



City of Aztec
A Guide to Filming in Aztec
Frequently Asked Questions

Providing permitting requirements, contacts and websites to other agencies that will be able to assist you.

AMENITIES

RV Service Station: The City of Aztec's **RV service station** is located at 201 W. Chaco Street. Use of the station is FREE and includes potable water, sewer disposal and trash disposal and is open to the public 24/7.

Aztec Visitor Center – The Aztec Visitor Center can assist you with tourism attractions and points of interest, this includes providing you with maps, directions and contact information throughout the community of Aztec.

For information call (505) 334-9551 or visit the Visitor Center at 110 N. Ash Avenue. You may also contact Wilann Thomas at (505) 334-7632, at (888) 543-4629 or via email at wthomas@aztecnm.gov

Aztec Public Library – Provides local resources and FREE Public Access Computers and WIFI available. Digital Technology program offers multimedia resources with a membership fee. For information visit www.azteclibrary.org or call (505) 334-7657. Location: 319 S. Ash Ave.

CITY PERMITS

A general **business license** application is required along with a \$35.00 fee. The form is available online for your convenience: www.aztecnm.gov/business/licenses.htm

A meeting with the City's Plan Review Team is required prior to filming in Aztec; a thirty (30) day lead time is requested. Please contact Community Development at (505) 334-7604 to schedule this meeting. Additionally, depending on the type of scenes you intend to plan, the following sections of Municipal Code should be reviewed:

- Chapter 8, Fire Protection and Prevention
- Chapter 12, Offenses (Noise Disturbance, Etc.)
- Chapter 20, Signs
- Chapter 26, Land Use

Municipal Codes are found at <http://www.aztecnm.gov/citycode/book.htm>; please note this list of Municipal Code is not exhaustive and there may be other sections of code that could apply to your production.

CITY AND COUNTY ROADS AND POSSIBLE STREET CLOSURES

Film production is normally allowed on City and county roads. Permission must be requested from the City of Aztec or San Juan County government in advance of any road closures.

- City of Aztec Public Works – (505) 334-7660
- City of Aztec Police Department – (505) 334-7601
- San Juan County Sheriff’s Office – (505) 334-6107
- San Juan County Administration – (505) 334-9481

TEMPORARY FOOD SERVICE PERMITS

Any food service operation not licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department. For more information call the Field Operations Division at (505) 827-1840.

INSURANCE REQUIREMENTS

The standard insurance requirement for filming in New Mexico is a \$1,050,000 comprehensive general liability insurance policy (which is the limit of the New Mexico Tort Claims Act). It is required by all public permitting agencies. It must be issued in the form of an original certificate, covering the entire period of the film production, naming the City of Aztec (permit issuing agency) and its employees as additionally insured. Additional coverage may be required for hazardous work such as highway stunts. When naming the City of Aztec as additionally insured, please use 201 W. Chaco Street, Aztec NM, 87410, for the address of the certificate holder. Certificates can be mailed to the same address, faxed to (505) 334-7609.

STATE HIGHWAY PERMITS

HIGHWAYS SURROUNDING AZTEC ARE NM ROUTE 516 TO THE WEST, US HIGHWAY 550 TO THE NORTH AND SOUTH, NM ROUTE 173 TO NAVAJO DAM AND NM ROUTE 574 TO LA PLATA.

The New Mexico Department of Transportation allows filming, with permission, on its State highways and, in some cases, the interstate system. Before any filming begins on or next to the highway, the appropriate right-of-way district highway office must be contacted in advance for the required permit. There is no fee for filming on a State highway. Liability insurance is required in the amount of at least \$1 million. Additional coverage may be required for hazardous work such as highway stunts. Depending on the complexity of the production, intermittent traffic control may be required for the safety of the public and crew. The Department of Transportation permit requires either State Police officers or the appropriate County Sheriff officers for traffic control. For more information, contact the Film Office at (505) 476-5600 or the Assistant Traffic Services Engineer/Santa Fe at (505) 827-0285.

CITY AND COUNTY ROADS

Shooting is normally allowed on city and county roads. Permission must be requested in advance from the appropriate municipal or county government. To contact the City of Aztec please call (505) 334-7602 for San Juan County please call (505)334-4271. For referral to other city and county officials, contact the Film Office, 505-476-5600.

TRAFFIC CONTROL & PUBLIC SAFETY

Intermittent traffic control (I.T.C.) must be coordinated with the office having jurisdiction -- either the Aztec Police Department or San Juan County Sheriff's Office. A written proposal outlining traffic control needs and a two-week lead time are requested. New Mexico State Police share jurisdiction with the respective county sheriffs. If a production company is planning to use interstate or State highways, a State highway permit is also required for traffic control. If you plan to use New Mexico State Police officers, a memorandum of agreement is required, and a two-week lead time is requested to schedule officers. For more information, contact the State Police Legal Department at (505) 827-9036. The New Mexico Film Office can also help direct you to the appropriate officials -- call (505) 476-5600.

NEW MEXICO MOTOR VEHICLE DIVISION

Any out-of-state production vehicle more than 12,000 pounds gross vehicle weight requires a prepaid permit from the Motor Vehicle Division. The permit covers the highway use tax. Vehicles over 26,000 pounds will also be subject to a fuel tax calculated by the mile. Permits and fees can be paid in advance to the Motor Vehicle Division, Vehicle Services Bureau at 505-827-1005 . Permits may also be obtained at the Ports of Entry, though this method may cause some delays. The Ports of Entry locations and numbers are listed below.

PORTS OF ENTRY LOCATIONS : Anthony 575-882-247, Gallup 505-905-3265, Hobbs 575-393-4362, Lordsburg 575-542-8811, Nara Visa 575-633-2929, Raton 575-445-8419, San Juan 575-576-2461, Shiprock 505-368-4429, Texico 575-482-3271

AMERICAN HUMANE ASSOCIATION

If you are using animals in your project, contact the American Humane Association, Film and Television Unit, 11530 Ventura Blvd., Studio City CA, 91604. Call 818-501-0123, Fax: 818-501-8725, Email: filmunit@americanhumane.org

BUREAU OF LAND MANAGEMENT

BLM Processing Application - Processing an application will take at least 30 days, and will vary with larger motion picture projects. The review and approval procedure should take from 2 to 4 weeks from receipt of the application. Please plan on filming projects accordingly. For more information or to apply for a film permit, please provide the necessary information and application form to Terry Woodall, Realty Specialist, at the Bureau of Land Management (BLM), 6251 College Blvd., Ste A, Farmington,

NM 87402. Telephone: (505) 564-7728. More information and forms related to Bureau of Land Management are available at <https://farmingtonnm.org/film-in-farmington>.

AGENCIES TO ASSIST MEMBERS OF THE FILM AND TELEVISION INDUSTRY

The **Farmington Convention & Visitors Bureau** serves as a liaison to the **New Mexico Film Office** and is endorsed by both the City of Farmington and San Juan County to represent the area. The Farmington Convention & Visitors Bureau office will help make the process as easy as possible. A good resource of information is available by visiting the Farmington Convention & Visitors Bureau website at farmingtonnm.org/film-in-farmington. For permitting information and other location assistance, contact Executive Director Tonya Stinson at (505) 326-7602 or (800) 448-1240. Email: Toyna@FarmingtonNM.org

Helpful tips provided by the New Mexico Film Office:

What to do when you find the location:

1. Establish the ownership of the location of interest and be sure to confirm this directly with the owner/division. The local County Clerk's office and local planning/community development offices can often assist you in identifying legal ownership of a land parcel. Ask if there is more than one entity involved in the ownership and if there is a managing entity; this could mean more than one permit is needed. Who to initially call varies, but for land and buildings consider starting with the County Assessor's Office, the City Film Office or Film Liaison closest to the property and the State Film Office to find out who owns (or doesn't own) the location.
2. The earlier you contact the owner the better. Companies considering filming on federal property must connect with the proper Federal contact immediately. Be aware that security clearances for all cast and crew entering the property must be processed with Homeland Security, and expect a lead time of three to four weeks for final approval. For instance, Federal government agencies may tell you it could take up to 45 to 60 days to process an application.
3. Don't assume that the person you contact understands the film process, regardless of whether they seem in agreement with allowing filming on their property. For instance, be sure to explain whether you are inquiring or are requesting to actually use the location and that multiple tech scouts may need to occur before the decisions are made whether the location is needed and to what extent.
4. Anticipate and establish all the possibilities of use for that location to include in the inquiry and potentially the permit application. Consider including more details in the application than you will probably need. For instance, if you believe the production is not sure if 5 or 50 horses will be in the scene, be prepared to request that the permit approval includes 50 horses and any additional conditions to allow that.

5. Cultural, ecological, and public impacts to a location may require a determination per the National Environmental Protection Act (NEPA).
6. Depending upon the request, a determination must be made on the type of permit(s)/licensure(s) and a (reasonable) price must be negotiated.
7. Ultimately, do you know the time frame for receiving the permits and do you know what would be required if the permit needs an amendment?
8. Make sure to establish a location release and process with the owner ahead of time.
9. Companies considering filming on federal property must connect with the proper federal contact immediately. Be aware that security clearances for all cast and crew entering the property must be processed with Homeland Security, and expect a lead time of three to four weeks for final approval.

Directory

City of Aztec: www.aztecnm.gov (government) and www.aztecnm.com (tourism)

City Manager's Office: (505) 334-7602
 Business Licensing: (505) 334-7670
 Police Department: (505) 334-7601
 Street Department: (505) 334-7660
 Visitor Center: (505) 334-7551 or (888) 543-4629
 Marketing: (505) 334-7632
 Library (505) 334-7657

San Juan County: www.sjcounty.net

Administration: (505) 334-4271
 Sheriff's Office: (505) 334-6107

Farmington Convention and Visitors' Bureau – www.farmingtonnm.org

(liaison to the New Mexico Film Office)
 Tonya Stinson: (505) 326-7602 or (800) 448-1240

New Mexico Film Office: (505) 476-5600 www.nmfilm.com

New Mexico Highway Department: www.dot.state.nm.us

Traffic Services Engineer: (505) 827-0285

Bureau of Land Management Farmington Field Office: (505) 564-7728