

**TOWN OF WEST NEW YORK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

ORDINANCE #2/24

**AN ORDINANCE AMENDING CHAPTER 189 OF THE TOWN OF WEST NEW YORK
CODE ENTITLED "FILMING"**

WHEREAS, the Town of West New York has been the site of occasional television, movie and other commercial still and motion filming; and

WHEREAS, the motion picture and television industries provide economic and employment opportunities for Town residents and businesses, as well as an improvement in the Town's positive image and notoriety; and

WHEREAS, the Town of West New York aims to enhance these opportunities by encouraging and cultivating constructive relationships with individuals wishing to produce films, television shows, and motion pictures in the Town of West New York; and

WHEREAS, in order to build connections with the motion picture and television industries and encourage production, uniform procedures for obtaining filming permits are required, and such regulation is required to protect the public's health, safety, and welfare;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of West New York, County of Hudson and the State of New Jersey hereby set forth the procedures and policies for film permits as follows:

SECTION ONE

Definitions:

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

FILMING

The taking of still or motion pictures, either on film or videotape or current technology medium, for commercial or educational purposes intended for viewing on television, in theaters or for institutional uses. The provisions of this chapter shall not be deemed to include the filming of news stories within the Town of West New York.

MOTION PICTURE

Includes, but is not limited to, any film which is financed and/or distributed by a motion-picture studio, independent film maker, cable or network television for the purpose of documentaries, commercial advertising, movies, music videos or television series.

PUBLIC LANDS

Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the Town which is within the jurisdiction and control of the Town of West New York.

SECTION TWO

Permit Required; Fees:

- A. Permit required. No person or organization shall film or permit filming on public property within the Town without first having obtained a permit from the office of the Town Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates, not to exceed three (3) days. Such permit must be readily available for inspection by Town officials at all times at the site of filming.

The three-day limitation may be extended only if the filming requested constitutes a major motion picture considering the following factors:

1. Traffic Congestion at the filming site caused by vehicles parked on public streets
 2. Applicant's ability to remove film related vehicles off public streets
 3. Applicant's request for restrictions in the use of public parking during the course of the filming
 4. The accommodation of the film shoot itself – whether it's indoors, outdoors, day, or night
 5. Prior filming history with the production company within the Town, if any.
- B. All permits shall be applied for from the Town Clerk during normal business hours. Applications for such permits shall be in a form approved by the Town Clerk accompanied by a permit fee in the amount set forth herein below.
- C. Reissuance of permit. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Town Clerk, after authorization from the Town Administrator or his/her designee, at the request of the applicant, may issue a new permit for filming on other dates subject to full compliance with all other applicable provisions of this chapter.

D. Fees:

Permit application fee, which shall accompany the application: seventy-five dollars (\$75.00), where the applicant requires expedited processing the fee shall be one hundred twenty-five dollars (\$125.00);

Permit for filming on public land: seven hundred fifty dollars (\$750.00); and

Permit for non-profit applicants filming for educational purposes on public land: fifty- dollars (\$50.00).

ALL FEES ARE NON-REFUNDABLE.

SECTION THREE

Issuance of permit; insurance and bonds:

- A. Time needed for issuance. No permit will be issued by the Town Clerk unless applied for at least ten (10) days in advance of the day of shooting and approved by the Town Administrator or his/her designee. The ten-day period may be waived by the Town Administrator or his/her designee if it is determined that sufficient cause is warranted and there will not be any undue interference with any property owners or tenants, be they residential, commercial or otherwise.
- B. No permit shall be issued for filming upon public lands unless the applicant provides the Town with satisfactory proof of the following:

(1) A certificate of insurance naming the Town of West New York the assured under a policy of insurance providing coverage as follows: For bodily injury to any one person in the amount of \$1,000,000 and any one occurrence in the aggregate amount of \$3,000,000; and for property damage, each occurrence in the aggregate amount of \$500,000.

(2) An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Town of West New York from any and all liability, expense, claim or damages resulting from the use of public lands.

(3) The posting of a cash or surety bond of **\$500 or a maintenance bond of \$1,000** in favor of the Town, thereby protecting and insuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment or materials, and that due observance of all Town ordinances, rules and regulations will be followed. **Within seven days of the completion of the filming, the Town will return the bond if there has been no damage to public property or public expense caused by the filming.** If the cost of rectifying the condition of the public property exceeds the bond, the applicant/permit holder shall be responsible for all additional amount, and this shall be agreed to by the applicant as part of the application.

SECTION FOUR

Rules and Regulations:

- A. The Chief of Police shall be responsible for reviewing and advising each application, including determining whether police presence at the filming is required due to the impact on vehicle and pedestrian traffic and movement. **It is the applicant's responsibility to hire an off-duty West New York police officer in this regard so the Town does not incur additional staffing costs.**
- B. If determined that filming will directly impact merchants, businesses, and residents, the applicant must notice all affected within three days of filming and all objections must be filed with the Town Clerk.
- C. The Town Administrator or his designee may require any fire, electrical, building, plumbing or other inspections of the filming location and equipment as he/she deems appropriate, at the applicant's expense.
- D. The applicant, once the permit is issued, shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the West New York Police Department.
- E. No public street in the Town may be closed in connection with the filming activities without the permission of the Mayor and the Board of Commissioners.
- F. The Town Administrator or his designee may refuse to issue a permit, and may revoke a permit already issued, whenever, in his/her judgment, he/she determines that:
 - a. the applicant has not complied with the requirements for a permit as set forth herein; or
 - b. filming at the location or during the time set forth in the application would violate any law or ordinance;
 - c. unreasonably interfere with the use and enjoyment of adjoining properties;
 - d. unreasonably impede the free flow of vehicular or pedestrian traffic; or
 - e. otherwise not be in the best interests of the public health, safety or welfare; or
 - f. the applicant has not established that it has provided adequate measures for parking, sanitary facilities, crowd control and cleanup.

- G. Any person aggrieved by a decision of the Town Administrator or his designee denying or revoking a permit may appeal to the Mayor and Board of Commissioners. A written notice of appeal shall be filed with the Town Clerk setting forth the reasons for the appeal within ten (10) days of the decision in question. The Mayor and Board of Commissioners shall set the matter down for a hearing within thirty (30) days of the day on which the notice of appeal was filed. In the event that the Mayor and Board of Commissioners does not hold a hearing on the appeal within that time, the decision of the Town Administrator or his/her designee shall be deemed affirmed by the Mayor and Board of Commissioners.
- H. A copy of the permit shall be sent to the Director of Public Safety at least three (3) days before filming is permitted to commence. The applicant shall allow any and all inspections of the site and the equipment to be used, as may be deemed appropriate by the Town Administrator or his/her designee. The holder of a permit shall comply with all safety instructions issued by the Director of Public Safety and any Town inspectors.

SECTION FIVE

Hours Permitted:

- A. Filming shall not commence before 7:00 a.m. or continue after 11:00 p.m. without the expressed approval of the Director of Public Safety after receiving assurances from the Chief of Police that there will be no adverse impact to any resident or business as a result of this filming. Filming will take place Monday through Friday only unless otherwise approved by the Director of Public Safety.

SECTION SEVEN

Penalties:

- A. Any person violating this ordinance or the provisions of a permit issued hereunder shall be subject to a fine not to exceed \$500.00 or imprisonment for a term not to exceed 30 days, or both.

SECTION EIGHT

Exemptions:

- A. Filming of news stories;
- B. Filming intended solely for private, non-commercial use involving two (2) or fewer crew members;
- C. Filming in connection with weddings providing that the applicant adheres to section 3B

SECTION NINE

Severability. The provisions of this Ordinance are declared to be severable and if any section, subsection, sentence, clause or phrase thereof for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Ordinance, but shall remaining in effect; it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION TEN

Repealer. All Ordinances or parts thereof in conflict or inconsistent with this Ordinance are hereby repealed, but only however, to the extent of such conflict or inconsistency, it being the legislative intent that all Ordinances or part of ordinances now existing or in effect unless the same being conflict or inconsistent with any provision of this Ordinance shall remain in effect.

SECTION ELEVEN

Codification. It is the intention of the Mayor and Board of Commissioners of the Town of West New York that the provisions of this article shall become and be made a part of the Town Code of Ordinances, and that the sections of this article may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

SECTION TWELVE

This Ordinance shall take effect upon passage and publication as required by law.

SUMMARY OF ORDINANCE

This Ordinance amends Chapter 189 entitled “Filming” within the Town of West New York Code to include additional filming permit requirements and fees.

Introduced: February 7, 2024

Adopted: February 21, 2024

Statement

The foregoing ordinance having been previously adopted for first reading and published was further considered by the Mayor and Board of Commissioners of the Town of West New York on **February 21, 2024** and at said date was duly and finally adopted after public hearing thereon.

Adelinny Plaza, RMC
Town Clerk

Commissioner Marcos A. Arroyo

Commissioner Victor M. Barrera

Commissioner Marielka A. Diaz

Commissioner Adam W. Parkinson

Mayor Albio Sires
Board of Commissioners

Attest: _____
Adelinny Plaza, RMC
Town Clerk



TOWN OF WEST NEW YORK

COUNTY OF HUDSON, NEW JERSEY

OFFICE OF THE TOWN CLERK

MUNICIPAL BUILDING

428-60th STREET

WEST NEW YORK, NEW JERSEY 07093

ADELINNY PLAZA, RMC | TOWN CLERK

DEPARTMENT OF PUBLIC SAFETY
O. 201.295.5090 | F. 201.861.2576

Dear Applicant,

Thank you for considering the Town of West New York as a possible location for your upcoming filming production. Permission for film and photo shoots within the Town is coordinated by the Town Clerk's Office and we will do our best to insure your experience here is positive. While it is the Town's policy to accommodate requests to film whenever possible, caution shall be exercised to limit any potential disruptions.

Accordingly, attached please find the Town of West New York's Filming and Photography Permit Application and the ordinance establishing the Filming and Photography Fees. The particulars that you are required to comply with are detailed in the ordinance.

Completed applications along with applicable fees and documents should be submitted to the Office of the Town Clerk at:

Town of West New York
Office of the Town Clerk
428-60th Street
West New York, NJ 07093
Attn: Film and Photography Permitting

Should you have any questions or require additional information, please feel free to contact the Town Clerk's Office at (201) 295-5090.

Sincerely,

Adelanny Plaza, RMC
Town Clerk

DESCRIBE SCENES (Please attach an additional sheet if necessary) _____

WILL ANY OF THE FOLLOWING OCCUR? IF SO, PLEASE EXPLAIN.

- YES NO - Special Effects YES NO - Pyrotechnics YES NO - Child Actors
 YES NO - Stunts YES NO - Live Burn YES NO - Use of Drones
 YES NO - Gunfire YES NO - Use of Animals

DETAILS OF ABOVE _____

WILL YOU BE USING ANY OF THE FOLLOWING EQUIPMENT:

- YES NO - Jib Arm YES NO - Tents YES NO - Dolly Track
 YES NO - Generator Other Equipment (explain) _____

WILL YOU NEED ANY OF THE FOLLOWING:

- YES NO - Road Closures YES NO - Traffic Control YES NO - Pedestrian Control

ESTIMATED NUMBER OF CAST & CREW: _____

ESTIMATED NUMBER OF VEHICLES: _____

Personal Cars ___ Equipment Trucks ___ Passenger Vans ___ Camera Car ___ Picture Cars _____

Motor Homes ___ Dressing Rooms ___ Other Vehicles (explain) _____

BASE CAMP LOCATION: _____

LODGING LOCATION (for out of town crew) _____

WILL YOU BE USING LOCAL CREW OR CAST? YES NO

ADDITIONAL INFORMATION: _____

INSURANCE

Application for a Film Permit in the Town of West New York shall be accompanied by an assurance that if the permit is issued, the applicant shall, at the time of the receipt of said permit, deliver to the Town evidence of general liability insurance, including an additional insured endorsement: General liability insurance. Permittee shall maintain commercial general liability insurance with coverage in an amount not less than \$1,000,000 per occurrence, \$3,000,000 general aggregate, for bodily injury, personal injury, and \$500,000 property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard Insurance Services Office, Inc. (ISO) "insured contract" language will not be accepted. The Town of West New York, its officers, officials, agents, and employees shall be included as additional insureds on the policy.

Primary/non-contributing. Coverage provided by Permittee shall be primary and any insurance or self-insurance procured or maintained by the Town of West New York shall not be required to contribute with it. Waiver of subrogation. All insurance coverage maintained or procured pursuant to this permit shall be endorsed to waive subrogation against the Town of West New York, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow permittee or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss.

INDEMNIFICATION

Permittee shall indemnify, defend, and hold harmless the Town of West New York, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Permittee's authorized activities under the terms of this permit, unless solely caused by the gross negligence or willful misconduct of the Town of West New York, its officers, employees, or agents.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features, or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Permittee maintains higher limits than the minimums shown above, the Town of West New York requires and shall be entitled to coverage for the higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Town of West New York.

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I agree to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before filming. I also understand that a refundable deposit will be required.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

WAIVER AND HOLD HARMLESS

In recognition of the Town of West New York's permission to allow _____
with offices located at _____ to film a movie
segment at the _____, on _____
shall Release and Hold Harmless the Town of West New York, and any of its employees,
officials, agents, volunteers or representatives against any and all claims for bodily injury,
personal injury, property damage, or legal defense costs arising out of the actual or alleged
negligence of _____ or any of its employees, volunteers,
agents, or representatives.

_____ certifies that it maintains the following minimum
insurance coverage and that the Town of West New York will be named as Additional
Insured:

Commercial General Liability Insurance with limits of \$1 Million Per Occurrence / \$3
Million Aggregate.

**Owned, Leased, and Hired / Non-Owned Commercial Automobile Liability
Insurance** with a limit of \$1 Million CSL.

Worker's Compensation Insurance with Statutory Limits.

Permit Applicant Signature: _____ Date: _____

Print Name: _____

Dated: _____

By: _____

Witness or Attest: _____