

**APPENDIX F  
GENERIC BURN REGISTRATION FORM**

**Burn Registration / Smoke Management Plan**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature of responsible person: \_\_\_\_\_

**Burn Registration**

Location: \_\_\_\_\_

Description of material to be burned: \_\_\_\_\_

Amount of material to be burned: \_\_\_\_\_

Type of burning: \_\_\_\_\_

Expected duration of fire: \_\_\_\_\_

Burn permit (issuing agency and # if applicable): \_\_\_\_\_

**Smoke Management**

**Meteorological Prescription:** Burn only on Permissive Burn Days. Burn Report 24 hour recording (707) 443-3091. Obtain authorization from the Air District (707) 443-3093 prior to ignition.

<b>AIR DISTRICT USE ONLY</b>			
Approved	by	_____	Date
_____			
Burn	Authorization	Number	Date
_____		_____	

(continued)

1. What contingency actions are planned if smoke impacts occur to smoke sensitive areas?
  2. Describe any actions that will be taken to minimize smoke emissions.
  3. Describe public notification procedures to be used.
  4. Identify smoke sensitive areas.
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## INSTRUCTIONS

Burn projects under 10 acres in size need only complete the Burn Registration portion of the application, although authorization is still required from the District prior to ignition. Burn projects greater than 10 acres in size must complete the entire Burn Registration/Smoke Management Plan. The application must be signed by the person responsible for the burn to be considered valid. Attach additional sheets if necessary, and complete the application as follows:

1. Give the legal description (township, range, and sections), latitude and longitude, and the common place name for the burn site.
2. Describe the type of material to be burned (grass, redwood logging slash, mixed conifer under story, etc.)
3. Give an estimate of the total acreage and/or tons of material to be burned - if pile burning the amount of acreage the material in the pile came from and the number of piles.
4. Describe the burning method to be used (broadcast, piles, etc.).
5. Give an estimation of how long the fire will be burning, either in hours or days. If the fire will be burning over the evening hours please indicate this.
6. Enter the name of the agency that has issued a burn permit for this burn, and the permit number if there is one.
7. Provide a detailed meteorological prescription that **must** be met to proceed with this fire. At a minimum the prescription must include acceptable transport wind direction. Other considerations may include wind speed, temperature profile, winds aloft, humidity, temperature, actual and predicted inversions, burn day status and forecast, precipitation forecast and any other meteorological condition which may affect smoke dispersion and/or fire behavior.
8. Describe what actions will be taken if smoke from this fire unexpectedly impacts smoke sensitive areas. This may include the ability to extinguish the fire with equipment on hand, or with assistance from a fire protection agency.
9. Enter what pre-treatment methods have been used to minimize smoke emissions and/or reduce fuel loading. Include any alternatives to burning that have been considered and to what extent they were used.
10. Describe what notification procedures are to be used to make sure the public is aware of the planned burn (examples include media announcement, road signs, flyers, etc.)
11. Sensitive areas include any towns and/or major roads within a radius of 5 miles that could be impacted by smoke from the burn project. For burn projects over 100 acres, a map showing

sensitive areas within a radius of 20 miles from the burn site and the expected direction of smoke travel is required.

### GENERAL

This application must be submitted to the Air District office prior to the day of planned burning. Submittal of an application cannot be considered as permission to proceed with a burn, nor does submittal of an application relieve you from complying with any rules or regulations of any other government agency. A permit to burn is required from a designated agency. **Prior to ignition, authorization to proceed must be obtained from the District Burn Authorization Officer (707) 443-3093.** Any burning that must take place on a designated No-Burn Day must obtain a variance from the District. Failure to follow the conditions outlined in this application, or to obey any District rule or regulation, is a violation and may result in enforcement action.