



## Burning Permit Application – Short Form

| <u>FOR OFFICIAL USE ONLY</u> |   |   |   |
|------------------------------|---|---|---|
| Application #:               | <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/><br>Region | <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/><br>Year | <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/><br>Number |
| Date Received:               | _____   |   | Fee Amount: _____   |
| Application                  | _____ of _____  | Total Tonnage: _____  |   |

### 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



## 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.

\_\_\_\_\_  
Signature of Landowner/Landowner Agent

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