



## Recommended Open Burning Notification Form

Recognized Horticultural, Silvicultural (Forestry), Range Management, Prairie and Grassland Management, Invasive Species Management, or Wildlife Management Practices

(intended for required notifications – form itself is not required as long as the information identified herein is included in your notification)

### Personal Information

Name/

Company:

*Last*

*First*

*M.I.*

Address:

*Street Address*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Primary Contact Number: ( )

Alternate Contact  
Number:

( )

E-mail address (optional):

### Open Burning Site Information

Fire Site

Address:

*Street Address*

*City or Township*

*County*

- 1) Provide a sketch of the fire location below or on an attached sheet. Include the location of the site and fire location within the site, nearest road intersection(s) and distance to/placement of nearest off-site structures including a map showing distances to residences, populated areas, roadways, air fields, and other pertinent landmarks.

- 2) Describe the purpose for the fire.

By choosing this form, you are notifying the Ohio EPA that you are performing a fire for the purposes of recognized horticultural, silvicultural (forestry), range management, prairie and grassland management, invasive species management, or wildlife management practices, under either OAC 3745-19-03(C)(4) or OAC 3745-19-04(D)(2) and will perform the fire according to the requirements contained therein.

Provide a brief written description of your proposed fire:



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3) Describe the material to be burned and the quantity of the material to be burned.

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4) Choose the intended public notification method to be utilized.

- Signage clearly visible within view of a public roadway adjacent to and outside the property on which the fire will occur.
- Posting notice in a newspaper of general circulation in the local community in which the fire will occur.
- Delivering written notice directly to residences and businesses within a minimum of one-quarter mile of the fire site.

Describe any notification methods that will be used in addition to one of the three methods above.

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5) Provide the date(s) and Time(s) when the fire is anticipated to take place (fire shall be performed within 180 days of notification):

Begin		End	
Date	Time	Date	Time

6) What methods or actions will be taken to reduce the emission of air contaminants?

How will the fire be performed under weather conditions which minimize the dispersion of smoke near populated areas and how will you prevent the smoke from creating a visibility hazard on roadways, railroad tracks, or air fields?

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### Fire Department Section

- 7) Local ordinances may prohibit burning, or require additional restrictions. Please identify the local fire department with jurisdiction over where the burn will take place. **The person making the notification of this burn shall notify this Fire Department at least twenty-four hours before the fire is anticipated to occur and shall document that the notification was made.** Please note, obtaining the Fire Chief's signature is not required for this notification; however, Ohio EPA bears no responsibility for any violation of local ordinances.

Fire Department Section	
Fire Chief (printed name):	
Name of Fire Department:	
Address:	
	<i>Street</i> <span style="margin-left: 150px;"><i>City/Township</i></span> <span style="margin-left: 50px;"><i>Zip Code</i></span>
Phone Number	(   )
Signature of Fire Chief:	
Comments from Fire Chief (if any):	

### Submission Certification

I, certify that the information set forth above is true and complete.

I realize that the Ohio EPA, after this notification, may determine that the open burning is not allowed under its regulations, or may impose certain requirements as part of their review of my request, and shall notify me to that effect once they make such a determination. I hereby certify that the fire presented in the notification above will not occur less than ten (10) working days from the date of submission of this notification and not more than one hundred eighty calendar days from the date of this notification. I recognize that Saturday, Sunday, and legal holidays are not considered a working day.

In addition, I realize that no open burning shall be conducted in an area where an air pollution alert, warning, or emergency is in effect and that submission of this notification of intent does not exempt me from compliance with any other state or local regulation or ordinance.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

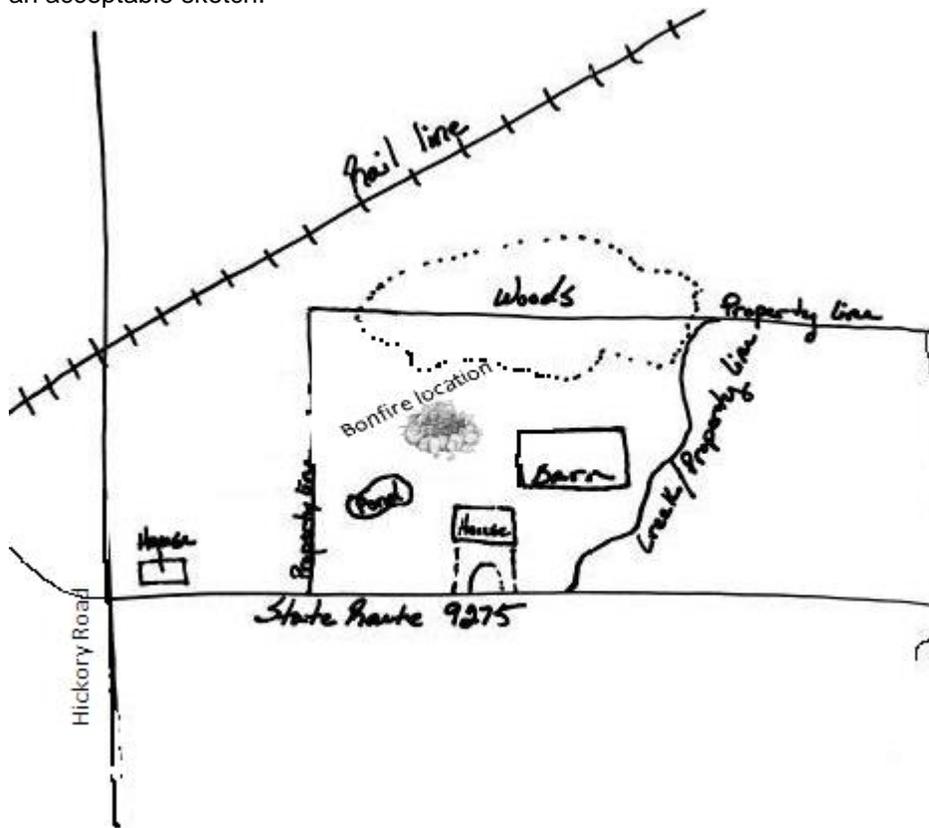
### Personal Information

This information is used if it is necessary to contact you regarding your intended open burning activities, or to obtain information about the fire once completed. Please do not use a P.O. Box. Letters will be sent certified mail in order to ensure you receive a response from Ohio EPA. Phone number information allows us to contact you if we have additional questions concerning your notification.

### Open burning site information

Fire Site Address: This must be an actual physical address, not a post office box or mail drop. In the event that the site has not been assigned a physical address, please provide the recorded, complete auditor's parcel number for the specific property upon which the fire will occur and a description of the property location in relation to nearby landmarks such as roadways or other physical feature.

- 1) A sketch of the site/location of the burn and nearby structures will allow Ohio EPA to determine if the burn will be conducted within the rule-based setback requirements. No burn is allowed within 1,000 feet of an off-site dwelling (e.g., your neighbor's house) in certain instances. Below is an example of an acceptable sketch.



- 2) By choosing this form, you are notifying the Ohio EPA that you are performing a fire for the purposes of recognized horticultural, silvicultural (forestry), range management, prairie and grassland management, invasive species management, or wildlife management practices, under either OAC 3745-19-03(C)(4) or OAC 3745-19-04(D)(2) and will perform the fire according to the requirements contained therein. This information will assist Ohio EPA in determining if the requested fire is permissible under Ohio law. **Note that if you cannot perform your fire according to the requirements in the rule, it either requires written permission, or is prohibited.**

- 3) Please describe the materials to be burned. This information is helpful in determining if the materials to be burned can be legally burned in Ohio. This is particularly important if there is a mixture of proposed materials. Inadequate description of the materials to be burned may result in enforcement if the materials are determined to not be approved for burning under the notification rules and the burn occurs.
- 4) The person making this notification is required to provide public notification by at least one of the three methods listed on the form. Public notification is important in that it keeps the public informed and gives them a chance to ask questions and voice opinions prior to the performance of the burn. It should be noted that you are not restricted to one method of notification and may choose multiple methods. If you are planning any public outreach in addition to one of the required methods, please also provide a description in the space provided.
- 5) All open burning must be attended to during the duration of the fire. As a result, some fires may extend beyond a single day. Please identify the dates/times the fire is proposed to cover. Please note that this is not the same as multiple fires over time. For example, an individual or organization may wish to burn multiple units in the fall and spring at the same or different locations. Such fires are separate actions and each individually requires a notification. The purpose of question 5 is to identify those fires that are intended to be continuous but cannot be due to personnel resources, expected weather conditions, etc.
- 6) The person providing the notification is required under OAC 3745-19-03(C)(4)(b) and (C)(4)(e) and OAC 3745-19-04(D)(2)(b) and (D)(2)(e) to collect certain information to document the fire. This information includes information on the weather, smoke conditions, any air quality concerns before, during, and after the fire, the actual number of acres burned, the time the fire was initially kindled, the time when active kindling ceased and the time at which mop up activities ceased.

This information must be maintained by the person making notification for at least one year after the completion date of the fire and shall be provided to the appropriate Ohio EPA district office or local air agency within ten days upon request.

#### Fire department Section

- 1) Local ordinances may prohibit burning even when Ohio's open burning regulations allow burning. OAC Chapter 3745-19 is based on environmental law, not local safety and other regulations. Local safety and other regulations may require further restrictions or prohibitions.

Usually the local fire department is in the best position to identify additional local safety concerns. In addition, notifying the local fire department can ensure faster local emergency response in case something goes wrong or gets out of control. As required under OAC 3745-19-03(C)(4)(e) and 3745-19-04(D)(2)(e), the person making this notification must notify the local fire department having jurisdiction at least 24-hours prior to performing their fire. Ohio EPA also strongly urges that you get the signature from the local fire chief prior to submitting your notification..

It is the responsibility of the person making this notification to document the notification of the fire department as required under OAC 3745-19-03(C)(4)(c) and 3745-19-04(D)(2)(c). This information must be maintained by the person making notification for at least one year after the completion date of the fire and shall be provided to the appropriate Ohio EPA district office or local air agency within ten days upon request.

The following is a link to searching which fire department services your area:  
<https://ofa.com.ohio.gov/acadisviewer/Organization/OrganizationList.aspx>  
Or call **(888) 243-0305** TOLL FREE

#### Submission Certification

Sign and date the notification. Note the signature criteria prior to signing the notification. Ohio is substantially in attainment with the national ambient air quality standards. As a result, air pollution emergencies and warnings are very rare in Ohio. The following link provides the technical criteria for air pollution emergencies and warnings: <http://www.epa.ohio.gov/portals/27/regs/3745-25/3745-25-03.pdf>  
In addition, it is also important to check your local forecast for weather conditions prior to burning to make sure conditions are such that they will minimize air pollution impacts.

Additional important information to note:

- The Ohio Department of Natural Resources has statutory authority for reviewing requests to conduct prescribed burns (e.g., burning of fields to promote prairie grasses). In addition, concerned with the potential for brush and forest fires, the ODNR Division of Forestry prohibits outdoor burning in rural areas between the hours of 6 a.m. and 6 p.m. during the typically dry months of March, April, May, October and November. So, regardless of if Ohio EPA grants permission to open burn from an environmental perspective, if you live in an unincorporated area, ODNR may deny permission to burn during these times/months due to fire safety concerns. For more information, see the following ODNR resources:

<http://forestry.ohiodnr.gov/burninglaws>

<http://forestry.ohiodnr.gov/wildfire>

- Some local jurisdictions may have additional restrictions on burning materials or burning at times that are otherwise approvable under Ohio EPA's open burning rules. The following links can be used to access Ohio township and city/village websites:

Townships via the Ohio Township Association

<http://cpmra.muohio.edu/otaohio/Websites.htm>

Cities & Villages via the Ohio Municipal League

<http://www.omlohio.org/185/Links-to-Ohio-City-Village-Websites>