



THE CITY OF SAN DIEGO

## GOOD NEIGHBOR NOTIFICATION LETTER

Dear Resident, Property/Business Owner, Facility Manager, and Business Improvement District (BID),

The following production company has submitted a request to film in your neighborhood as described below:

<b>Film Production Company</b>	
<b>Production Company Primary Contact Telephone</b>	
<b>Production Company Primary Contact Email</b>	
<b>Date(s)</b>	
<b>Time(s)</b>	
<b>Description of Street, Lane, Right-of-Way Closure or Intermittent Traffic Control</b>	
<b>Amplified Sound, No-Parking, or Other Impact Description</b>	

The City of San Diego requires production companies to notify all residents, businesses, Business Improvement Districts (BIDs) or other facilities within 300 feet of a proposed filming location when it is anticipated that a production will impact a particular location. Notification must include, but not be limited to, use of the Good Neighbor Notification Form. The form may be distributed by the production company in person, left as a “door hanger” at each address, and/or sent via email to each impacted entity. Should a building with multiple units be managed by a building owner/manager, copies of the form sufficient for each address must be provided to the building owner/manager if access to distribute the form is not granted to the production company. The building owner/manager, however, **MUST** notify all tenants and know of no substantial objection to the proposed impact and associated activities. When a production is requested to take place within the boundaries of or will have an impact on a Business Improvement District (BID), the production must notify the BID’s executive leadership of the impacts of the requested production. Written proof of notification to BID leadership is required as part of production’s Good Neighbor Outreach. Contact information and locations for City of San Diego BIDs can be found at: <https://www.sandiego.gov/economic-development/resources/bidorgs>. The production company is responsible for resolving all community and operational issues associated with the production and the location prior to the beginning of filming.