



## Burning Permit Application – Short Form

FOR OFFICIAL USE ONLY			
Application #:	<input type="text"/> <input type="text"/> Region	<input type="text"/> <input type="text"/> <input type="text"/> Year	<input type="text"/> <input type="text"/> <input type="text"/> Number
Date Received:	<input type="text"/>		Fee Amount: <input type="text"/>
Application	<input type="text"/> of <input type="text"/>	Total Tonnage: <input type="text"/>	

### Burn Permit Application Instructions

1. Use this application if you are requesting a permit to burn:
  - piled forest material, and
  - the piled forest material is generated from an area that is **ten acres or less in size**
2. **SAVE** the form to your computer before you begin to fill out the application.
3. Fill out the application completely (if completing by hand, must be printed legibly using blue or black ink)
4. Sign and date the application.
5. Mail the application and map (see Appendix A) with a \$105.50 check for the permit fee to your DNR Region Office. Permit fees are refundable only if DNR determines that the proposed burning will not be permitted.
6. Make check payable to: Department of Natural Resources
7. Application must be filled out completely and correctly before DNR will evaluate the application or issue a permit.

### Section 1 – Applicant and Agent Information

- 1.1 Is the forest debris you intend to burn generated from your unimproved property?

Yes      No (If "No", burning is not allowed under DNR jurisdiction)

- 1.2 What is the size in acres of the area your piled forest debris was generated from?

\_\_\_\_\_ (if greater than ten acres you must use the "Burn Application Long Form")

- 1.3 Landowner:

Mailing Address:

Street

Street

City

State

Zip Code

Phone:

Alternate Phone:

Email:

- 1.4 Landowner Agent:

Phone:

Alternate Phone:

Email:

## Section 2 - Burn Location

- 2.1** Provide the legal description by 1/4, 1/4, Section, Township, and Range that most closely represents the location of the property where the forest material is being removed and burned. If the burn area is large provide the legal description that best represents the center of the burn area. (You can often find this on your Statutory Warranty Deed, Property Tax Statement or by contacting the County Assessor's Office.)

\_\_\_\_\_ of the \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ East? \_\_\_\_\_ West?

- 2.2** Street Address: The street address should represent the property where the forest material is being removed and burned. If there is not a street address for the property provide the latitude and longitude in Section 2.3 below:

Street:

City:

Zip Code:

- 2.3** Latitude/Longitude in **decimal degrees** (for example 47.620534, -122.349306). Latitude/longitude is required when there is not a street address for the burn location. If the burn area is large, the latitude/longitude should be provided for the approximate center of the burn area:

Latitude \_\_\_\_\_ (i.e. 47.620534)      Longitude \_\_\_\_\_ (i.e. -122.349306)

There are several acceptable ways to obtain the latitude and longitude including:

- Google Maps (See Appendix A for directions on using Google Maps to determine latitude and longitude)
- Google Earth
- GPS unit (NAD 83 datum)

- 2.4** County: \_\_\_\_\_ (county where burning will occur)

- 2.5** Fire District (name and number): \_\_\_\_\_

- 2.6** Elevation of burn unit: \_\_\_\_\_

## Section 3 – Burn Site Information

- 3.1** Describe in detail what you plan to burn, including what type of activity generated the debris (895 characters):

- 3.2** Is/are the pile(s) constructed by hand or machine or a combination of both?

\_\_\_\_\_ Hand \_\_\_\_\_ Machine \_\_\_\_\_ Combination

**3.3** How many piles of each type will be burned?

Number of hand constructed piles

Number of machine constructed piles

**3.4** What is the size (in feet) of the pile you will be burning? Provide the average height and width (in feet) if burning more than one pile.

Height of hand constructed piles?

Width of hand constructed piles?

Height of machine constructed piles?

Width of machine constructed piles?

**3.5** How many piles do you plan to burn at one time?

Number of hand constructed piles

Number of machine constructed piles

**3.6** Do you have water available on site to extinguish burning/smoldering piles?      No      Yes

If Yes, check type:      Charged hose      Other

If other, describe:

**3.7** Do you have access to equipment capable of fire line construction or for assistance in extinguishing burning/smoldering piles?

No      Yes

If Yes, check type:      Dozer      Backhoe      Excavator      Other

If other, describe:

**3.8** Do you plan to burn between the dates of April 15 through October 15?

No      Yes

**3.9** On what day(s) of the week do you plan to burn?

Monday through Thursday

Friday through Sunday

**3.10** Check all that apply to the proposed burn:

Burn is within 500 feet of one or more residences which are not owned by the landowner of the property where the proposed burn will occur

Burn is within 500 feet of other buildings or structures which are not owned by the landowner of the property where the proposed burn will occur

Burn is within 100 feet of a state or federal highway, county road or railroad, or other public road

Burn is within 500 feet of a public campground, school grounds, or other areas of frequent concentrated public use

Piles are composed of predominately ponderosa pine planned for burning between January and June to prevent bark beetle outbreaks AND other debris disposal alternatives are not available

**3.11** How close is your nearest neighbor and in what direction?

Distance:

Direction:

\_\_\_\_\_

**3.12** How close is your burn site to a public roadway and in what direction?

Distance:

Direction:

\_\_\_\_\_

#### **Section 4 – Certification and Signature**

Permit applicants are required to follow and obey all applicable provisions of Chapter 76.04 RCW (Forest Protection), Chapter 70.94 RCW (Washington Clean Air Act), Chapter 332-24 WAC (Forest Protection), and the Smoke Management Plan in effect at the time of burning.

I certify that:

- If granted a permit, I agree to comply with Chapter 76.04 RCW (Forest Protection), Chapter 70.94 RCW (Washington Clean Air Act), Chapter 332-24 WAC (Forest Protection), the Smoke Management Plan in effect at the time of burning, and the conditions contained in the permit;
- The information provided is true and accurate to the best of my knowledge;
- I believe the proposed burning is reasonably necessary, and that no practical alternative exists; and
- I grant the Department of Natural Resources, or its representative, access to all acreage listed on any burning permit application I submit or on any burning permit I am issued, including private roads or access ways under my control needed to access the listed acreage for the purpose of investigating conditions specific to the burning permit or application;
- If applying as the landowner's agent, I have landowner written approval to conduct the burning requested in this application

To the extent reasonable and consistent with carrying out the duties of the Department of Natural Resources (DNR) burning permitting program, you will be notified and given the option to accompany DNR, or its duly authorized representatives, when accessing your property.

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Signature of Landowner/Landowner Agent

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Date

**Mail the application with a \$105.50 permit fee to your local DNR Region Office (see Appendix B).**

#### **What Happens Next?**

DNR will evaluate your application and may contact you to clarify application responses, obtain additional information and/or to schedule a site visit. Upon approval of the application, DNR will mail a permit to you for signature or you can schedule an office visit to obtain your permit.

#### **Refund Policy**

Permit fees are refundable only if DNR does not issue a permit.

#### **Have Questions or Need Help?**

Contact your local DNR Region Office (see Appendix B).

## Appendix A

### Directions for Using Google Maps to Determine Latitude and Longitude

1. Access Google Maps from your web browser (<http://maps.google.com>)
2. Locate your property by utilizing the “pan” and “zoom” control. You may find the “Satellite” view easier to use in locating your property. The “Satellite” view is accessed by clicking the “Satellite” icon in the top right corner of the map.
3. When you have located the property where your burn is proposed:
  - Place your mouse cursor over the approximate center of the burn area
  - Right click your mouse
  - Select “What’s here?” from the popup menu
  - A green arrow will appear. Move your mouse cursor over the green arrow to display the Latitude and Longitude
    - The positive number on the left is the latitude in decimal degrees
    - The negative number on the right is the longitude in decimal degrees
  - Record the Latitude and Longitude on the burn application

### Map

Submit a map of the proposed burn unit/area with the application. If you are burning material from a permitted DNR forest practice, the Forest Practice Activity map may be used. The map must, at a minimum, clearly show the following:

- Burn unit boundaries
- ~~Map~~ Roads
- Numbered pile locations and pile dimension
- If a broadcast or understory burn, identify the proposed burn acres
- Legal description

## Appendix B

### DNR REGION OFFICES

<b>Northeast Region</b> Counties Included:	<b>225 S. Silke Road, Colville 99114-9369</b> Ferry, Lincoln (northeast portion), Okanogan, Pend Oreille, Spokane, Stevens	<b>509-684-7474</b>
<b>Northwest Region</b> Counties Included:	<b>919 N. Township Street, Sedro Woolley 98284-9384</b> King (northeast portion), Island, San Juan, Skagit, Snohomish, Whatcom	<b>360-856-3500</b>
<b>Olympic Region</b> Counties Included:	<b>411 Tillicum Lane, Forks 98331-9271</b> Clallam, Grays Harbor (north portion), Jefferson	<b>360-374-2800</b>
<b>Pacific Cascade Region</b> Counties Included:	<b>601 Bond Road, PO Box 280, Castle Rock 98611-0280</b> Clark, Cowlitz, Grays Harbor (south portion), Lewis, Pacific, Skamania, Thurston, Wahkiakum	<b>360-577-2025</b>
<b>South Puget Sound Region</b> Counties Included:	<b>950 Farman Avenue North, Enumclaw 98022-9282</b> King, Kitsap, Mason, Pierce	<b>360-825-1631</b>
<b>Southeast Region</b> Counties Included:	<b>713 Bowers Road, Ellensburg 98926-9301</b> Adams, Asotin, Benton, Chelan, Columbia, Douglas, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln (south portion), Walla Walla, Whitman, Yakima	<b>509-925-8510</b>