



New Jersey Motion Picture & Television Commission
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.

11-21-22