



# FILM NEW MILFORD

*drone photo courtesy of Tom Al  
New Milford based Part 107 drone*

**Town of New Milford, Connecticut Pete Bass, Mayor  
Valerie Lorimer, Film Commissioner**

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# WELCOME TO THE TOWN OF NEW MILFORD

Founded in 1712, this historic town, once home to signed of the Declaration of Independence Roger Sherman, offers all the charm of New England in a compact setting. It boasts a vast range architecture, parkland, water and beaches, a quaint downtown, unique neighborhoods, a plethora of restaurants and caterers, and so much more.

The town is rich in arts and cultural venues, and above all else, is **film friendly**, having hosted many productions over the years. We're also home so many industry professionals, both union and non-union, making it easier to crew up with and rent gear locally.

## Filming in New Milford Packet

Please review the film packet and attached permit application forms.  
Your packet includes:

- Filming Guidelines
- Key Contacts
- Film Application Form
- Department of Parks, Recreation and Trees Permit Application Form
- Noise Control Ordinance

## Where to Start

If you have general questions regarding the permit process, please contact the New Milford Film Commission at (860) 354-6010 or by visiting [filmnewmilfordct.org](http://filmnewmilfordct.org). The commission serves as the main point of entry into the Town. Staff there is available to guide you through the process and will work with you to ensure that your filming experience in New Milford is productive. For larger productions the Film Commission will arrange logistics meetings with key city department staff to further facilitate the process.

If you have questions regarding a particular department permit or process please call the appropriate personnel listed as a Key Contact. Please file a Film Application with the Film Commission before proceeding with applications for any subsequent, other city permits required for your shoot.

## Benefits and Incentives

Coordinated Permit Process

Connecticut 30% Digital Media and Motion Picture Tax Credits

Minimal Permit/Location Fee

# GENERAL FILMING GUIDELINES

## Obtain a Film Application & "Film New Milford" Packet

For questions or clarification on Town of New Milford filming policies, please contact the New Milford Film Commission, Town of New Milford, 10 Main Street, New Milford, CT 06776 or call (860) 355-6010.

Film applications and copies of this packet can be obtained online at [filnewmilfordct.org](http://filnewmilfordct.org)

After contact has been made, completed film application and a certificate of insurance should be submitted to the Film Commission via-email to [filmnewmilford@gmail.com](mailto:filmnewmilford@gmail.com). The Film Commission can help determine if additional permits are needed based on the project description.

## Provide Proof of Insurance

Applicants are required to furnish the Town of New Milford with evidence of general liability and property insurance for \$2 million general aggregate/\$1 million each occurrence. The Town of New Milford must be additionally named insured. The applicant must agree to be solely and absolutely liable upon any and all claims, suits and judgements against the Town and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise.

## Large Scale Commercials, Feature Films & Union Productions

A pre-production meeting with Town departments will be arranged for large scale productions (i.e., feature films, large commercials, any union production) to discuss project details and determine the level of Town services and permits required.

## Non-Profit Productions/Projects

Non-profit organizations must supply proof of non-profit status with completed film application.

## Student Productions/Projects

Students must supply a letter of support from their educational institution with completed film application. Depending on the complexity of the project, proof of insurance requirements might be waived or reduced

# APPROVALS & PERMITS

## Filming on New Milford Town property & parks

A permit for use of the park or Town property is required in addition to the Town's Film Application. Parks Permits can be obtained from the New Milford Parks and Recreation website (<https://newmilfordct.myrec.com/>) or picked-up at the Parks and Recreation main office, 2 Pickett District Road.

Locations requiring a separate permit from Parks and Recreation include, but are not limited to: The Town Green / Bandstand, Lynn Demming Park / Beach, Addis Park, Carleson's Grove, Clatter Valley Park, Sega Meadows, Williams Park, Lover's Leap Bridge. For additional or logistical questions, please call (860) 355-6050 or email [parkandrec@newmilford.org](mailto:parkandrec@newmilford.org).

## **Filming on Private Property**

Contact property owner directly. Even if no direct impact is anticipated on the City, a film application should be submitted to the Department of Arts, Culture and Tourism.

## **Pyrotechnics, Hazardous Materials, Open Flames, Vehicles Inside Structures or Fire Watch**

Approval from the City of New Haven Fire Marshal is required and the company is responsible for any fees or costs.

## **Providing Food to Cast/Crew**

Contact the Housatonic Valley Health District New Milford Office at (203) 264-9616 x100 to obtain a temporary food service permit for caterer. If the caterer is already licensed with the Housatonic Valley Health District, no additional food service license will be required. However a site plan and inspection will still be required.

## **Tents and Temporary Structures**

Use of tents over 350 square feet require a permit from the Fire Marshal. Contact Kevin Reynolds at (860) 355-6099 or [KReynolds@newmilford.org](mailto:KReynolds@newmilford.org). Special requirements apply to tents in which food is being served.

## **Permit Revocations and Cancellations**

The Town of New Milford has the right to immediately revoke any permit upon violation of any terms of this application or false statements in the application.

Filming cancellation or alterations to hours or dates which affect police or fire safety officers must be submitted 24 hours prior to scheduled date.

# **STREET CLOSURES/PARKING/IMPACT MITIGATION**

## **Traffic Control and Street Closures**

Production companies who wish to detour traffic inside Town limits must submit a plan in writing 30 working days prior to filming to the New Milford Police Department (NMPD) subject to approval by the NMPD, and the Town's Public Works department.

Town reserves the right to restrict high impact filming on neighborhoods, streets and parks which have experienced a high level of film activity, natural disasters, etc. **Closed streets are still subject to entry by City and private emergency vehicles at all times.**

## **Neighborhood Street Closures**

All street closures require a permit which is obtained through the Mayor's Office. As several departments are required to sign off on each request, including Public Works and the Traffic Authority, this process may take several days.

## **Downtown Street Closures**

Closing of major thoroughfares require approval by the Mayor's Office, Town Council and Traffic Authority. which can take up to 45 days before permits will be issued. Neighborhood notification is also required. See street closure ordinance.

## **Sidewalk Obstructions**

Filming on city sidewalks will require a sidewalk obstruction permit to be completed through the Mayor's Office.

## **Filming on State Roads**

Filming or closing of State roads require permission from the Connecticut Department of Transportation and should be coordinated through the state's film office.

State Roads in New Milford include Routes 7, 37, 55, 67, 109 and 202, as well as the Veterans Bridge / Bridge Street (Rt. 202) and the Gaylordsville Bridge (Rt. 7)

## **Production Vehicle Parking**

Film companies utilizing production trucks and trailers on Town streets will be required to submit parking plans 2 weeks in advance.

Continuous on-street parking where duration is limited require a special permit to be displayed in each vehicle. Continuous on-street parking of production trucks and other vehicles in public or Town owned parking areas are subject to review and fee. Contact the Mayor's Office for details.

Parking needs and filming schedules will be reviewed and negotiated on a case by case basis.

"No parking" areas adjacent to fire hydrants, fire lanes and accessible parking limitations must be observed at all times even when streets are closed, except for if issued an explicit permit.

Use of driveways or unimproved lots for parking in residential areas require permission from the property owner(s).

## Neighborhood/Business District Notification

Efforts must be made to reach all residents, businesses, and property owners in the affected area. In some extreme cases, signed petitions agreeing to filming may be required.

Written notice must be provided to residents/businesses affected by filming area 72 hours prior to the beginning of filming. Notice should include:

- ✓ Name of company
- ✓ Type of production
- ✓ Contact phone number
- ✓ Type and location of anticipated impact
- ✓ Name of production
- ✓ Company contact
- ✓ Dates/Times of filming

A notification plan for mid-high impact productions outlining boundaries of film production must be submitted. Failure to properly notify residents or businesses or to make reasonable accommodation to mitigate your impact on a neighborhood or business district may result in the cancellation of your permit.

## Neighborhood Business Interruption Fees

Productions must notify and/or negotiate interruption fees with any individual or business upon which the filming is expected to have a direct impact including the taking of public parking, street closures or intermittent traffic interruptions, especially in the downtown or commercial corridors.

# TOWN SERVICES/ASSISTANCE

## Removal of Street Furnishings/Signage

Streetscape changes will be reviewed on a case by case basis. It may be necessary for approved modifications to be conducted by an outside contractor.

## Use of the Green, City Parks and City Owned Greenspaces

Production companies who wish to use the New Milford Green for uses beyond filming or hourly parking must submit a site plan and details of use in writing to the Parks and Recreation Department.

Removal of park fixtures, trimming of trees, etc. may require the hiring of a Town department or verified contractor.

The use of open flame is restricted to certain parks with designated picnic areas.

## Disposal of Trash

A trash removal plan developed in coordination with Town staff for long term and high intensity film shoots will be required. All trash must be properly disposed each day.

## Vegetation and Trees

Removal, trimming or cutting of vegetation or trees is prohibited unless approved by appropriate City authority or property owner.



# FEES & DEPOSITS

## Film Permit Application Fee Schedule

The application fee is determined by production type and size, as is indicated below. These fees cover administrative costs associated with ensuring all aspects of the production are properly addressed in a timely manner.

- Feature Film
  - Basic Theatrical (greater than \$2MM budget) \$500
  - Low Budget (\$700K - \$2MM budget) \$400
  - Moderate Low Budget (\$300K - \$700K budget) \$200
  - Ultra Low Budget (under \$300K) \$100
- Short Projects
  - Commercial (crew size greater than 15) \$400
  - Commercial (crew size less than 15) \$200
  - Short Film (greater than \$50K budget) \$100
  - Short Film (less than \$50K budget) \$ 0
- Student Projects\* & Non-Profits\*\* \$ 0

***fees will be waived for productions that hire New Milford local crew or production vendors***

*\* valid student identification and letter from teacher/professor required*

*\*\* IRS determination letter and documentation from Secretary of State required*

## Additional Fees & Deposits

Prior to the granting of permission for filming large productions, the Town may require the production company to assure their financial responsibility with a performance/security bond or deposit, depending upon the level of demands for city services.

The required fees must be paid prior to the issuance of a permit. Each City Department is responsible to collect the permit fee for filming related activity under their jurisdiction, i.e. Department of Parks and Recreation; New Milford Public Schools; Traffic Authority, Fire Marshal; etc. Some departments may require rental fees or impact fees.

Hourly fees for police and other city personnel, as well as costs associated with the use of Town vehicles, vary by department. Costs associated with the use of Town vehicles are based on Department of Homeland Security FEMA Schedule of Equipment Rates.

All mid-high impact productions will be assessed a 15% administrative fee to defray the costs of City staffing

# ACKNOWLEDGEMENT

Recognition shall be given to the "Town of New Milford" and the logo of the New Milford Film Commission shall appear in the credits of any film, motion picture filming in New Milford which utilizes Town lands or resources. Said credit shall be accorded on screen with size, placement and all other aspects consistent with other "thank-you" type credits accorded to locations of filming.

# KEY CONTACTS FOR PERMITS & ASSISTANCE

## Film Permit

New Milford Film Commission  
Valerie Lorimer, Chairperson  
(860) 355-6010  
[filmnewmilfordct.org](http://filmnewmilfordct.org)  
[filmnewmilford@gmail.com](mailto:filmnewmilford@gmail.com)

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Town Logistics  
Parking  
Police & Fire  
Sidewalk / Street Obstruction

Mayor's Office  
(860) 355-6010

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## Parks Usage/Permit

Department of Parks Recreation  
Dan Calhoun  
(860) 355-6050  
[dcalhoun@newmilfordct.gov](mailto:dcalhoun@newmilfordct.gov)

## Street/Sidewalk Obstruction Permit

Building Department  
10 Main Street  
(860) 355-6090

Dept. of Public Works  
Jack Healy  
(860) 355-6040  
[jhealy@newmilfordct.gov](mailto:jhealy@newmilfordct.gov)

## Tent or Temporary Structure Permit

Fire Marshal  
Kevin Reynolds  
(860) 355-6099  
[kreynolds@newmilfordct.gov](mailto:kreynolds@newmilfordct.gov)

## Catering - Temporary Food Service Permits

Health Department  
Amy Bethage  
(203) 264-9616 ext 3134  
[abethge@hvhdct.gov](mailto:abethge@hvhdct.gov)