

Natural Lawn Burn Permit Application



Submit Application to:

Madison Fire Department
 30 W Mifflin St, 9th Floor
 Madison, WI 53703-2579
 (608) 266-4420

Make checks payable to: City of Madison Treasurer.
Permit fees are non-refundable.

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4484 for assistance with completing this application.

Complete sections A - D. It is mandatory that all applicable information be completed. See page 2 for additional submittal requirements. Inaccurate information may result in suspension or revocation of permit.

SECTION A: Address of natural lawn/prairie/prescribed burn

Street Address: _____
 City, State, ZIP: _____
 Municipality (Village/Town/City): _____

SECTION B: Applicant/Contact Information

Trade name (Doing Business As): _____
 Local Contact Person: _____
 Local Contact Phone: _____ Local Contact E-mail: _____

SECTION C: Permit Holder Information

Organization Legal Name/Sole Proprietor Name : _____
 Mailing Address: _____
 City, State, ZIP: _____
 Organization Contact Person: _____
 Organization Contact Phone: _____ Organization Contact E-mail: _____

SECTION D: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature _____ Date _____

A Permit is required for any outdoor burning to include but not limited to: bonfires, ceremonial fires, prairie or natural lawn restoration. For burns other than prairie or natural lawn restoration, the general Burn Permit Application shall be completed.

Location of Burn

Address: _____

Site Name: _____

Date Range: _____ to _____

(This burn permit is only good for one burn during the time period indicated above.)

Onsite Contact:

Contact Name: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Names of Person's Assisting with Burn:

Submittal

The following items shall be submitted along with the City of Madison Fire Department's Natural Lawn Burn Permit application and \$50.00 permit fee. **See page 3 of this application for detail of submittal requirements.**

- Proof of ownership, or written permission of property owner.
- Burns on Bike Paths must get written permission from City of Madison Engineering 608-266-4751 and Traffic Engineering 608-266-4761.
- Site Plan.
- Written plan.
- Proof of Training (ex: documentation of attendance at Prairie Burn class sponsored by Madison Fire Department).

Unless the scope of the burn changes, the scaled drawing and written plan shall only be required at the time of the initial application.

Conditions of the Permit

The applicant is responsible for compliance with the Conditions of the Permit.

Responsible for monitoring fine particulate advisories, cannot burn if air quality is other than good or moderate. Information on air quality can be obtained on the day of the burn on the following website, <http://www.airnow.gov/>.

Responsible for monitoring weather conditions.

- Winds at no more than 10 mph.
- Temperature shall be between 45° F and 75° F.
- Relative humidity shall be above 20%.

Provide adequate firebreaks.

Maximum ¼ acre unless conducted by a qualified contractor.

Signage required for major highways when more than ¼ acre or when the burn is less than ½ mile from important, major or significant roads (regardless the Madison Fire Department may require signage).

Burn shall take place between sunrise and hour before sunset.

Sufficient persons and equipment capable of extinguishing the fire shall be in attendance at all times.

The applicant shall follow the written plan as provided in their submittal.

NATURAL LAWN/PRAIRIE BURN PERMIT

Submittal Requirements

The following items shall be submitted along with the City of Madison Fire Department's Burning Permit application:

- Permit fee of \$50.00 payable to the City of Madison.
- Proof of ownership, or written permission of property owner, or contract to perform burn signed by property owner. *Proof of ownership could be tax bill, deed, or mortgage.*
 - If burn is conducted by other than the property owner, proof of liability insurance shall be provided.
- Burns on Bike Paths must get written permission from City of Madison Engineering (608-266-4751) and Traffic Engineering (608-266-4761).
- Site Plan (*this can be hand drawn*) which must include the following:
 - Property lines.
 - Fire Breaks.
 - Area to be burned.
 - Any buildings within 25 feet.
 - Location of any right of way within 25 feet of area to be burned.
 - If location is in close proximity to major highways include placement of signage to alert motorists of the fire and smoke.
- Written plan to include:
 - Fire suppression, number and type (fire extinguisher, garden hose, water cans, etc).
 - Names of persons assisting with burns.
 - Method of starting fire.
 - How will fire spread be controlled? (Fire breaks, back fire, etc.)
 - Description of vegetation to be burned.
 - Vegetation to be burned cannot include piles of leaves, yard waste, brush and trash.
 - Signage for major highways.
 - Notification of neighbors and list of who was notified.
 - Adjacent and affected neighbors within 200 feet.
 - Contact name(s) and on-site phone numbers (cellular phones)
- Proof of Training (ex: documentation of attendance at Prairie Burn class sponsored by Madison Fire Department).

Unless the scope of the burn changes, the scaled drawing and written plan shall only be required at the time of the initial application.

*The Department of Planning and Development has a Natural Lawn approval process.
For information on this process contact the Building Inspection Unit at 266-4551.*