

Project Locations

List where you plan to shoot within the City. (Please include both public areas and private locations, streets and sidewalks, and if and how long you require closure.)

- Paterson/705 near Hospital
- High St
- Pathfinder

Please attach additional pages for additional locations.

Total Project Duration

Projected Start Date	Feb 4-6 weeks
Projected End Date	March

If the project runs through Saturday and Sunday, do you plan to work through the weekend?

Yes

No

Additional Details

Number of Cast and Crew

Cast: Crew: 10-15

Number of Trucks over 24'

None

Number of Trucks under 24'

None

Studio/Stage work within City?

Yes

No

Post Production work within City?

Yes

No

Will roads/streets be blocked?

Yes

No

Please note that the presence of a police officer may be required if roads need blocked.

Do you plan to use pyrotechnics?

Yes

No

Please note that use of pyrotechnics requires a state permit under NFPA 140.

...open flames?

Yes

No

...welding?

Yes

No

...flammable or combustible liquids or gases?

Yes

No

...aircraft?

Yes

No

Please note that use of open flames, welding, flammable or combustible liquids or gases, or aircraft may require the presence of a Fire Marshal and standby fire personnel. Information on fees associated with a fire or police presence is available in the cover letter.

Do you plan to use any type of weapon?

Yes

No

Please note that use of any weapons, real or makeshift, may require the presence of a police officer.

Do you plan to use a motor vehicle inside a building?

Yes

No

Do you require portable, mobile, or stationary power-generating equipment?

Yes

No

Are your locations near bodies of water or where water may gather?

Yes

No

Do you require the use of city equipment?

Yes

No

Please note that there may be a service charge if city equipment is required.

→ squad car

Step 4: Insurance

The City Manager's Office requires that insurance certificates for your project be on file with our office prior to applying for a permit.

Large Scale Projects:

The City Manager's Office requires a General Liability policy for at least \$1 million naming "The City of Morgantown" to be in effect for all shooting, scouting, and rigging permits.

The City Manager's Office requires proof of \$5 million liability insurance coverage if special effects such as fire or incendiary or explosive devices are used in this production.

Students:

Student filmmakers can meet liability insurance obligations through coverage under their school's insurance program. If your school has insurance on file with our office, you need to obtain a letter from your school stating your name and dates of of the shoot. Permits will only be issued to the student(s) named in the school letter.

Other:

If your project is not large-scale or is not related to school projects, you may still pursue your project, but at a limited range.

For example, you will not be able to get Police Assistance in blocking streets.

The City of Morgantown does not accept liability for any damages or issues that occur during the shoot if roads are blocked and obstructed without specific permission.

Policy Company Name	
Policy Number	

Code of Conduct Agreement

All productions are expected to adhere to the Code of Conduct listed below or face possible revocation of its film permit or other action.

When filming in a residential neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps and meal areas) at least 48 hours prior to filming. The filming notice should include:

- name of company
- name of production/phone number of production
- kind of production (e.g. feature film, TV pilot, commercial, etc.)
- type of activity, and duration (i.e., times, dates and number of days, including prep and strike)
- company contact (location manager, unit production manager) name and cell number.

Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit, turning off engines as soon as possible. Engine idling is prohibited. Permits are never issued before 6 a.m. in residential areas unless filming occurs overnight. Do not park generator trucks or campers with running generators in front of residential buildings if possible.

Crew parking on set is strictly prohibited.

Illegally holding parking on streets not requested on permit is strictly prohibited.

Moving or towing of the public's vehicles is prohibited without the express permission of the City Managers' Office in conjunction with the Morgantown Police Department and/or its requested wrecker company in rotation, managed by MECCA 911, the Monongalia Emergency Centralized Communications Agency.

Catered meals must be served and consumed at interior locations. Sit-down meals are not permitted to occur on city streets or sidewalks. All trash must be disposed of properly upon completion of meal. Production cannot use Allied Waste trash cans or leave trash bags at curbside among residential or business trash.

Cast and crew, including parking PAs (production assistants) shall refrain from the use of rude or inappropriate behavior when interacting with the general public. Crews should be polite and respectful.

Removing, trimming and/or cutting of vegetation or trees without proper authorization is prohibited by the Urban Landscape Commission.

Intermittent holding or redirection of vehicular traffic for picture is to be performed by Morgantown Police officers or Morgantown traffic agents only. Production Assistants and/or crew cannot hold or redirect vehicular traffic. A 13.5 foot emergency traffic lane must be maintained at all times.

The company will comply at all times with the provisions of the filming permit. The Morgantown Police Department and the Morgantown Fire Marshal's Office have the authority to stop production for the day for violations of Morgantown and West Virginia laws and ordinances listed above.

Your Permission

A copy of this directive must be distributed to all production personnel. Failure to comply with the following directives may result in revocation of permit.

Before the shoot

Permit applications and schedules should be submitted to the Public Communications Office no later than 30 business days before the shoot.

Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.

Assure businesses that you will allow customer access and truck deliveries.

NO PARKING signs shall be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.

When used, NO PARKING signs should be posted before the last legal time that someone could have parked.

Use elastic bands or string, NOT tape, when posting resident letters or parking signs on trees.

Provide blackout material to residents' windows for night exterior shoots.

All necessary permissions for government agency-run properties (i.e. Authorized parking, parks, MTA properties, bridges, courthouses, etc.) must be obtained.

During the Shoot

Locations departments and parking production assistants should be sensitive to neighborhood needs while holding parking

in advance. Do not park production vehicles in bike lanes, bus stops, driveways, at fire hydrants, loading docks or in front of active theater marquees.

All crew members, including parking production assistants, must wear and display I.D. badges at all times.

Do not block building or business entrances. Keep equipment in front of buildings that are working directly with the shoot only. Do not trespass onto other neighbors' or merchants' private property, including stoops. Do not stage equipment in front of closed storefronts when you have an early call. Business and residents must be allowed to receive all deliveries.

Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, keep equipment curbside or in curb lanes, don't allow crew members to congregate in pedestrian passageways. When cameras are not rolling pedestrians must be allowed to walk along any city sidewalk and gain access to any building.

Find nearby lots to park non-essential vehicles if you are going to be at a location for multiple days.

Do not park catering trucks or honeywagons in front of active restaurants. Barbecuing, use of propane or open flames is prohibited on location. Craft service tents are permitted in curb lanes only, not on sidewalks, unless specified on the filming permit.

Campers should be tied-in and powered from one source.

All generators must be baffled with fireproof/non-flammable material.

Productions that film prior to 8:00am and after 10:00pm must keep noise to a minimum. Filming of exterior gunshots must occur between the hours of 9:00am and 9:00pm in residential neighborhoods.

Non-domestic animals on set are required to have permits from the Department of Health and Human Resources and be accompanied by handlers at all times.

Copies of all permits issued must be available on set for general public viewing.

After the Shoot

Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, NO PARKING signs and hanging materials that your production posted. You have 12 hours to complete this task.

Contact the Public Communications Office for assistance at (304) 284-7426 or by calling the City Managers' Office at (304) 284-7405. After hours, please call the Public Communications Manager at (304) 294-5274.

Initial



I have read and agree with the above directives. I will distribute copies of this document to all cast and crew associated with this production.



I have read and agree with all rules and regulations outlined in the Motion Photography Production Code found in the Morgantown City Code Book, Article 769: Motion Photography Production.



I have read and agree with all rules and regulations outlined in the National Fire Protection Association Code, Article 140: Motion Picture and Television Production Studio Soundstages, Approved Production Facilities and Production Locations, and have already applied for and received all state-issued permits that are required for this production.



I understand that the requirement of Fire Marshals, Police Officers, or Public Works & Engineering Crew are subject to fees in addition to the \$5 permit application fee.



I understand that each production is reviewed on a case-by-case basis, and requisite marshals, officers, or crew may or may not be necessary for all productions.

Mountain Wind Productions LLC represented by



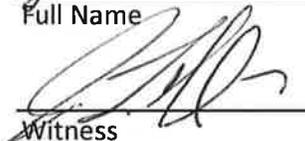
President

11/27/12

Full Name

Title

Date



Oroschi-Ryo Karate-Do

11/27/12

Witness

Association

Date

Approval by Public Works & Engineering

Date

Approval by Morgantown Fire Marshal

Date

Approval by Morgantown Fire Department

Date

Approval by Morgantown Police Chief

Date

Final Approval by Morgantown City Manager

Date



CONTACT: Susan Sullivan, Public Comm. Manager
304-284-7426
ssullivan@cityofmorgantown.org

www.morgantownwv.gov

The City of Morgantown

389 Spruce Street
Morgantown, WV 26505

Morgantown Motion Photography Production Permitting

Film Permit **#12-0002** Applicant: **Joe Seppe, Mountain Wind Productions, LLC**

Press Release Sent 12/7/12

Dominion Post 12/10/12

Meeting 12/12/12: All Department Heads who need to review application (Chief Preston, Chief Caravazos, Marshal Tennant, Terry Hough, JR Sabatelli, Terrence Moore, Susan Sullivan) in attendance

Update #1: Susan Sullivan, 1/22/13: Joe Seppe of Mountain Wind Productions LLC came in and visited with me this afternoon to update me on the project. Here are some important notes:

Mountain Wind Productions is officially a business in Delaware, where apparently 1-5 days processing evens out to about 30 days. They have the license application in here in West Virginia, and as soon as it is official here, as well, they will finalize details with the DOH. He is in contact with them through the WV Film Office, and everything seems to be going smoothly there between Joe and the DOH film liaison.

They are currently in the process of finishing up casting calls this week. Casting went so well in Morgantown and Pittsburgh that they canceled the DC and NYC casting calls. After some discussion about the School Season vs. Summer in Morgantown, they have reconsidered an early spring production date and are now hoping to do it after the students leave. They hope this will alleviate any congestion/traffic/road issues that may come into play.

The Open Casting Call, originally set for January 19, will be held closer to production. They will be scouting for locations in about 2 months, after they have secured local sponsorships. As part of MWP's goal of giving back to the communities that it works in, it's giving local businesses and individuals first dibs on sponsoring the movie. Anyone interested in sponsoring should contact me, so that the City receives credit for referring them. Once the film reaches a certain profit, sponsors will have their sponsorship money returned to them with a bonus percentage. The City, in addition to receiving 1% of the profits, will also receive a bonus percentage for its sponsors.

Webpage update: <http://www.morgantownwv.gov/the-legion-now-seeking-local-sponsors/>

The Legion: now Seeking Sponsors

In December 2012, the City of Morgantown announced its first film permit applications, one of which is bringing a large-scale film to West Virginia.

Mountain Wind Productions plans to shoot "The Legion" in Morgantown. The film is now in pre-production, and production dates have been tentatively set. The producer is working hand in hand with the Public Communications Office to find the best times for filming within the City, and is anticipating a spring date.

Producers say that casting has gone extremely well. They do still plan on holding an Open Casting Call for background/minor roles, originally planned for January 19th, and are moving it closer to production. A date for this will also be later announced.

MWP would like to feature as much of Morgantown's unique businesses and individuals as possible in the movie. Before accepting national sponsors, it's giving priority to locals and the community.

"We want Morgantown culture in the movie," said the producer. "We want to show what makes Morgantown unique, and give those local businesses a chance to market themselves in a positive light on a very large scale."

There are incentives for different levels of sponsorship, including credit appearance, visibility in the movie, or scenes shot in businesses. For more information on sponsorships for "The Legion," submit your information to the Public Communications office by filling out the "Quick Contact" form to the right or emailing sullivan@cityofmorgantown.org.

WBOY 2/1/13

Update #2:

From: "Joe Seppe" <jsmtwindprod@gmail.com>
To: "Susan Sullivan" <sullivan@cityofmorgantown.org>
Sent: Tuesday, February 19, 2013 7:30:09 PM
Subject: Re: Film Permit 12-0002 Update

Hi Susan!

Thanks for touching base. It has been, which is surprising considering the amount of traveling I've had to do. We have callbacks for the lead roles in two weeks and hope to have the main cast in place by March 22nd.

I've been in contact with the DOH and sent them the few tentative locations we would need partial closures for. I'm awaiting word from them regarding the next steps.

We are still set for May 22 - June 30, although that may change pending the cast members' respective schedules. I will keep you posted.

Joe

March 1, 2013:
May 22-June 30th – shoot dates





CONTACT: Susan Sullivan, Public Comm. Manager
304-284-7426
ssullivan@cityofmorgantown.org

www.morgantownwv.gov

The City of Morgantown

389 Spruce Street
Morgantown, WV 26505

Going to have traffic plan for 119 and high street submitted to DOH by end of the week

Have people coming in from NY to LA
45 people still in the running for 9 of the main roles
10 or 11 in running for lead role
3 auditioned in Morgantown,

DOH said it would be easier to just shut down the whole thing than a partial shut down
Do mad dash first night, the upper half
Block just at the top so you can't turn down high street
Could probably close fayette, but wouldn't have to do walnut & Pleasant
Block turning lane that goes left down high street
Next free night, do the High Street bridge portion
also won't need all the extras on day 1

should only take a few hours, have some interns that can help the process

said 119 is also doable
the part past the wharf, just a short distance

What kind of signs we'll need to close - DOH signs?

Once director is down we can see what other locations we may consider

not too much walking around during business hours stuff going on, so not too disruptive
we'll get a lot of quick shots of morgantown but we won't have to shut anything down for those
scene shots

camera on truck

Would take 2 nice days, tops

transition shots, etc.

Finalize dates by March 22nd

after script finalized, sent to main crew
discuss, suggest, change
then lock script

script is a nice outline for a book!

llc filed in wv and awaiting approval

Update 3/14/13

Joe Seppe

The DOH needs a traffic control plan they use when close High Street
get plan from City Police
determine whether appropriate for use
may need to be modified for the situation
For High Street and for 119

still waiting on the LLC from the state
as soon as we get that, the film co will officially be in place and a plan can be placed to the DOH
Took Delaware a month, so should be next week

Cast decided by March 22
Final cast decision this weekend

next week working on a production schedule
It'll be basic order we'll shoot the film in
then location scouting

Update from Joe Seppe - 03/28/13

We've cast film, making offers now

Pushing back to August 3 - September 12
b/c two lead actors are booked until then; worth the wait to have them

Gives everyone a couple more months to prepare
Awaiting call from Sgt. Robinson to meet and get traffic plan for High Street to submit to the
DOH

