

**TOWNSHIP OF ROCHELLE PARK
BERGEN COUNTY, NEW JERSEY**

ORDINANCE #1276-26

**AN ORDINANCE ESTABLISHING REQUIREMENTS FOR MOTION PICTURE,
TELEVISION, DIGITAL MEDIA AND COMMERCIAL FILMING WITHIN THE
TOWNSHIP OF ROCHELLE PARK**

WHEREAS, the Township Committee of the Township of Rochelle Park recognizes that motion picture, television, streaming, commercial and other media production can provide economic, cultural and promotional benefits to the Township and its local businesses; and

WHEREAS, the Township seeks to establish a clear, predictable and efficient permitting process that welcomes responsible production activity while protecting public health, safety, welfare, municipal property, traffic flow, neighborhood access and the reasonable use and enjoyment of private property; and

WHEREAS, the Township desires to participate in the Film Ready New Jersey program administered by the New Jersey Motion Picture and Television Commission and to establish a film permitting process consistent with applicable Film Ready requirements;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Rochelle Park, County of Bergen, State of New Jersey, that the Code of the Township of Rochelle Park is hereby supplemented by a new chapter entitled "Filming and Film Permits," as follows:

§ 1. Purpose and intent.

This chapter establishes uniform procedures for filming within the Township, coordinates municipal review and public safety planning, establishes reasonable fees and conditions, minimizes unnecessary disruption to residents and businesses, and promotes Rochelle Park as a film-friendly community.

§ 2. Definitions.

FILMING. The taking or recording of still or motion pictures, sound, digital images or similar content for commercial, educational, institutional, television, theatrical, major linear broadcast network or streaming, advertising or other production purposes. Filming does not include bona fide news gathering by credentialed or recognized news media within the township.

FILM PERMIT. Written authorization issued by the Township allowing a production entity legal permission to film on public property while ensuring compliance with local laws and managing potential disruptions, including but not limited to noise, light levels, traffic, and activities involving stunts or equipment, and subject to the locations, dates, hours, conditions and limitations stated in the permit.

FILM PERMIT REPRESENTATIVE. The Township Administrator, or a full-time Township employee formally designated by the Township Administrator, who shall manage film permit applications and approvals. The Film Permit Representative shall not be the Mayor or a member of the Township Committee.

FILM READY LIAISON. The Township employee designated to serve as Rochelle Park's liaison to the New Jersey Motion Picture and Television Commission (NJMPTVC). The Film Ready Liaison and Film Permit Representative may be the same person.

LOCATION FEE

A Location Fee means a charge assessed and negotiated between the township and a production entity to allow the use of the township's premises and/or land for film and television projects. The Location Fee is intended to provide a fair return for using the space and cover administrative or operational costs. Location Fees should specify the payment amount, schedule, and terms, including rates for preparation days, filming days, overtime, and cancellation policies.

MAJOR MOTION PICTURE / MAJOR PROJECT.. Any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following: NBCUniversal, including Peacock; Warner Bros. Discovery, including New Line Cinema, HBO, DC Studios and Castle Rock Entertainment; Paramount Pictures, including Miramax, MTV Films, Showtime, Skydance, Dreamworks and Nickelodeon Movies; Walt Disney Studios, including 20th Century Studios, Searchlight Pictures, Hulu and Marvel Studios; Sony Pictures, including Columbia Pictures, Screen Gems and Tristar Pictures; Amazon MGM Studios; Netflix Studios; A24; any film for which the budget is at least \$20,000,000; or any recurrent weekly television series programming.

PRODUCTION / PROJECT. Any person, corporation, partnership, limited liability company, studio, network, producer or other entity conducting filming.

PUBLIC PROPERTY. Any street, sidewalk, right-of-way, park, playground, municipal building, parking area or other property under the jurisdiction or control of the Township.

PUBLIC SAFETY PLAN. The written or documented operational plan agreed upon by the Township and production addressing police, fire, emergency management, traffic, street closures, parking, special effects, equipment, pedestrian access and other reasonably anticipated public safety needs.

§ 3. Film permit required; exceptions.

A. A film permit shall be required before filming on Township public property or when filming on private property requires or materially affects Township property, public streets, sidewalks, rights-of-way, public parking, traffic, pedestrian access, municipal services, temporary structures, barricades, production vehicles or equipment located on public property without first having obtained a film permit from the office of the Township Administrator. The permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. Said film permit must be readily available for inspection by township officials at all times at the site of the filming.

B. No municipal film permit fee or daily filming fee shall be charged for filming conducted entirely on private property when the production causes no disruption to the public's use or enjoyment of public property or the public right-of-way and requires no municipal services. The Township may nevertheless require compliance with generally applicable laws and permits.

C. A Township film permit shall not be required when filming occurs entirely on County, State or federally owned property, provided the production obtains all approvals required by the applicable governmental authority, uses no Township services, does not park or stage on Township property, and does not obstruct a Township public right-of-way.

D. Bona fide news media activity shall be exempt from the film permit requirement, except that generally applicable public safety laws and lawful emergency directives remain applicable.

§ 4. Application and review process.

A. Applications shall be submitted on the Township's approved Film Permit Application form. The Township requests submission at least four(4) business days before the first proposed filming date to allow sufficient review, resident/business notification and departmental coordination. Applications submitted with less notice may be denied if adequate review cannot reasonably be completed.

B. The application shall include, as applicable: production company and location manager information; production title and type; filming locations; dates and hours; description of scenes; cast and crew counts; production vehicles; parking and staging plans; special equipment; drones; animals; firearms; pyrotechnics; special effects; amplified sound; street or sidewalk impacts; requested Township services; insurance; property-owner authorization; and any additional information reasonably necessary to evaluate the application.

C. The Film Permit Representative shall coordinate review with the Chief of Police and, as applicable, Fire Department/Fire Prevention, OEM, DPW, Construction/Code, Health, Recreation, the Township Clerk, and other affected agencies.

D. Depending on the nature of a sequence or production, separate approvals may be required from police, fire, fire prevention, construction, zoning, health, animal control, County, State, federal or other authorities before a film permit is issued.

E. The Film Permit Representative may approve, approve with reasonable conditions, or deny an application based upon objective considerations of public health, safety, welfare, traffic, pedestrian access, municipal operations, conflicts with previously scheduled public activities, applicable law, and the reasonable use and enjoyment of affected property.

§ 5. Public safety planning.

A. Before filming begins, the Chief of Police, Fire Chief, and the Township Administrator/Film Permit Representative, or their designees, shall meet or confer with the producer and/or location manager to develop an appropriate public safety plan. The production shall disclose planned interior and exterior sequences sufficiently to allow the Township to identify affected departments and anticipated public safety needs.

B. Filming shall not begin until the required public safety plan has been established and any applicable public safety service charges have been agreed upon.

C. The Chief of Police may require off-duty police officers where reasonably necessary for traffic control, road closures, crowd control or public safety. Fire officials may require fire personnel, fire inspections or other safeguards where reasonably necessary. Charges shall be at the Township's standard rates applicable to comparable off-duty or inspection services.

D. The Township shall use reasonable, customary and safety-based staffing practices and shall not intentionally assign public safety personnel in excess of the level reasonably necessary for the planned production activity.

§ 6. Filming hours and operational standards.

A. Standard exterior filming hours shall be no earlier than 7:00 a.m. through 9:00 p.m. camera wrap, with crew wrap by 10:00 p.m., Monday through Sunday.

B. Weekend and night filming may be permitted. Exterior filming outside the standard hours may be approved by the Film Permit Representative as a permit condition after consultation with affected departments and consideration of the location, noise, lighting, traffic and impact on nearby residents and businesses.

C. Production vehicles shall park only in locations approved in the permit or public safety plan and shall not block driveways, hydrants, fire lanes or emergency access unless specifically authorized.

D. Equipment shall not be stored on sidewalks, streets or other public areas except as authorized by the permit. When pedestrian access is affected, the production shall provide a safe alternate route as directed by the Township.

E. Noise, generators, lighting and vehicle idling shall be managed to minimize unreasonable impacts, particularly in residential areas and during evening or night filming.

F. Landscaping, trees, building facades, signs and other physical features shall not be altered, removed or modified without authorization from the property owner and any required Township approval.

G. All catering, craft service, construction, strike and production waste shall be removed by the production. Township trash receptacles shall not be used for production waste unless expressly authorized.

H. Residents, businesses and emergency services shall be provided reasonable access to affected properties at all times, subject to temporary safety holds authorized under the public safety plan.

§ 7. Notice to affected residents and businesses.

A. When filming is reasonably expected to directly affect immediately adjacent residents, businesses or merchants because of additional light, noise, parking, staging, base camp operations, or impairment of

pedestrian or vehicular traffic, the production shall provide written notice to those immediately impacted parties.

B. Notice shall identify the production company, production name, production contact, type of activity, filming dates/hours and anticipated impacts. Notice shall be hand-delivered, mailed or otherwise delivered in a manner approved by the Film Permit Representative no greater than three (3) days before the first date of filming, unless another reasonable schedule is approved.

C. The Township may require proof of notice to be provided no more than two (2) days before the first filming date. Notice shall not be required to all property owners within a fixed radius unless otherwise required by a law independent of this chapter.

§ 8. Insurance; indemnification.

A. For productions subject to insurance requirements, the applicant shall provide Commercial General Liability insurance in an amount established by the Township's risk professional and approved by the Film Permit Representative, not to exceed a \$5,000,000 aggregate limit per project, naming the Township of Rochelle Park as an additional insured.

B. Where production vehicles are used, the Township may require automobile liability insurance consistent with the Township's generally applicable risk-management standards. Workers' Compensation and Employers Liability coverage shall be maintained as required by law.

C. The applicant shall execute an indemnification agreement in a form approved by the Township Attorney, agreeing to defend, indemnify and hold harmless the Township, its officials, officers, employees, agents and representatives from claims, liabilities, damages, costs and expenses arising from the production's activities, except to the extent prohibited by law.

D. The Township Attorney and Township risk-management professionals may approve equivalent coverage or reasonable modifications consistent with law and Film Ready requirements.

§ 9. Security/maintenance bond.

A. When filming involves Township property, significant equipment, street closures, special effects, construction, set dressing or other activity presenting a reasonable risk of damage or cleanup expense, the Film Permit Representative may require a cash or maintenance bond not exceeding \$2,000.

B. The bond shall secure restoration of the location, removal of debris, rubbish and equipment, and compliance with applicable Township requirements.

C. If there is no damage to public property or public expense caused by filming, the bond shall be returned within fifteen (15) days after completion of filming.

§ 10. Fees.

A. Fees shall be charged in accordance with the following schedule and shall not exceed applicable NJMPTVC Film Ready maximums:

B. No hidden or unspecified film-production surcharge shall be imposed. Charges for municipal services not unique to film production shall be the same standard rates charged to comparable applicants or users.

C. No daily municipal filming fee shall be charged for filming entirely on private property when the conditions of § 3B are satisfied.

D. No daily filming fee shall be charged for nonprofit or student projects that certify the project will not generate revenue from public exhibition; however, the applicable basic nonprofit/student permit fee may be charged.

E. Fees agreed upon with a production shall not be increased after production has begun, except for additional services or impacts requested by the production after the original agreement and charged at established rates.

F. Private inconvenience or location compensation between a production and a private resident or business

shall be negotiated solely between those private parties. The Township shall not negotiate or renegotiate such private compensation.

Category	Fee
Basic film permit application - 4 or more business days advance notice	\$100 one-time
Expedited basic film permit application - 3 or fewer business days advance notice	\$250 one-time
Nonprofit/student basic film permit	\$25 one-time
Daily film permit for public property - project budget under \$20 million	\$150/day
Daily film permit for public property - project budget \$20 million or more	\$500/day
Public Property Location Fee	Fee negotiated between a production company and a Locality
Daily filming entirely on private property with no public impact	No township filming fee
Off-duty police / fire / fire inspection services	Township standard hourly rates
Street closure	\$1,000/day
Parking	Same rates charged to the public
Private property/background/inconvenience compensation	Negotiated directly between production and private property owner

§ 11. Waivers and modifications.

A. After consultation with any Township agency or department significantly affected by the production, the Film Permit Representative may waive or modify a requirement, limitation or restriction of this chapter when strict compliance would impose an unreasonable burden and the waiver or modification can be granted without endangering public health, safety or welfare.

B. This authority may be used to address inclement weather, cast illness, loss of location access, scheduling changes, emergencies or other good cause. Any material modification shall be documented in the permit file.

C. In considering a waiver, the Film Permit Representative may consider traffic congestion, parking, public property impacts, indoor versus outdoor filming, proposed hours, effects on nearby properties, requested restrictions on streets or parking, and the Township's prior experience with the applicant.

§ 12. Permit issuance, possession and copies.

A. The approved permit shall state the authorized location(s), dates, hours and material conditions of filming and shall be maintained electronically or physically at the filming location and made available to Township officials upon request.

B. Copies of an approved permit shall be provided to the Police Department and other affected Township departments before filming begins.

C. The Township shall provide the NJMPTVC with copies or notices required by the Film Ready program.

§ 13. Denial, suspension or revocation.

A. A permit may be denied when, based upon objective facts and departmental review, the proposed filming would violate law, unreasonably interfere with adjoining property, unreasonably impede pedestrian or vehicular traffic, conflict with an unavoidable municipal use, or endanger public health, safety or welfare.

B. A permit may be suspended or revoked for a material misrepresentation in the application, violation of permit conditions, failure to maintain required insurance, failure to pay required established fees, unsafe conditions, or failure to comply with lawful directions of authorized Township officials.

C. When practicable, the Township shall provide the production an opportunity to promptly cure a correctable violation before revocation.

§ 14. Appeals.

A. An applicant aggrieved by a denial or revocation may file a written appeal with the Township Clerk within ten (10) calendar days of the decision, stating the grounds for appeal.

B. The Township Committee shall hear or consider the appeal within thirty (30) days, or at the next reasonably available public meeting, and may affirm, modify or reverse the decision by resolution. Nothing herein shall require the Township to allow filming to proceed while an appeal is pending.

§ 15. Reimbursement and restoration.

A. In addition to established fees, the applicant shall reimburse the Township for actual damage to Township property caused by the production and for generally applicable charges or lost municipal revenue that would be assessed to any comparable user, such as ordinary public parking charges.

B. The production shall restore all Township property and public areas used by the production to substantially the condition existing before filming, ordinary wear excepted.

§ 16. Film Ready compliance and reporting.

A. The Film Ready Liaison shall notify the NJMPTVC in writing within ten (10) business days of any adopted amendment to this chapter, the Township's Film Code of Conduct or Film Fee Schedule.

B. Within ten (10) business days after completion of photography by a project in Rochelle Park, the Film Ready Liaison shall provide the NJMPTVC with information required by the Film Ready program, including the project/production company name, start and stop dates, total filming days and filming location addresses.

C. The Township shall periodically review this chapter and fee schedule to maintain consistency with current NJMPTVC Film Ready requirements.

§ 17. Violations and penalties.

A. Any person or entity violating this chapter or filming without a required permit may be subject, upon conviction, to the general penalties authorized by the Code of the Township of Rochelle Park and applicable law.

B. Each day a violation continues may constitute a separate offense. The Township may also seek injunctive or other lawful relief to stop unauthorized or unsafe filming.

§ 18. Severability.

If any section, subsection, sentence, clause or phrase of this ordinance is held invalid, the remaining provisions shall remain in full force and effect.

§ 19. Repealer.

All ordinances or parts of ordinances inconsistent with this ordinance are repealed to the extent of such inconsistency.

§ 20. Effective date.

This ordinance shall take effect upon final passage and publication as required by law.

NOTICE OF INTRODUCTION

NOTICE IS HEREBY GIVEN that Ordinance #1276-26, was introduced and passed on first reading at a meeting of the Township Committee of Rochelle Park, held on September 23, 2026 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a meeting held on October 14, 2026 at 7:00 PM, in the Township of Rochelle Park Municipal Building, at which time all persons interested will be given an opportunity to be heard concerning such Ordinance.

By order of the Mayor and Township Committee
Gina S. Kim, RMC/CMC
Township Clerk