

**AN ORDINANCE OF THE TOWNSHIP OF SPARTA AMENDING PORTIONS OF
CHAPTER 8 OF THE TOWNSHIP CODE ENTITLED “FILMING”**

WHEREAS, the New Jersey Motion Picture and Television Commission (“NJMPTC”) requires certain amendments to Chapter 8 of the Township Code entitled “Filming” in order for Sparta Township to obtain NJMPTC’s designation as a Film Ready Community, the Township of Sparta desires to amend portions of Chapter 8 of the Township Code entitled “Filming” to amend the definition of “Major Motion Picture” (8-1 J), the provision for issuance of permits (8-3 A & 8-3 D), the provision relating to “interference with public activity” (8-4 A), the notice period under 8-3 B and the schedule of fees for issuance of permits under this Chapter;

NOW THEREFORE, BE IT ORDAINED by the Township Council of the Township of Sparta, County of Sussex, State of New Jersey, that the Sparta Township Municipal Code is amended as follows:

CHAPTER 8 of the Township Code Entitled, “**FILMING**” is amended as follows:

SECTION 1

SECTION 8-1. DEFINITIONS is amended to revise the definition of “Major Motion Picture” to read as follows:

MAJOR MOTION PICTURE

Any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following:

- A. Universal Pictures
- B. Warner Brothers, including New Line Cinema, Castle Rock Cinema, Village Road Show and Bel-Aire.
- C. Paramount, including MTV Films and Nickelodeon Movie.
- D. 20th Century Fox, including Fox Searchlight.
- E. Sony/Columbia.
- F. Disney/Miramax.
- G. MGM/United Artists.
- H. DreamWorks.
- I. Any major streaming service, such as Netflix, Hulu, Apple TV, or Amazon Prime Video
- J. Any film for which the budget is at least twenty million dollars (\$20,000,000).
- K. Recurrent weekly television series programming.

SECTION 2

SECTION 8-3. ISSUANCE OF PERMITS is amended to read as follows:

- A. No permits will be issued by the Township Manager unless applied for prior to four (4) days before the requested shooting date; provided, however, if requested by the applicant, the Township Manager may authorize waiver of the four (4) day period if, in the Township Manager’s judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.
- B. With each permit, the applicant shall provide the following information: provided for in C below.
- C. No permit shall be issued for filming upon public lands unless the applicant shall provide Sparta Township with satisfactory proof of the following:
 - (1) The number of members of the filming crew.
 - (2) The estimated number and description of types of all vehicles to be used by the crew, including vehicles used for transportation.

- (3) A description of arrangements for parking for crew and work vehicles.
 - (4) A description of sanitary arrangements to be made for crew and bystanders.
 - (5) A description of crowd control measures.
 - (6) A description of all location areas for filming or incidental activities.
 - (7) A description of cleanup methods to be used.
 - (8) A description of any special electrical requirements and the methods of satisfying those requirements, including all electrical permits required.
 - (9) Such information necessary to establish that the applicant can comply with the rules and regulations set forth herein.
 - (10) Proposed hours of operation.
 - (11) Proof of insurance coverage as required by §8-3 E below.
- D. The Township Manager or the Municipal Clerk shall send a copy of the application in either written or electronic form to the Chief of the Sparta Police Department, the Chief of the Sparta Fire Department, each Sparta Township Council member. The Sparta Township Council Member that sits on the Sparta Township Film Readiness Committee (“SFRC”) shall be responsible for sending the application to members of the SFRC. The above parties shall provide any questions or concerns with the issuance of the permit to the Township Manager within three (_3_) days of their receipt of the application (this time period is referred to as the “Comment Period”). The Township Manager shall then issue or deny the permit within three (_3_) days from the last day of the Comment Period. This time period may be extended at the discretion of the Township Manager.
- E. Proof of insurance coverage as follows:
- (1) Commercial general liability insurance with minimum policy limits for bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000. For property damage for each occurrence in the aggregate amount of \$300,000.
 - (2) Automobile liability insurance with minimum policy limits of \$500,000.00, combined single limit.
 - (3) Umbrella or excess liability insurance with minimum policy limits of \$2,000,000.00.
 - (4) Workers compensation and employer liability insurance with minimum policy limits of \$500,000.00.
 - (5) If the permit is issued the permit holder shall maintain the insurance listed above for the full term of the permit. All insurance shall be issued on an occurrence basis. Sparta Township shall be named as an additional named insured on a primary and non-contributory basis on all of the permit holder’s liability insurance policies. The permit holder’s insurance shall waive subrogation in favor of Sparta Township and its insurers, the permit holder’s insurance shall provide primary coverage over any insurance maintained by Sparta Township. The permit holder shall provide proof of insurance to Sparta Township at the time of its application and shall provide replacement proof of insurance prior to any of the required insurance policies expiring. The proof of insurance shall include certificates of insurance, endorsements and the complete insurance policies. Sparta Township shall be provided with at least thirty (30) days’ written notice prior to the cancellation, termination or non-renewal of any of the required insurance.
- F. An agreement, in writing, whereby the permit holder agrees to indemnify and save harmless Sparta Township from any and all liability, expense, claim or damages resulting from, arising out of or cause in any way by or from the use of public lands.
- G. The hiring of an off-duty police officer for the times indicated on the permit.
- H. The permit holder shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all

lawful directives issued by the Sparta Township Police Department with respect thereto.

SECTION 3

SECTION 8-4. INTERFERENCE WITH PUBLIC ACTIVITY; NOTICE OF FILMING is amended to read as follows:

- A. The permit holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activity on such public lands. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice by the permit holder of the filming at least three (3) days prior to the requested shooting date. The notice shall inform the parties that objections may be filed with the Township Manager, all objections will form a part of applicant's application and be considered in the review of the same. Proof of service of notification to adjacent owners shall be submitted to the Township Manager within two (2) days of the requested shooting date.
- B. Filming shall take place within 7:00 am to 9:00 pm with camera and crew wrap by 10:00 pm or such hours as agreed upon by Sparta Township and the permit holder.

SECTION 4

SECTION 8-11. FEES is amended to read as follows:

In addition to the costs identified in 8-6, the schedule of fees for the issuance of permits authorized by this Chapter are as follows:

CATEGORY	FEE (not to exceed)
Basic filming permit (one-time; with 4 or more days advance notice of the first day of filming)	\$100
Expedited basic filming permit (one-time; with 3 or less days advance notice of the first day of filming)	\$250
Basic filming permit for nonprofits, including student films (one-time; no daily rate required)	\$25
Daily filming on public property	
Film and television projects with a budget under \$20mm	\$150
Film and television projects with a budget over \$20mm	\$500
Daily filming on private property	NO FEE CHARGED BY MUNICIPALITY
Public Safety	
Hiring of off-duty police and fire inspections, according to agreed upon public safety plan	The municipality’s standard hourly rates for police and fire
Inconvenience fees	
Street closures - less than 10,000 residents	\$1,000
Street closures - more than 10,000 residents	\$5,000
Properties in background - or used - in shot	Fee is negotiated between a production company and a private business or residence
Daily prep of business that is being “dressed”	Fee is negotiated between a production company and a private business
Daily filming of business that is “dressed”	Fee is negotiated between a production company and a private business
Parking fees	Same rates that are charged to the public

SECTION 5 If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 6 All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 7 This ordinance shall take effect 20 days after final passage and publication as prescribed by law.

NOTICE

PLEASE TAKE NOTICE that the above ordinance was introduced and passed upon first reading at a regular meeting of the Sparta Township Council held at the Municipal Building, 65 Main Street, Sparta, New Jersey on **March 11, 2025** and will be considered for final passage and adoption at the regularly scheduled meeting of the Township Council of the Township of Sparta to be held at the Municipal Building, 65 Main Street, Sparta, New Jersey, on **March 25, 2025** at 7:00 p.m., at which time and place all persons interested therein or affected thereby will be given an opportunity to be heard concerning the same.

BY ORDER OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF SPARTA.

**ROXANNE LANDY, RMC
MUNICIPAL CLERK**

NOTICE

NOTICE is hereby given that the above entitled ordinance was introduced and passed at a meeting of the Township Council of the Township of Sparta, held at the Municipal Building, 65 Main Street, Sparta, NJ on **March 11, 2025**. The same came up for final passage and adoption at a virtual meeting of the Township Council of the Township of Sparta, held on **March 25, 2025** at 7:00 p.m., at the Municipal Building, 65 Main Street, Sparta, NJ and after all persons present were given an opportunity to be heard concerning the same, it was finally passed and adopted and will be in full force in the Township according to law.

**ROXANNE LANDY, RMC
MUNICIPAL CLERK**