



## **SAMPLE NEIGHBORHOOD NOTICE**

### **COMPANY LETTER HEAD**

To: Neighbors of [ADDRESS]  
From: [COMPANY CONTACT PERSON]  
Date: \_\_\_\_\_  
Re: Filming Commercial for [NAME OF PROJECT]

Our company has applied to film a [TYPE OF FILMING] in [MUNICIPALITY] on [DATES] from [START TIME – END TIME] at the above location. The Township requires that we send this letter in accordance with the adopted ordinances pertaining to filming.

**EDIT THE PORTION BELOW TO SPECIFICALLY REFLECT THE NATURE OF YOUR VEHICLES, WHERE THEY WILL BE PARKED, AND WHETHER YOU’LL HAVE AN OFFICER PRESENT:** There will be [INSERT NUMBERS AND TYPES OF VEHICLES HERE, INCLUDING SPECIAL EQUIPMENT, MOBILE HOMES, ETC.] at the site with a total crew size of [SIZE].

They will be parked: [LIST WHERE VEHICLES WILL BE PARKED]

It may be necessary to temporarily control or divert street and pedestrian traffic in the vicinity of the filming location. This will be done in a way that minimizes any inconvenience and should this be required you will be notified.

For the public’s safety, there will be a police officer on duty during the shoot. [OMIT THIS LINE IF YOU WILL NOT HAVE AN OFFICER ON SITE]

[INSERT A FEW SENTENCES EXPLAINING THAT YOU WILL BE FOLLOWING ALL STATE AND LOCAL COVID-RELATED REGULATIONS AND ABOUT HOW YOU PLAN TO KEEP EVERYONE SAFE.]

If you have questions, concerns, or objections I may be reached at [INSERT NUMBER HERE]; or you may call [Jane Doe] at the [MUNICIPAL OFFICE] at [INSERT PHONE NUMBER] to voice same.