



Street Use Permit Request Form  
**Film Production Parking**  
 (under authority of Bylaw No. 6234)

Please submit with the completed *Film Permit Application* and a **detailed map showing requirements**.

Film Permit Number: \_\_\_\_\_ & CNV Project # \_\_\_\_\_ (internal use only)

**PART 1: CONTACT INFORMATION**

Production Co: _____	Office #: _____
Prod. Title: _____	Episode #: _____
Location Mgr: _____	LM Cell: _____
On Site Contact: _____	Cell: _____

**PART 2: DETAILED INFORMATION**

**LOCATION #1**

*Use specific landmarks i.e. intersecting streets, building addresses, or other identifiable markers.*

Block no.(s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  
Month, Day, Year Day of Week

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_  
Month, Day, Year Day of Week

Location of Generator(s): \_\_\_\_\_

Location of Catering: \_\_\_\_\_

Location of Circus & Crew Park: \_\_\_\_\_

## LOCATION #2

*Use specific landmarks i.e.: intersecting streets, building addresses, or other identifiable markers.*

Block no. (s): \_\_\_\_\_ Street: \_\_\_\_\_ Side: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  
Month, Day, Year Day of Week

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_  
Month, Day, Year Day of Week

Location of Generator(s): \_\_\_\_\_

Location of Catering: \_\_\_\_\_

Location of Circus & Crew Park: \_\_\_\_\_

## CONDITIONS

1. Send this form ASAP, the City needs SIX (6) working days for street signage to be approved/signed and installed.
2. Applicant shall provide a map, preferably using the CityMap (<https://www.cnv.org/CityMap>), with identified parking requirements to accompany this permit application.
  - a. Map to be simplified versions containing only the information pertinent to sign shop printing and install (i.e. dates and times).
  - b. Please do not use multiple dates/times within a block as this can lead to confusion for our community members.
3. Once this form and accompanying parking map is received and accepted, the scope of work is locked. Additions or edits will be processed through an updated SUP (with additional costs).
4. Applicant shall distribute approved notification letters to all impacted residents & businesses. Notification shall include description of proposed filming in the area, dates of filming, and contact information (name and telephone number).
5. **Applicant, at the end of filming, to take down all parking signage and stack into a pile.**

Date of Application: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_