

CITY OF PORTAGE

OFFICE OF
CHIEF OF FIRE DEPT.

119 West Pleasant Street
Portage, Wisconsin 53901
Phone: (608) 742-2172 • Fax: (608) 745-4601



'Where the North Begins'

PRESCRIBED BURN PLAN

A plan must be submitted and approved prior to implementation.

Landowner/Operator: _____	Date: _____
Address: _____	Tax Parcel #: _____
Phone Number: _____	Email Address: _____
Responsible Entity (individual/organization): _____	
Address: _____	
Phone Number: _____	Email Address: _____

BURNING SHOULD BE YOUR LAST ALTERNATIVE FOR DISPOSAL. RECYCLING AND YARD WASTE COMPOSTING ARE STRONGLY ENCOURAGED.

Burn Location Address: _____

Objective of the Burn (e.g., remove duff/stimulate warm season grasses/control invasive weeds, ceremonial bonfire):

Vegetation/Site Description (e.g., tall/short grass, brush, timber, slash) **Be Specific:**

Material to Be Burned: _____

Volume or Quantity to be Burned: _____

Burning is allowed from 6:00 AM to Midnight at the latest (prefer to have burn done by dusk)

Permit is Valid From: _____ **TO** _____

Expiration date is a maximum of 30 days after issuance. A lesser time period may be required if fire conditions are a concern.

Burn Plan Map: **ATTACH AND LABEL** an aerial photo identifying all of the following (you can use Google Maps or use the soil/aerial maps listed on the following page).

- Location of burn unit; acres to be burned: _____
- Type, size, and location of the firebreaks (minimum width 2 times the vegetation height)
- Test burn location needed for large burns.
- Slope considerations (aspect and percent)
- Areas needing special protection from smoke and/or fire (roads, building, power poles)
List any special concerns or smoke considerations: _____
- Property boundaries, escape routes, safety zones, water resources, hazards
- Access roads

Notification Requirements:

- Dispatch telephone: (608) 742-4166
- Fire Department telephone: (608) 742-2172
- Neighbors: _____
- DNR (if applicable) _____

Permitter/Person (if known)	Phone Number	Obtained

Burn Boss (if known): _____

Qualifications: _____

Minimum personnel required to conduct burn: _____

Burn Personnel	Qualification (s)

Safety and Burn Equipment (list number of each item needed):

- | | | |
|-------------------|-------------------|-----------------------|
| ___ Drip Torch | ___ Pumper Truck | ___ Flags for highway |
| ___ Backpack Pump | ___ Portable Pump | ___ Pulaski |
| ___ Flappers | ___ 2-Way Radios | ___ Fire Shelter |
| ___ Rakes | ___ Chainsaw | ___ Cell Phones |
| ___ ATV | | |

Additional: First Aid Kit, Weather Kit, Personal Safety Gear (leather gloves, high top lace-up leather boots, natural fiber clothing/nomex, wire cutters, drinking water, eye protection).

Communications Plan (radio requirement, etc.): _____

Acceptable Conditions: Document actual conditions in the Go / No Go Checklist (page 4) on the day of the burn. If any of the following constraints cannot be met or are on the edge of the limits for more than one parameter, **do not** burn that day. (**Red Flag Conditions:** Temp >80° or Wind > 8 mph or Relative Humidity 20%; Avoid light and variable winds: **DO NOT burn within 12 hours of an approaching weather front or during Orange/Red Air Quality days (see link below).**)

- Temperature 40-80 Degrees F

- Wind is 8 mph or less from _____, Acceptable direction(s) for burning are: _____
- Relative humidity 25-60%
- All attempts will be made to complete the burn before dusk, but no later than midnight.

Useful Prescribed Fire Websites:

- Weather: <http://fire.boi.noaa.gov>
- Fire Danger/Permits: <http://www.dnr.state.wi.us/org/land/forestry/fire/>
- Wisconsin Prescribed Fire: <http://www.prescribedfire.org>
- Wisconsin Air Quality Hotline: 1-866-324-5924 or <http://mapsdnr.state.wi.us/imf.dnrimf.jsp?site=wisards>
- Maps: <http://websoilsurvey.nrcs.usda.gov>

Ignition Plan: Identify location and sequence of the burn on the attached Burn Plan Map. Are backing fires and head fires labeled: Include blackline considerations.

Additional Considerations

- No burning shall take place within 50 feet of any building.
- The pile of combustibles shall be kept to a controllable size and additional combustibles may be added only as the pile burns down. Containment of fire to burn area is a must.
- The fire must be physically monitored by a responsible person until fire is out or extinguished.
- If the fire becomes a nuisance or we receive a complaint while in progress, we retain the right to extinguish the fire.
- A business or commercial entity shall not burn waste generated by the company.
- Items Not Allowed to Be Burned: garbage, plastic, shingles, foam, structures, furniture, wire, metal, electronics, vinyl, rubber or oil-based products, stained or treated wood.
- Items Allowed to Burn: Brush, clean wood, grass

I UNDERSTAND THIS PERMIT IS NOT VALID UPON VIOLATION OF ANY OF ITS RESTRICTIONS AND MAY BE CANCELLED BY THE FIRE CHIEF OR DESIGNEE IN THE EVENT OF EXTREME FIRE DANGER.

Certification: I acknowledge that I may be held liable for any and all damages and/or suppression costs if the fire escapes, smoke damage occurs, or accidents are caused as a result of the prescribed burn.

 Landowner Signature Date Plan Written By Date

Fire Department Personnel:

 Signature Date Site Inspection Date

FIRE DEPARTMENT STAFF - Send resident to City Clerk's Office to submit payment.

Office Use Only:

Receipt Code: 1549

Total Fee: \$25 Receipt #: _____ (After receipting put in Fire Department's Mailbox)

GO/NO GO CHECKLIST

Date of Burn: _____ Time of Burn: _____

- All burn plan personnel are on site.
- All personnel have appropriate safety gear.
- All personnel have been briefed and aware of their assignments and the burn unit.
- All personnel are aware of the objectives, ignition plan, extra resources, escape routes, and safety zones.
- All necessary permits and approvals have been obtained.
- All pre-burn contacts have been made (dispatcher/local fire department).
- Adequate burn map provided to all personnel.
- All smoke management specifications are met and addressed.
- Wind Direction (within burn plan specifications; Actual direction on site: _____)
- Wind Speed (less than 8 mph); Actual wind speed on site: _____
- Relative Humidity (24-60%); Actual RH on site: _____
- Temperature (40°-80°F); Actual temperature on site: _____
- Above weather parameters are within burn prescription.
- All of the necessary equipment is available and operational.
- The contingency plan and available resources have been discussed and are available.
- All fire prescription elements are met.

Portage City Ordinance

Chapter 30: Fire Prevention & Protection

Article III: Regulations & Standards

Division 2: Sec. 30-81. - Open burning.

(a) *Open burning prohibited.*

- (1) No person shall burn or cause to be burned any leaves, grass, wood, rubbish or other combustible material on any street, alley or sidewalk in any district within the city at any time.
- (2) No person shall burn or cause to be burned any leaves, grass, wood, rubbish or other combustible material outdoors on any lot or parcel of land in any district within the city at any time without a burning permit. The provisions of this subsection, however, shall not apply to the controlled outdoor burning as set forth in section 30-81(b) - Outdoor recreational fire pits or fireplaces.
- (3) A burning permit may be issued by the Fire Department for prescribed vegetation management purposes subject to reasonable conditions to mitigate fire hazards. The fee for a burning permit shall be as set forth in the Fee Schedule. Supervision and inspection costs shall be billed to the owner of the property upon which supervision or inspection is required. If not paid within 30 days of billing, said costs shall be assessed against the property as a special charge pursuant to Wis. Stats. § 66.0627. Burning permits shall apply to individual parcels or occupancies and are not transferable from person to person, parcel to parcel or occupancy to occupancy; however, burning permits may encompass multiple parcels under common ownership if part of a common vegetation management project.