

BURN PERMIT FORM (for By-Law D-07)

READ ME FIRST

Hartland residents must use this form to apply for a fire permit. Permits ensure that the Fire Department is aware of the date, time, and place of all open-air outdoor fires in Hartland, so they can avoid deploying resources to respond to unknown fires, which can cost the municipality hundreds of dollars per incident.

Under By-Law D-07, all open-air outdoor fires require a permit, regardless of the fire's size or location. Recreational fires, which include campfires as well as fires ignited in barbecues, fireplaces, stoves, and metal containers (such as burn barrels) do not require a permit. For more information, see the full text of By-Law D-07.

Under By-Law D-07, the fee for a one-time burn permit is \$0, a one-month permit is \$25, a three-month permit is \$50, and a six-month permit is \$75. A property owner can be approved for up to three (3) one-time burn permits per year per property. After that, the property owner must purchase a one-month, a three-month, or a six-month permit.

INSTRUCTIONS

1. Download a soft copy of this form from the municipal website (www.townofhartland.com) or obtain a print copy from the Town Hall office at 31 Orser Street.
2. Fill in section 1. If you are applying on behalf of a company or another organization, indicate the name of that organization under "Applicant". When entering your phone number, enter a mobile/cell number if available.
3. Fill in Section 2. To apply for a 1-time permit, enter the date(s) and time(s) for up to three (3) fires. To apply for a one-month, three-month, or six-month permit, enter the dates and times for each fire to be conducted.
4. Submit your application to the town. To submit a print copy, drop your form off at the Town Hall office. To submit a soft copy, email your form to: office@townofhartland.com.
5. If the town approves your application (see notes below on process), you must take the following steps:
 - a. Read Section 3 and then sign the waiver and acknowledgement statement in Section 4.
 - b. Submit a print copy of your signed form and pay the applicable fee (if approved for a one-month, three-month, or six-month permit) in person at Town Hall.
 - c. A permit will not be a valid and registered permit until (1) the approved application has been signed and submitted to the town and (2) the town has received the applicable permit fee.

HOW THE TOWN WILL PROCESS YOUR FORM

A permit administrator will notify you (by phone or email) to confirm receipt of your application. After a decision has been made by the Fire Chief (or their designate), the permit administrator will notify you of the decision. Under normal circumstances, applications will be processed within 5 business days. A copy of an approved permit will be emailed to the applicant. An applicant can request a print copy of an approved permit application in person at Town Hall with proper identification (the applicant must show a copy of the original application submitted to the town).

SECTION 1: APPLICANT INFORMATION

To apply for a one-time burn permit or an extended burn permit, please fill in the gray areas below.

APPLICANT	Enter the following info for the person who will conduct the burn (the primary permit holder).
	<p>ORGANIZATION (enter only if applicable):</p> <p>NAME:</p> <p>MAILING ADDRESS:</p> <p>PHONE: (506) _____ - _____</p> <p>EMAIL:</p>
DATE SUBMITTED	Date when application was submitted to Hartland Fire Department.
LOCATION OF FIRE	Where fire will be set: (a) address of property and (b) location of fire on that property. Option: You may submit a graphic or photo to better describe the location.
	<p>MAILING ADDRESS:</p> <p>LOCATION ON PROPERTY:</p> <p>ATTACHMENT? (Y/N):</p>
TYPE & DESCRIPTION OF FIRE	Check the box that applies and then describe the type of fire to be set, what will be used to start the fire, how it will be started, why you are setting it.
	<p><input type="checkbox"/> Grass/Brush/Leaves/Other Organic <input type="checkbox"/> Other (please describe below)</p>
WATER SOURCE	Specify the type and location of the water source that you will use to put out the fire.
PERMIT TYPE	Specify the type of permit you are applying for.
	<p><input type="checkbox"/> 1-TIME <input type="checkbox"/> 1-MONTH <input type="checkbox"/> 3-MONTH <input type="checkbox"/> 6-MONTH</p>

SECTION 3: CONDITIONS OF PERMIT

1. The permit holder must be 18 years of age or older.
2. At all times, the permit holder remains subject to By-Law D-07 in full and without exception.
3. The permit holder, or a designated by the permit holder, must supervise the fire at all times and be accompanied by sufficient personnel to control the fire.
4. Burning must be carried out in such a manner so as not to disturb or cause a nuisance to others.
5. The Fire Chief may prescribe conditions to the issuance of a fire permit respecting the size of the fire, the number of persons who must be in attendance, the start and end time of the fire, the fire equipment that must be kept on the burn site by the permit holder, and any other such requirements according to his or her sole judgment.
6. The Fire Chief, or the Chief's designate, may cancel this permit at any time.

SECTION 4: WAIVER AND ACKNOWLEDGEMENT OF PERMIT HOLDER

WAIVER OF PERMIT HOLDER

I acknowledge that I have read, fully understand, and agree with the conditions of this permit and that the information I have supplied is true. I recognize that burning is dangerous and may cause damage to persons and property. I agree on behalf of myself, my heirs, executors, administrators, and assigns to protect, hold harmless, and indemnify the Town of Hartland and its employees, servants and agents against all losses, damages, claims, demands, and actions arising directly or indirectly in any matter whatsoever in connection with or resulting in such a claim or litigation. I further agree to assume full financial responsibility for any damage or loss to property or persons resulting from said fire authorized by this permit (if approved).

I have read, fully understand, and agree with this waiver and have received a copy.

NAME OF PERMIT HOLDER (printed)

NAME OF PERMIT HOLDER (signature)

THE SECTIONS BELOW WILL BE COMPLETED BY TOWN OF HARTLAND STAFF.

SECTION A: APPLICATION REVIEW

BURN ID #	
DATE RECEIVED	
REVIEWER	
DATE REVIEWED	
NOTES	List issues or concerns with the application.

SECTION B: APPLICATION AUTHORIZATION

The Fire Chief (or designate) approves or rejects the fire permit as submitted as follows.

APPROVED APPROVED WITH CHANGES REJECTED

REASON FOR REJECTION OR REQUIRED CHANGES (if applicable)

As authorized by:

NAME OF FIRE CHIEF OR DESIGNATE (printed)

NAME OF FIRE CHIEF OR DESIGNATE (signature)

DATED this _____ day of _____, 20____.