

# **Culver** CITY GUIDELINES FOR CONDUCTING COMMUNITY SURVEYS

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**The top portion (scene description, dates, times & production office information) of the attached “Community Survey” should be thoroughly completed and submitted to the assigned FilmL.A. Coordinator for review and approval.** The coordinator will advise you of any changes, if needed, and when you should begin the survey gathering process.

**The “Description of scenes & parking” section should include a complete description** of all filming activities and should also note the areas intended for equipment parking, whether posting is requested or not.

**Once the survey form is approved by FilmL.A., copies should be made in sufficient quantity to provide all residents with two of the surveys:** one for comment and submission to FilmL.A. and one the resident/business owner can keep for future reference. Two copies should also be left at residences or businesses where no one is readily available for review. A brief note, making arrangements for retrieval of the survey form, should be left with the surveys.

**Affected residents or business owners should be directed to complete the bottom left portion of the form and asked to include their phone number.** Individuals who are hesitant to include their phone number should be told that it is not mandatory but that its only use is for verification by FilmL.A.

**The approved filming hours in Culver City are as follows: 7:00 AM - 10:00 PM on weekdays, 8:00 AM - 10:00 PM on Saturdays, and 9:00 AM to 10:00 PM on Sundays. Any filming outside of these hours will require a community survey. Each dwelling unit located within a 300’ radius of the filming activity must be surveyed and at least 70% approval from the affected dwelling units must be obtained.**

**Exceptional filming activity (i.e., gunfire, bullet hits, fire effects, explosions, car crashes, helicopter scenes etc.) prior to 7:00 AM or after 10:00 P.M. Monday through Friday and prior to 8:00 AM / 9:00 AM and after 10:00 P.M. on weekends and holidays may require surveys from a larger than usual area.** The extent of the affected area will be determined by FilmL.A. based on the anticipated impact of the proposed activities.

**Surveys are required, and 100% approval must be obtained from every business or residential dwelling unit that is adjacent to or directly impacted by vehicle, or equipment placement.**

**A detailed map, similar to a plot plan, depicting the streets and residences affected, must be included with the surveys when presented to the FilmL.A. coordinator for review.**

**Each address on the map should be annotated, indicating whether the resident or manager had concerns, had no concerns, was not home, etc. Other notations - such as vacation, vacant, or refused contact, etc. - to further explain why there was no response, are especially helpful in the evaluation process.**

**SURVEYS AND THE REQUIRED MAP SHOULD BE SUBMITTED TO THE FILML.A. COORDINATOR AT LEAST 24 HOURS IN ADVANCE OF THE TIME THE PERMIT WOULD NEED TO BE RELEASED.** This provides the necessary time to review the material and also provides you with time to gather additional surveys, if required.

**FilmL.A. will evaluate the surveys and map to determine the extent of community concerns and support with respect to the proposed activities.** Additional consideration is given to residents or businesses in close proximity to the filming activities and mitigating their concerns may be crucial to FilmL.A. approval.