



USDA Forest Service Southwestern Region (R3)

STILL PHOTOGRAPHY and/or COMMERCIAL FILMING REQUEST

Per agency policy, your local Forest office may take up to 60 days to review your proposal. Please make preliminary contact with your local Forest Service office to discuss your request and to better understand permit requirements – and submit your proposal as far in advance from your filming dates as possible.

Proposal Information

Project Name: _____ Request Date: _____

Production Dates: _____ Alternative Dates: _____

Type of Production:

Still Photography
Corporate Video

TV Production
Music Video

Movie
Internet Video

Documentary
Product Video

Event Video
Other (describe below)

Proponent Information

Company Name: _____

Full Name: _____
Last First M.I.

Address: _____
Street Address Box, Suite #

City State ZIP Code

Phone: _____ Email: _____

Alt. Point of Contact: _____
Last First M.I.

Phone: _____ Email: _____

Production Information

Detailed
description
of locations
on NFS
lands to be
used:

Detailed
description
of film
project:

Proposed Schedule:

Construction/Set-Up: _____ Start: _____ End: _____

Breakdown/Restoration: _____ Start: _____ End: _____

Describe
schedule for
production
activity:

Project Resources:

Total # of people on location: _____

Describe all
vehicles and
equipment
that will be
used:

Special Considerations:

- ☐ Wilderness Area ☐ Use of developed site(s) ☐ Set construction ☐ Special Effects ☐ Pyrotechnics
☐ Imported plants ☐ Hazardous materials ☐ Pyrotechnics ☐ Flight operations ☐ Use of drone

Proponent Signature

Signature: _____ Date: _____

FOR INTERNAL AGENCY USE ONLY

Land Use Fee: _____ Cost Recovery Fee: _____

Date Received:

Total Fee: _____

**Performance
Bond Amount:** _____

Commercial Filming Fees

Still Photography Fee

1-10 persons: \$50.00/day
11-30 persons: \$150.00/day
31+ persons: \$250.00/day

Commercial Filming Fee

1 - 10 persons: \$150.00/day
11 - 30 persons: \$200.00/day
31 - 60 persons: \$500.00/day
61 - or more: \$600.00/day

Cost Recovery Fees

In addition to land use fees, a fee may be charged to recover our cost for processing the application and monitoring the authorization. If cost recovery is required, a financial plan or a collection agreement between the Forest Service and the production company must be provided by the proponent.

Category 1 (> 1 hour, up to 8):	\$131.00
Category 2 (> 8 hours, up to 24):	\$462.00
Category 3 (> 24 hours, up to 36):	\$869.00
Category 4 (> 36 hours, up to 50):	\$1,246.00
Category 5 & 6 (> 50 hours):	Collection Agreement Required

Performance Bond

A bond or other acceptable method of surety may be required if the proposal has a potential of resource damage or would require a major clean-up effort, such as removal of constructed set, use of special effects, vegetation rehabilitation, etc. The Forest Service will determine if a bond is required on a case-by-case basis.

Insurance Checklist

Is the insurance policy issued in the name of the permit holder?

Does the policy period cover the permitted time frame?

Is the minimum coverage limit \$1,000,000 per occurrence for combined property damage and bodily injury? If drones or aircraft are involved, is minimum coverage amount \$5,000,000?

Is the following clause included in the Certificate of Insurance or Binder, and as a clause or endorsement in the insurance policy: *"It is understood and agreed that the United States Government is additional insured solely as respects liability arising from operations of the named insured."*

Is there a provision in the Certificate of Insurance and insurance policy that the permit holder, United States Government, and District or Supervisor's Office will receive 30 days advance written notice of cancellation, with no qualifications?

Are all permitted activities covered by the policy? Are covered activities the same as those listed in the permit?

Does the policy territory cover the area permitted?

Proposal Checklist

Please take the time to make sure your proposal is completed properly. Does your proposal...?

Include a detailed description and map of locations proposed for filming

Provide a script or storyboard, or thorough, written description of the film project

Contain a staging and traffic control plan illustrating the location of material and equipment storage, areas where vehicles will be parked, and describing the way the permit holder will manage traffic and equipment storage associated with photography or filming activity

List the number of people that will be on location

Provide a time schedule including dates and locations of operations, set-up and take down

List all vehicles, props, cameras, equipment, chemicals, and other materials that will be used or transported

Include required insurance documents (see insurance checklist above)

Attach documents showing coordination between other parties, such Location Agreements, permits necessary from County, Department of Transportation, private landowners, other permit holders.

Obtain Performance Bond or other acceptable methods of surety, if required

Include proof of authority to execute documents on behalf of the company

Provide a copy of the FAA drone registration, pilot's license, pilot's driver's license, aircraft registration (or N-number) and flight plan, if use of a drone is proposed

If still photography or commercial filming in a Wilderness Area is proposed, describe whether the primary objective of the project is to disseminate information about the use and enjoyment of wilderness or its ecological, geological, or other features of scientific, educational, scenic, or historical value – and whether it is wilderness dependent (i.e. location within a wilderness area is identified for the proposed activity and there are no suitable locations outside of a wilderness area).