

Signature Survey Instructions

- Make copies of the form and go door to door to the homes/businesses (map and original form provided by Film Office)
- Make a copy of our map to keep track. Document the date and times you go for each attempt and whether the form was taken or still there.
- If they are not home or the business is closed, leave a form for them (you can leave a note that you will return to pick up the signed form).
- On subsequent attempts, mark whether or not your form is still there or if it is gone. Make sure to leave another form if the one you left is no longer there.
- **After 3 initial attempts (preferably over 3 dates) send us the forms you have OR you may also send us the signed forms as you receive them**
 - **When forms are received, we will evaluate them and determine if more attempts must be made to certain homes or businesses.**
 - **Waiting until the deadline may cause the approval of your permit to be delayed if additional signatures are required.**
- Don't forget to get the signature of your filming location.
- If a resident or business has an addressable concern (parking, noise, lights, equipment placement, trash pick up, etc), please address their concern and let us know how you've addressed it. You must speak to the person. Writing on the form "it shouldn't affect them, etc" is not acceptable. Un-addressable concerns ("I hate filming" or "I don't like the hours", etc) will be handled by the Film Office if necessary.

Please note:

- **It is a federal violation to place anything on or inside a person's mailbox.**
- We can NOT accept an approval given via phone.
- Businesses can fax or email us their signed form if they desire.
- If you are acquiring a signature from a business, write the name of the business on the form.
- If a resident or business is "OK" with the activity, but prefers not to sign the form, write the business name AND address/street name of the location on the form.
- Make sure the name, address and phone number is written legibly. If we can't verify the owner and address then that form will not count.
- If you are having a service complete your survey attempts make sure they follow these directions and get all of the information so if you have to contact the homeowner yourself you can.
- If attaching a form to a resident/business, **only** use **painters tape** to secure the form in a visible area.