

Superior National Forest

Commercial Filming & Still Photography Proposal Request

Notice: Required response time to a filming request begins upon receipt of sufficient details to evaluate the effects of the filming activity on National Forest System lands. Please provide detailed narratives below. Attach additional sheets necessary to document all pertinent and required information. Please note insurance requirements listed below.

***Depending on unit workload, the Special Use Permit process may take more or less time to process the authorization. A minimum of 6 weeks is required to process all requests.**

Table 1. Contact Information

Date:	Project Title:
Company:	Production Date(s):
Authorized Company Representative:	Alternative date(s):
	Primary Contact/Title:
Address:	Phone:
Phone:	Backup:
	Contact/Title:
	Phone:

Table 2. Production Information

Production Type	Yes or No
Still Photography	
Commercial	
TV/Movie	
TV/Episodic	
Feature Film	
Music Video	
Corporate Video	
Documentary	
Other (please explain)	

Proposed Locations, include map, GPS coordinates or legal land description:

Ownership within the Superior National Forest is segmented in areas. It is the responsibility of the applicant to determine if coordination with other agencies or private landowners is necessary.

Total number of people on location:

Includes actors, crew members, etc.

Date of setup:

Including time of day and duration.

Date of production:

Including time of day and duration.

Date of breakdown and restoration:

Including time of day and duration.

Does your proposal request include the use of drones? Yes or No.

The use of drones is prohibited in wilderness.

Table 3. Stunts/Special Effects Proposed

Type	Yes or No
Pyrotechnics	
Hazardous Materials	
Aerial	
Artificial Lighting	
Amplification	
Stunts (including use of animals)	
Other (please explain)	

Description of Proposed Film or Photography Request:

Including the purpose of the commercial film/photography request

Include Parking Plan:

Total amount of cars, boats, busses, RV's, aircraft or anything additional needed for production.

This is does not apply to wilderness or non-motorized areas.

Include Staging Plan:

Dressing rooms, catering, portable restrooms, tents, use of generators, etc.

Does your proposal include the request to alter the landscape?

Staking tents, digging holes, request to remove vegetation, etc.

Traffic and safety control/special closure measures needed:

Have you obtained permission to use improvements not owned by the United States Government including bridges and roadways?

Applicant Signature and Date:

X

Cost Recovery Fee 2024 - \$151

Additional fees may be added depending on permit complexity and monitoring needs. This is required for approved proposals. Payment of cost recovery and land use fees must be paid prior to generation of permits.

Land Use Fee Schedule 2024 - Still Photography

- 1-10 people \$50/day
- 11-30 people \$150/day
- 31 or more people \$250/day

Land Use Fee Schedule 2024 - Commercial Filming

- 1-10 people \$150/day
- 11-30 people \$200/day
- 31-60 people \$500/day
- 61 or more people \$600/day

USDA Forest Service Insurance Requirements

The permit may require public liability insurance (Combined Single Limit) in the amount of \$1,000,000.00. The coverage shall extend to property damage, bodily injury, or death rising out of the holder's activities under the authorization including, but not limited to, occupancy or use of the land and construction, maintenance, and operating of the structures, facilities, or equipment permitted by this authorization.

The policy shall also contain a specific provision or rider pertaining to cancellation. The statement must read as follows: "Should any of the above described policies be cancelled before the expiration thereof, the issuing insurer will mail 30 days written notice to the certificate holder."

Please note, If the holder's insurance company uses a standard insurance form, such as ACORD, the cancellation statement may include the phrases, "...the issuing insurer will endeavor to mail...and ...but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives. These phrases conflict with USDA, Forest Service Special Use Permit authorization and are not acceptable. The holder should contact the insurance agent to have the cancellation statement amended.

The policy must name the United States as "Additional Insured." There is usually an additional premium for this coverage, which the permit holder must pay.

The certificate holder should read, depending on which district you apply:

Kawishiwi/Laurentian/LaCroix Ranger District

Attn: Melissa Bittner

1393 Hwy 169

Ely, MN 55731

melissa.bitter@usda.gov

218-666-0038

Tofte/Gunflint Ranger District

Attn: Jessica Haig

8901 Grand Avenue

Duluth, MN 55808

jessica.haig@usda.gov

218-626-4311

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average one (1) hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974(5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

