

SIGNATURES – INSTRUCTIONS

Toronto Film, Television & Digital Media Office

Signatures are required any time a production is requesting an exemption to a specific guideline. For example, if a residential city block has been used twice in one calendar year, the letter should state that the production is requesting an exemption to guideline number six, "Limitations", and that the production will canvass the neighbourhood for signed permission to obtain a variance.

Following the signature letter sample provided by your Film Permit Coordinator, clearly indicate the Guideline number for which you are requesting an exemption, as per the City of Toronto's Filming Guidelines as listed below:

#4. Notification: Filming in residential areas for a period of 7 consecutive days or longer.

#5. Restrictions & Limitations: Filming between 11PM-7AM.

#6. Limitations: Filming in a residential area more than twice in a calendar year

#7.1. Lighting: Lighting between 11PM – 7AM.

Note: the signature letter does not replace your notification letter. You are responsible for notifying residents and advising them that you *will be* gathering signatures.

*If gathering signatures for multiple exemptions, such as late night filming and usage, productions can request sign-off from residents on **one** signature sheet.

If gathering signatures for reoccurring and late night, productions can request sign-off from residents on **one blanket signature form which would cover multiple late night occurrences for a reoccurring location between a specific time period. Productions would be responsible for gathering signatures once before visiting their reoccurring location, and then lettering the neighbourhood on each additional visit.

Once your signature letter is approved, your Film Permit Coordinator will advise you on the affected street(s) that require signatures.

Once signatures are complete, signatures are mapped out by the production and submitted to the Film Office for review. Mapping instructions are found on page 2.

MAPPING SIGNATURES – INSTRUCTIONS

Once you get the signatures, you need to map them. Use the link below for the online mapping tool. Keep this link handy for future signatures.

http://map.toronto.ca/maps/map.jsp?app=TorontoMaps_v2

Type the location address into the search field, zoom in on the affected street(s), print a screen shot that fills an 8.5x11" page, and colour in the signature results using a highlighter or computer paint tool.

Addresses are mapped using the following colour coding:

Green = No objection, signature provided

Yellow = No objection, does not wish to sign

Red = Objection

Blue = Vacant/Under Construction

Orange = Does not speak English

- When completed, provide a tally on the map or a separate sheet indicating the total **No Objections** and total **Objections**.
- Signatures and the corresponding map must be submitted before the end of the business day prior to filming, with sufficient time for review.
- Signatures can be emailed (preferred) or delivered in person to the Film Office counter.
- Please don't bring us dog eared or creased sig sheets. We need to scan and digitally save your sigs, and wrinkled paper can get caught in the scanner tray.

Questions? Email filmtoronto@toronto.ca or the Film Permit Coordinator handling your permit.

