

Filming in Maplewood: 1 Page Checklist

Step 1: Submit the Online Application

- Complete the application form and submit it online.
- Include basic shoot info, locations, and point of contact.

Step 1.1: Upload Required Documents

- Proof of insurance (with Maplewood named as additional insured).
- Hold Harmless & Indemnification Agreement.
- Letter of Intent (Locations, prep/filming/wrap schedule, overview of scenes, number of personnel and equipment, and any special considerations, e.g., stunts, special effects, drone usage)
- Aerial Map/Logistics (Generator placement, Traffic detours or closures, Filming Zones, Pedestrian/crowd control zones)

Step 1.2: Identify and Request Any Needed Waivers

- Upload a written waiver request.
 - Examples: extended hours, drone use, waiving fees, or more filming days.
 - Police officer required for any approved waiver correlating to filming.

Step 2: Notify Neighbors and Gather Consent

- Deliver notices at least 3 days in advance to areas affected by the production.
- Obtain written consent from at least 90% of directly impacted neighbors (three adjacent properties and the six properties directly across the street).
- Submit proof of notification and consent to the Clerk's Office before filming begins.

Step 3: Attend Public Safety Plan Meeting (if required)

- The Clerk's Office may schedule this meeting—typically with the Police and Fire Departments—for larger productions, including those involving stunts, explosives, special effects, traffic disruption, filming in multiple public locations, and more complex shoots.
 - Bring detailed info on crew, schedule, and any stunts/effects.

Step 4: Pay Fees

- Application fee (\$100 or \$125 expedited).
 - \$25 for student films and non-profit projects that will not generate revenue from public exhibition
- Daily filming fee based on budget.
 - \$150/day if production budget over \$20 million
 - \$500/day if production budget over \$20 million
- Refundable bond of \$500
- Fees for municipal services, such as police, overnight parking, fire, etc., as applicable.