Additional fees are as follows:

Police

Police officers: \$30.00 per hour (three (3) hour minimum)

Police vehicles: \$25.00 per hour, subject to availability

Charge for additional services will be charged to the production company for the actual costs or a \$250.00 minimal charge.

All production companies, commercial entities or companies filming for a commercial purpose must obtain a city business license before filming can commence.

(Ord. No. 1567, § IX, 1-25-16; Ord. No. 1674, § 1, 1-27-20)

Sec. 14-60. - Exemptions.

Filming or recording for use in a school project by schools located along the eastern shore of Mobile Bay are exempt from the fees and deadlines set forth in this article. Local news organizations that routinely report on news and events concerning the city are exempt provided the production is low-impact.

(Ord. No. 1567, § X, 1-25-16; Ord. No. 1674, § 1, 1-27-20)

Secs. 14-61—14-80. - Reserved.

*SEE REVERSE SIDE FOR INSTRUCTIONS AND FUTURE INFORMATION.

(PLEASE TYPE OR PRINT)

Complete and Mail

Eity of Fairhope
P.O. F tcy gt 429
Fairhope, AL 36533
(251) 928-2136

Applicant Complete This Box

FEIN
ST of Ala Tax #
Form of Ownership (Check One)
Sole Proprietor Partnership
Corporation Professional Assoc.
LLC Other

APPLICATION TYPE: [] NEW [] RENEWAL [] OWNER CHANGE [] NAME CHANGE [] LOCATION CHANGE

Legal Business Name: _____

Trade Name: (If different from above) _____

Business Activities: (Brief desc. - example. retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc)

Physical Address: _____ (Street) (City) (State) (Zip)

Mailing Address: _____ (Street) (City) (State) (Zip)

Telephone: _____ (Business) (Fax) (Home Phone - In Case Of Emergency)

Email: _____ AlaTax Taxpayer Name: _____

Name/Phone # for Contact Person: _____ () _____

List Names of Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Name Residence Address SSN Title

Date Business Activity Initiated or Proposed in Fairhope: _____ # of Employees in Fairhope _____

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

Date _____ Signature _____ Title _____

THIS AREA FOR MUNICIPAL USE ONLY

ACCOUNT ID # _____ REVIEWED BY: _____

PHYSICAL LOCATION: [] CITY [] POLICE JURISDICTION [] OUTSIDE CORP LIMITS & PJ

ZONING CLASSIFICATION: _____ BUILDING APPROVAL: [] YES [] NO [] N/A FIRE CODE

TAX TYPES: [] SALES/SELLER'S USE [] CONSUMER USE [] RENTAL [] LODGINGS [] ALCOHOL

[] OCCUPATIONAL [] TOBACCO [] GAS/MOTOR FUEL [] BUSINESS LICENSE

TAX FILING FREQUENCY: [] MONTHLY [] QUARTERLY [] ANNUAL [] OTHER _____

BUSINESS TYPE: [] RETAIL [] WHOLESALE [] BUILDING CONTRACTOR [] SERVICE [] PROFESSIONAL

[] MANUFACTURER [] RENTAL [] OTHER _____

Please read the following information concerning the completion of this form.

>Please complete all areas on Page 1 of the form except for the shaded area at the bottom.

>Form should be typed or printed legibly.

>Form should be dated and signed by an owner, partner, or officer of the company.

>Form will initiate the process for registering your business with the City of Fairhope.

==> If your business will have a physical location within the City, please use that address as the physical address on Page 1 of this form. (Complete separate forms for each physical location in the City.)

1 1 2 Upon receipt of the completed form, the City will provide any additional forms and information regarding other specific requirements to you in order to complete the licensing process.

All license renewals are due January 1, delinquent after January 31, with the following exception:

Insurance Company License: due January 1, delinquent after March 1

This form is intended as a simplified, standard mechanism for business to initiate contact with a municipality concerning their activities within that city. A Business License will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this form DOES NOT guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

Should there be any questions concerning the completion of this form or the licensing and/or registration process, please call the number on Page 1 of this form to obtain a more detailed explanation.



Film Permit Application

Please complete form and email to: jessica.walker@fairhopeal.gov

Production Company: _____

Name of Film: _____

Contact Person: _____

Production Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Mobile #: _____

Fax: _____ Email Address: _____

Type of Filming (check all that apply):

Feature Film _____ TV Movie _____ TV Series _____ Commercial _____ Other _____

Location (name and address): _____

Film Date: _____ Hours: _____

Prep/wrap outside listed time? Yes _____ No _____ (see page 2, "Additional Information")

In case of inclement weather or other emergency, alternate date will be: _____

Describe Scene:

Number in cast: _____ Number in crew: _____ Number of extras: _____

Equipment Parking: _____

Base Camp: _____

Crew Parking: _____

Extras Parking: _____

Catering (include any vehicle parking): _____

Other On-Street Parking: _____

Street Closure Requested? If yes, where (please be as specific as possible)*: _____

*Police Officers are required for all street closures.

Intermittent Traffic Control (ITC) and/or Pedestrian Traffic Control (PTC) Requested? If yes, where (please be as specific as possible)*:

*Intermittent traffic control (ITC) may only be done in 2-3 minute intervals.

Police Officer: # needed _____ hours needed: _____ am/pm to _____ am/pm

Police Cars: # needed _____ hours needed: _____ am/pm to _____ am/pm

Special Equipment and Placement (generators, condors, etc.):

Special Effects (stunts, animals, gunfire, noise, etc.):

Special Requests (barricades, alteration to City property, etc.):

Moving to another location upon completion? Yes _____ No _____

If yes, list location: _____

Additional information (include any prep and wrap activities, times, parking, etc.):



City of Fairhope

Sign FAQ

1. What is the sign jurisdiction for the City of Fairhope Sign Ordinance? The sign jurisdiction in the City of Fairhope is the Police Jurisdiction.

The City of Fairhope has a “Map Viewer” on line for your convenience:

https://maps.kcsgis.com/al.baldwin_fairhope_public/

2. Where can I find a copy of the City of Fairhope Sign Ordinance?

City of Fairhope website www.fairhopeal.gov/home/showdocument?id=7002

3. Do signs in the Fairhope Police Jurisdiction require a permit? Some signs do require a permit from the City of Fairhope:

- a. Permanent signs: building/wall signs and free-standing signs, including copy change, require a sign permit prior to placement. Minimum permit fee is \$25.
- b. A-frame/sandwich board signs require a no-cost a-frame permit and may require insurance verification if within the CBD *and* the a-frame will be used within the right of way/sidewalk. 3’ ADA compliance is required.
- c. Banners require a no-cost banner permit. Other “temporary” signs such as political signage, yard sale signs, and real estate signs do not require a permit but must adhere to procedures outlined in the City of Fairhope Sign Ordinance.
- d. Temporary signs such as political, yard sale, estate sale and real estate signs do not require a permit. Banners do require a no-cost permit as stated above.

4. How do I apply for a sign permit? Submit a sign permit application for review to the Planning and Zoning Department. After zoning review and upon zoning approval, the Building Dept. will conduct a structural review (for permanent signs) and issue a permit accordingly. To obtain a sign permit application, contact the Planning and Zoning Department at 251 990-2877 or visit the City website:

www.fairhopeal.gov/departments/planning-and-zoning/publications-and-forms

Permits are not required for temporary signs such as yard sale signs, estate sale signs, political signs and real estate signs.

5. What are the rules for temporary signs such as yard sale signs, estate sale signs, political signs or real estate signs? *Signs must be placed on private property* and only on the property represented by the advertisement. Off-site signs (or signs on the right of way) are not allowed except as stated in Section 12 of the Sign Ordinance:

Temporary Off-Site Directional Signs are allowed on the right of way with these limitations:

- a. Only (2) temporary off-site directional signs may be placed per residential or non-profit activity, for the purpose of directing the public (e.g. real estate open house, garage/yard sale, estate sale).
- b. Placement of temporary off-site directional signs is only allowed between 5 p.m. Friday to 5 p.m. Sunday.
- c. Temporary off-site directional signs may not exceed 3 square feet and must be constructed of sufficient weight and durability to withstand wind gusts, storms and other weather elements.
- d. Temporary off-site directional signs must be placed in such a manner that they do not interfere with the line of sight of the traveling public. Any sign that interferes with the line of sight of the traveling public is subject to removal and disposal by the City.
- e. Temporary off-site directional signs shall not be attached to any trees, fences, utility poles, light poles, street signs, or any public facility located within the City right of way.
- f. Temporary off-site directional signs shall not be placed in any City flower bed or beautification areas, as defined:

Beautification areas:

1. City maintained flower beds
2. Central Business District
3. City parks and roads abutting City parks
4. Fairhope Avenue at U. S. Highway 98
5. Fairhope Avenue at State Highway 181
6. Morphy Avenue at U. S. Highway 98
7. Roundabouts and medians

g. The City may at its discretion remove and discard signs not in compliance.

f. The "Limitations" section of the Sign Ordinance prohibits balloons and inflatables on any signs.

6. Can signs be placed at intersections, on public right of ways, and/or off site? Signs cannot be placed on public property or right of ways except as stated above, as per Section 12 of the Sign Ordinance.

7. How can I differentiate between the right of way and private property? Generally speaking, private property will be located behind public infrastructure. The area between the sidewalk and the road, for example, is the right of way. If you place your sign on the property represented behind sidewalks and power poles/power lines, this usually represents placement on private property and out of the right of way.

8. What happens to signs placed on public property and right of way not in accordance with Section 12 of the Sign Ordinance? Unless the event signage has been pre-approved by the Mayor or City Council for placement in the right of way, illegal signs within public right of ways are subject to immediate removal by City staff.

9. What happens to signs removed by City Staff? Signs removed by City staff are placed in a discard pile at Public Works (555 South Section Street) and are usually available for reclamation on the next business day. Public Works is open 7 – 4 p.m. Monday through Friday and 8 – 3 p.m. on Saturday.

10. What is the City of Fairhope’s enforcement procedure for illegal signs, including signs placed within the right of way not in accordance with Section 12 of the Sign Ordinance? One or more of these actions may occur: City staff (usually Planning and Zoning Department) may remove the sign from the right of way and place it in the discard pile at Public Works; City staff may issue a warning, verbal or written; City staff may issue a citation or Municipal Offense Ticket for repeat offenders.

11. How can I advertise my listing or my event without sign placement in the right of way?

- a. Place signage on the property it represents (for yard sales, estate sales and real estate signs).
- b. Use social media to advertise events.
- c. Non-profit events are welcome to submit “pole banners” to the City of Fairhope for placement on utility poles around town. Up to three pole banners may be submitted for placement two weeks prior to the event. To request a copy of the City of Fairhope Pole Banner policy and guidelines contact the Planning and Zoning Department or visit the City website:

www.fairhopeal.gov/departments/planning-and-zoning/publications-and-forms

12. Are any signs allowed on the City right of way? Yes, there are a few exceptions. See below:

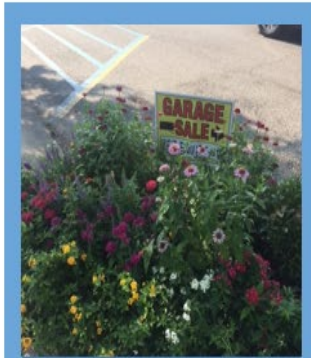
- a. A-frames are allowed on the right of way in the Central Business District of Fairhope with a pre-approved a-frame permit.
- b. Pole banners may be submitted for placement at intersections on utility poles. Pole banners are provided by the event organizer and installed by the City of Fairhope Electric Department. Pole banners are only an option for non-profit events and must be pre-approved by City staff.
- c. Section 12 of the Sign Ordinance allows for some sign placement (residential and non-profit only) on the right of way on weekends, see above. Restrictions apply.
- c. Some events (such as races and festivals) may require sign placement on the right of way for public safety, community awareness or regulatory reasons. This must be pre-approved by the Mayor or City Council.

13. Who do I contact with questions or for permitting of signs in Fairhope? City of Fairhope Planning and Zoning Department, Kim Burmeister, Code Enforcement Officer, (251) 990-2877.

Kim.burmeister@fairhopeal.gov

Thank you for adhering to the rules and regulations listed in the City of Fairhope Sign Ordinance. Comments and suggestions are always welcome.

Signs are not allowed on the right of way unless in accordance with Section 12 of the sign ordinance



DON'T

Signs are not allowed on public property, including right of ways, intersections and flower beds.



Do

Signs must be placed on private property and behind all public infrastructure. Public infrastructure can include sidewalks, ditches, powerlines, and flower beds.



Do

For non-profit events consider pole banners. You supply the banner and the City of Fairhope Electric Dept will hang up to three of them 2 weeks prior to the event for no charge.



Checklist for filming in the City of Fairhope:

- Review the film ordinance
- Set up pre-production meeting with City of Fairhope representative, production manager and Fairhope Police Department representative
- Present public liability insurance certificate
- Submit application and cover letter for approval along with application fee as quickly as possible but no later than 10 days before production (application will not be processed until the application fee is received)

If the project application receives approval:

- Submit refundable deposit
- Apply for Fairhope business license and submit business license fee
- If filming in a residential district, notify residents in a one-block radius of filming. This must be done by letter and should include a copy of the application for filming, cover letter and information about the location and duration of the filming activity in question as well as specifics regarding lights, noise, traffic and parking, where applicable, and contact phone numbers. Each resident should initial and return their letter for receipt of notification.
- Review the City of Fairhope sign ordinance

If the project requires filming on City of Fairhope property:

- Contact the City's Film Liaison as soon as possible to begin the process of determining feasibility.