

Regulation II

Rule 202 – Standard Burn Permit



*This Rule replaced Rule 202 Burn Hours and Notice of Ignition.
The current version was adopted by the Governing Board via Resolution 2013-9 on December 11, 2013.*

Rule 202 – Standard Burn Permit

TABLE OF CONTENTS

- A. APPLICABILITY
- B. APPLICATION
 - 1. Content
- C. REVIEW and DECISION
- D. PERMIT CONTENTS, GENERAL CONDITIONS
 - 1. Locations
 - 2. Content
 - 3. Term
 - 4. Permit Possession and Display
- E. FEES
 - 1. Fee Waiver
 - 2. Application Content
 - 3. Review and Decision

A. APPLICABILITY

A *Standard Burn Permit* is required for all open outdoor burning conducted at a single or two family residence. Approved Materials must be arranged in single pile that is no larger than four feet in diameter.

B. APPLICATION

Every person seeking to obtain a *Standard Burn Permit* shall supply the District with the following information using District approved forms.

1. **Content:** For the burn site address or location;
 - a. Responsible party for the proposed burn, mailing address and phone number;
 - b. Property owner, mailing address and phone number;
 - c. Identification and description of the type of material proposed to be burned;
 - d. Acknowledgement by written signature of the responsible party that the authorized Permittee understands the prohibition against the burning of prohibited materials, the requirement for burning only on permissive Burn Days, and the other conditions set out in the Standard Burn Permit; and
 - e. Statement certifying that the information provided by the responsible party is true and correct, and that they have permission from the property owner to conduct burning.

C. REVIEW and DECISION

Upon receipt of an application for a *Standard Burn Permit*, the APCO will determine whether all the necessary information has been supplied. In the event of missing or incorrect information, the application will be considered incomplete and the permit will not be processed.

The APCO will deny an application for a *Standard Burn Permit* that does not meet the requirements of all applicable District Rules and Regulations. Criteria for denial by the APCO may include, but are not limited to the applicant's compliance history and/or the existence of outstanding penalties or fines. If the APCO determines that open burning described in the application cannot reasonably be conducted without creating a public nuisance, the permit will be denied.

D. PERMIT CONTENTS, GENERAL CONDITIONS

A *Standard Burn Permit* issued pursuant to this Rule will contain the following elements. Responsible parties shall comply with all requirements of this section.

1. **Location:** A separate *Standard Burn Permit* shall be required for each parcel of land. In the event that multiple residences exist on the same parcel, a separate permit shall be required for each residence with a unique street address.
2. **Content:** A *Standard Burn Permit* shall include the following information:
 - a. The Person(s) responsible for the burn and their contact information;
 - b. Burn site address or location;
 - c. Amount of material authorized to be burned; and
 - d. Required fire safety methods and practices which must be used.
3. **Term:** A *Standard Burn Permit* issued pursuant to this Rule shall not extend beyond the calendar year for which it is issued.
4. **Permit Possession and Display:** Permit holders must keep the original, or a copy, of the *Standard Burn Permit* at the location of the burn. The permit shall be made immediately available for inspection upon request of the APCO, or other public health or safety official including but not limited to fire agency personnel, sheriff, police, code enforcement personnel, and environmental health personnel.

E. **FEES**

The fee for a *Standard Burn Permit* shall be paid at the time of issuance, and shall be determined in accordance with the fee schedule found in District Rule 408. Once the permit is issued, the fees will not be refunded unless approved by the APCO.

1. **Fee Waiver:** Every person seeking to obtain a waiver of the permit fees for a *Standard Burn Permit* shall supply the District with the following information using District approved forms. The decision to waive the fees shall be based upon the criteria and procedure identified in the section. Households where the total gross income does not exceed the amounts listed in the federal poverty guidelines as published annually by the Department of Health and Human Services in the Federal Register, shall be eligible for the waiver. Households where the sole source of income is Social Security retirement or disability benefits shall also be eligible for the waiver.
2. **Application Content:** The following information shall be provided on District approved forms.
 - a. The Responsible party listed on the permit;
 - b. Burn site address or location;
 - c. Submission of financial records and information; and
 - d. Written signature attesting to the accuracy and truthfulness of all information provided.
3. **Review and Decision:** Upon receipt of a fee waiver application, the APCO will review said application and determine whether all the necessary information has been supplied and meets the criteria for approval. The APCO will determine if the request for fee waiver is complete, and if the application is deemed incomplete, the APCO will notify the applicant. Once the waiver application is determined to be complete, the APCO will approve or deny the request. The decision of the APCO is final.