

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY**

NOTICE OF INTRODUCTION OF ORDINANCE

ORDINANCE 2026-11

**AN ORDINANCE TO AMEND, REVISE AND SUPPLEMENT THE CODE OF THE
TOWNSHIP OF KNOWLTON, COUNTY OF WARREN, STATE OF NEW JERSEY BY
ADDING A NEW CHAPTER, CHAPTER 25, ENTITLED “FILMING”**

PLEASE TAKE NOTICE that the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, at its regular meeting held on May 11, 2026, introduced Ordinance 2026-11, entitled as above. The Ordinance is scheduled for public hearing and adoption at the Township Committee’s regular meeting to be held on June 8, 2026.

The Ordinance adds new Chapter 25, entitled “Filming,” to the Code of the Township of Knowlton. The chapter establishes a comprehensive permitting framework for commercial and educational filming activities conducted on public lands within the Township. Its principal provisions are as follows:

§ 25-1 sets forth definitions for key terms, including Crew, Filming, Major Motion Picture, and Public Lands.

§ 25-2 establishes a three-member Film Commission — consisting of the Mayor or designee, the Municipal Clerk or Deputy Municipal Clerk, and one additional Committee member appointed by the Mayor — authorized to issue filming permits.

§ 25-3 requires a permit for any filming on public lands or on private property where public lands are used for vehicles or equipment. Applications must be submitted at least four days in advance (waivable by the Film Commission), must include detailed information about locations, crew, equipment, parking, sanitation, and crowd control, and must be accompanied by proof of insurance and a written indemnification agreement. Minimum insurance requirements include \$1,000,000 per occurrence for bodily injury and property damage, \$2,000,000 general annual aggregate, \$1,000,000 commercial automobile liability, and workers’ compensation coverage in accordance with applicable law.

§ 25-4 requires a \$2,000 cash bond prior to permit issuance, refundable within 15 days of completion of filming, less any unsatisfied Township claims.

§ 25-5 sets forth general regulations governing permit holders, including minimizing traffic and pedestrian interference, reducing noise and inconvenience to adjacent property owners, providing written notice to affected businesses and residents at least three days before filming, maintaining cleanup responsibilities, and adhering to hours approved by the Film Commission.

§§ 25-6 and 25-7 govern permit issuance and refusal, including the Film Commission’s authority to deny permits that would violate law, unreasonably interfere with adjoining properties, or endanger public health, safety, or welfare, and to require on-site off-duty police officers or a licensed electrician where warranted.

§ 25-8 establishes an appeals process to the Mayor and Township Committee, with a written notice of appeal to be filed with the Municipal Clerk within ten days of the Film Commission's decision and a hearing to be held within 30 days thereafter.

§§ 25-9 and 25-10 address permit copies and site inspections, and require reimbursement of Township costs including lost revenue and inspection fees attributable to filming activities.

§ 25-11 establishes penalties for violations of up to \$1,000 per day, with each day of violation constituting a separate offense.

§ 25-12 exempts news filming and productions with a crew of four or fewer from the chapter's requirements.

§ 25-13 establishes the fee schedule, including a basic permit fee of \$100 (or \$250 expedited), \$25 for nonprofits and student films, daily rates of \$150 for productions under \$20 million and \$500 for productions over \$20 million, a \$1,000 street closure fee, and public safety costs at standard Township rates.

Sections 2 through 4 contain standard repealer, severability, and effective date provisions. The Ordinance takes effect after passage and publication as required by law.

A complete copy of Ordinance 2026-11 is available for public inspection during regular business hours at the Office of the Township Clerk, Knowlton Township, 628 Route 94, Columbia, New Jersey 07832.

Kristin Shipps, RMC
Township Clerk
Township of Knowlton
Date: May 11, 2026