

Applicant Information
Requests for a License for Filming/Photography
at Wilmington District Operations Projects

A government real estate license is required for filming and still photography shoots by commercial, student, and non-profit organizations on U.S. Army Corps of Engineers (USACE) fee owned property (land and water) at Wilmington District Civil Works Operations Projects. This includes areas on government property leased or licensed to others. Licenses are issued by the USACE Real Estate Division under authority of *10 USC § 2667*. The film/photography license provides the grantee permission for the use and occupancy of government fee owned property and ensures that the public's interests and resources are protected. Please read all information below prior to contacting the USACE.

License Process

1. Please contact the Point of Contact (POC) for the location where the activity is proposed prior to submitting an application. See POC list on page 4.
2. Complete the application in its entirety. Include storyboards, scripts, site plans, and any other information requested.
3. Submit the completed application and supporting information to the POC for the location along with a \$500.00 non-refundable administrative fee. Make checks payable to: FAO-USAED Wilmington. The initial administrative fee payment will be credited toward the final administrative cost. The administrative fee is collected pursuant to *10 USC § 2695 - Acceptance of funds to cover administrative expenses relating to certain real property transactions*. The fee covers the expenses incurred by the government to process, review and if appropriate issue the requested license.
4. The license application should be submitted to the POC a minimum of 90 days prior to the desired start date in order to allow sufficient time for coordination, review of the application package, and issuance of the license, if approved. Requests may take more or less than 90 days to process based on workload and complexity of the request.
5. Requests are reviewed for compliance with applicable laws and regulations including Army Regulation 360-1-The Army Public Affairs Program; Engineer Regulation 1130-2-550-Chapter 17-Non-Recreation Outgrant Policy, and the National Environmental Policy Act (NEPA).
6. The USACE Public Affairs Office (PAO) will review all scripts, story lines, story boards, as well as depictions of any government assets that may be identifiable in the film/photographs as being USACE assets, e.g., personnel, equipment, etc. Written concurrence from the PAO is required prior to issuance of a license. Changes to previously approved productions must be reviewed and approved prior

to production proceeding. Conditions regarding the production and product may be added to the license.

7. Upon review of the initial application and concurrence of USACE PAO the applicant will be informed whether or not the request is feasible and will be considered further. Additional information may be requested.
8. The USACE reviews requests on a site specific and case-by-case basis. Some activities will not be permitted due to concerns for safety, security and adverse impacts to facilities and the environment. Review of proposals involving historic sites, cultural/archeological resources, stunts, pyrotechnics, explosives, aircraft, diving, construction of sets, or other special activities may require more than 90 days to complete. When describing these activities in the application, please provide specific details. In some cases the preparation of an environmental assessment (EA) may be required as part of the review process. The EA process may take 6 to 9 months to complete. Applicants will be notified of the total administrative fee necessary to cover costs to process the request. Payment, in advance, for administrative cost incurred by the government for the review will be required.
9. If the activity is authorized, the grantee will be responsible for paying the rental cost for the use of government property, obtaining any required insurance, and complying with any other case specific items. Payment of administrative fees and rental cost is due at the time license is issued.
10. If the proposed activity is authorized the grantee will be required to obtain liability insurance in the amount sufficient for the proposed activity. The United States shall be named as an additional insured. Copies of required certificate/s of insurance must be provided prior to the license being executed.
11. The grantee will be responsible for complying with all conditions of the license. Grantees that fail to abide by license conditions may have future requests for filming/photography license denied. Unauthorized activities are a violation of Title 36 CFR 327. Violators are subject to loss of privileges, fines, and/or imprisonment.
12. Activities occurring on government property that is leased or licensed to others, such as state/city/county parks, marinas, etc. may have additional requirements.
13. Filming/Photography Licenses are provided on a first come first serve basis. The applicant who provides a completed application and initial administrative fee has first call for the dates(s) listed on the application.

Estimated Administrative Fees and License Cost ¹

Administrative Fees	Cost	
<u>Initial Administrative Fee (NON –REFUNDABLE)</u> Due with application.	\$500.00	
Additional Review Cost ²	Actual cost	
Monitoring/Support ³	Actual cost	
Date Changes ⁴	\$300.00/per change	
Site Rental ⁵	First Day	Additional Day(s) per day
Prep or Strike Day	\$100.00	\$100.00
Still Photography	\$2,000.00	\$500.00
Motion Picture/Video	\$2,000.00	\$500.00
Base Camp parking/vehicle parking - per site	\$550.00	\$225.00
Students and Non-Profits	\$75.00	\$50.00

¹ Fees and Costs for long-term film shoots will be determined on a case by case basis.

² Additional Review Cost - Cost incurred by the government for review of items including construction plans, dive plans, flight plans, environmental assessments, etc.

³ Monitor/Support - Monitoring and/or logistical support by USACE staff may be required. Grantees will pay actual cost for these items. Federal holidays, weekends, and overtime hours will be at a higher rate. Grantees are responsible for these costs.

⁴ Date Changes - Grantees must contact USACE staff members specified on the license to inquire about changing use dates or times. Sufficient notice must be provided to coordinate changes. Not all change requests will be authorized

⁵ Site Rental for Use Days – Grantees pay consideration (rental) for the use and occupancy of government property. The dates and times shown on the filming/photography license are the only days and times that the grantee's use of government property is authorized. Storing equipment/supplies including dumpsters and portable toilets on USACE property constitutes a use day, even if no filming/photography occurs on that day. Grantees will not use a site for any purpose before or after the license period. Unauthorized activities are a violation of Title 36 CFR 327. Violators are subject to loss of privileges, fines, and/or imprisonment.

Operations Project Points of Contact

<p>B. Everett Jordan Dam and Lake and the Cape Fear River Locks and Dams</p> <p>Mailing Address: Piedmont Operations Project Manager U.S. Army Corps of Engineers Post Office Box 144 Moncure, NC 27559</p> <p>Street Address: Jordan Lake Visitor Assistance Center 2080 Jordan Dam Road Moncure, NC 27559</p> <p>Phone: (919) 542-4501 Fax: (919) 542-3972</p>	<p>Philpott Dam and Lake</p> <p>Operations Project Manager U.S. Army Corps of Engineers 1058 Philpott Dam Road Bassett, VA 24055</p> <p>Phone: (276) 629-2703 Fax: (276) 629-3493</p>
<p>Falls Lake</p> <p>Piedmont Operations Project Manager U.S. Army Corps of Engineers Falls Lake 11405 Falls of Neuse Road Wake Forest, NC 27587</p> <p>Phone: (919) 846-9332 Fax: (919) 846-1261</p>	<p>Snow's Cut (AIWW to Cape Fear River)</p> <p>Snow's Cut Project Manager Wilmington District U.S. Army Corps of Engineers 69 Darlington Avenue Wilmington, North Carolina 28403</p> <p>Phone: (910) 251-4709</p>
<p>John H. Kerr Dam and Reservoir</p> <p>Operations Project Manager U.S. Army Corps of Engineers John H. Kerr Dam and Reservoir 1930 Mays Chapel Road Boydton, VA 23917</p> <p>Phone: (434) 738-6101 Fax: (434) 738-6541</p>	<p>W. Kerr Scott Dam and Reservoir</p> <p>Operations Project Manager U.S. Army Corps of Engineers W. Kerr Scott Dam and Reservoir 499 Reservoir Road Wilkesboro, NC 28697</p> <p>Phone: (336) 921-3390 Fax: (336) 921-2330</p>