



## Open Burn Setback Waiver Form Instructions

The Open Burn Setback Waiver Form may only be used to request a waiver from the setback requirement for vegetative material open burning. Please note that the setback requirement does not apply to fenceline and irrigation ditch or canal burns.

The Open Burn Setback Waiver Form must be submitted to the WDEQ-AQD District Compliance staff and approval must be granted prior to conducting the burn. Since the WDEQ-AQD District Compliance staff works during regular business hours only, burners who plan to burn over the weekend should plan accordingly to request and receive approval prior to close of business on the business day prior to the weekend. This form may be submitted to the WDEQ-AQD by mail, fax, email, or hand delivery. See the WDEQ-AQD Contact Information to identify the District Compliance staff responsible for the geographic area in which the open burn is to occur.

Once the WDEQ-AQD District Compliance staff receives the waiver request, it will be considered on a case-by-case basis. The WDEQ-AQD may grant waivers with certain conditions required (e.g., notify the population within 500 feet of the burn, burn during the daytime hours), or may request additional information (e.g., map showing locations of the open burn and population(s), anticipated wind direction) from the burner in order to determine waiver approval or denial.

All information on the Open Burn Setback Waiver Form is required to be filled out, unless otherwise indicated. Following are line-by-line instructions for filling out the Open Burn Setback Waiver Form.

- **Contact Information.** Enter information for the primary contact for this open burn. Give name, address, phone number, and fax and email if available. Also provide agency/company if applicable.
- **Location.** Provide the address and/or legal description (Section, Township, Range) as well as the County at which the burning will occur.
- **Nearest Population.** Identify the nearest population (e.g., neighboring residence, workplace) on other property and the distance (in feet) away from the burn location.
- The open burner must identify the reason(s) why open burning has to occur within 500 feet of a population to justify the waiver.
- **Burn Schedule.** Indicate the date(s) and time(s) the open burn is expected to take place.
- **Composition & Quantity of Material.** Indicate the type of material to be burned as well as the quantity (in cubic feet, acres, length & width, etc.). For example, 20 acres of grass or 100 cubic feet piled tree limbs and clippings from bushes and shrubs.
- **Comments.** Enter any other comments that might help clarify or explain other entries.
- **Signature.** The primary contact for the open burn should sign and date the completed form.

Be a Good Neighbor. The WDEQ-AQD encourages you to contact the population that will be within 500 feet of the open burn, such as neighboring residence(s), workplace(s), or other place(s) where people congregate.