



## Open Burn Permit Application

Type of Burn: \_\_\_ Bonfire                      \_\_\_ Controlled Burn                      \_\_\_ Other

Applicant/Organization: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Burn: \_\_\_\_\_ Time of Burn: \_\_\_\_\_

Location of Burn: \_\_\_\_\_

Name of Burn Leader: \_\_\_\_\_

Qualifications of Burn Leader: \_\_\_\_\_

**Permit Fee: \$150**

Burning at the above location will not constitute a danger to the health, safety, and welfare of the citizens and residents of the Village of Mundelein or its surrounding communities. This act does not constitute a danger of air pollution. Open burn will be conducted in compliance with Section 307 of the 2015 International Fire Code, Title 15 of the Village of Mundelein Code of Ordinances, and The Illinois Environmental Protection Act Standard Conditions for Open Burning. Weather and wind will be taken into consideration prior to the lighting of the fire. An extinguishing means shall be available at the burn site at all times. The location of the open burn shall be not less than fifty (50) feet from any structure and a method to prevent the spread of the fire shall be employed. The burn will be constantly attended until the fire is completely extinguished.

**Note: Controlled environmental burns require the applicant to submit an approved IEPA Permit along with the other required documentation. (See Attached)**

**Illinois EPA – Bureau of Air**

**1021 N. Grand Avenue East**

**P. O. Box 19276**

**Springfield, IL 62794-9276**

**Phone: 217-782-2113**

<https://www2.illinois.gov/epa/Documents/epa-forms/air/permits/open-burning-permit-app.pdf>

I certify I am an authorized representative of the above listed applicant and have the power to execute this application on behalf of the organization listed at the beginning of this application. All requirements will be followed, and if any change in fact or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the Village in writing within twenty-four (24) hours after such change.

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

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

Signature: \_\_\_\_\_



### Process Guidelines and Conditions

The controlled burning of ground vegetation for the purpose of establishing, restoring, sustaining or nurturing native prairies shall be permitted subject to the following:

- 1) **Conditions of Permit.** No permit shall be issued unless the applicant provides to the Village each of the following:
  - a) A valid and current open burning permit from the Illinois Environmental Protection Agency, along with all documents submitted to the IEPA to secure the permit,
  - b) A detailed site plan, specifying the exact area of the burn, all adjacent property boundaries, all structures and uses within fifty feet of the boundaries of the burn area, and the location of natural and planned fire breaks,
  - c) The name and qualifications of the burn leader. The burn leader must possess and provide proof of at least one of the following qualifications:
    - i) Certification as such by a state agency,
    - ii) Be an acting full-time firefighter with an Illinois Municipality or Fire Protection District with classroom training in open burning management,
    - iii) Proof of certified training in prairie management that has included actual classroom and field training in controlled burning of ground vegetation,
  - d) Payment of a fee of one hundred fifty dollars (\$150.00) to the Village of Mundelein,
  - e) Execution of an agreement prepared by the Village Attorney releasing and holding the Village, the Building Department, and the Fire Department and their respective officials and employees harmless from any damages or injuries arising out of the controlled burn, including, but not limited to, any halting of the burn pursuant to Section (3). (See Attached)
- 2) **Areas Where Controlled Burning is Permitted**
  - a) Areas which have been designated by either a federal, state, or county as being either an established native prairie area or being in the process of being restored.
  - b) Areas which are not part of a residential lot or development and which, in the opinion of the Village, would benefit from a controlled burn.
  - c) No portion of an area of controlled burning may be within fifty feet of any residential structure. This restriction shall not apply to a controlled burning conducted and supervised by the Village on Village property, or to a controlled burn supervised by the village and performed pursuant to an obligation undertaken as a condition of Village approved covenants or special use or PUD zoning.
- 3) **Denial of Village Permit.** A permit shall be denied if any of the conditions of Section (1) and (2) are not met. Further, either the Village or the Fire Department may halt any controlled burning, either before or after commencement of such burn, if weather or other conditions are such that, in the sole discretion of either, the burning would constitute a hazardous situation.
- 4) **Notification.** Prior to the commencement of the controlled burning, the applicant must provide the following to the Building Department or the person, if any, designated by the Village to observe the controlled burning:
  - a) A sample notification and certified mail receipt showing proof of such notification to all property owners within two hundred feet of the boundaries of the burn area. The notification must indicate the date and a three-hour time period for the expected commencement of the burn,
  - b) Proof of written notification to the Village of Mundelein Building Department and the Fire Department of the time of expected commencement of the burn given not more than forty-eight and not less than twenty-four hours prior to such commencement.
- 5) **Post Burn Report.** Within seventy-two hours of the controlled burning, the applicant must file a written report with the Building Department stating whether the burn took place, whether the purpose was accomplished, whether the burn exceeded the specified area, and whether any damage was done outside of the specific area.

**CONTROLLED BURN HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The undersigned, in consideration of permission granted by the Village of Mundelein to conduct a controlled burn of ground vegetation, pursuant to Section 15.04.030(4) of the Village of Mundelein Municipal Code, at or near \_\_\_\_\_, on \_\_\_\_\_, 20\_\_ in the Village of Mundelein, hereby agrees for myself; my successors, and assignees, by operation of law or otherwise; my company, its owners, shareholders, directors, partners, managers, agents, or employees, to hold harmless, discharge, and release the Village of Mundelein, its elected and appointed officials, employees, agents, and contract personnel, their heirs, successors, executors, administrators, or assignees, from any and all claims, demands, actions, or causes of action of every nature and character whatsoever in law or equity for loss, damage, or injury to any and all persons or property arising out of such controlled burn, including any decision of the Village of Mundelein to halt the controlled burn pursuant to Section 15.04.030(4)(d) of the Village of Mundelein Municipal Code. I further agree to indemnify and defend the Village of Mundelein, its elected and appointed officials, employees, agents, and contract personnel, their heirs, successors, executors, administrators or assignees against any and all claims, demands, actions, or causes of action of every nature and character whatsoever in law or equity for loss, damage, or injury to any and all persons or property arising out of such controlled burn, including any attorney fees.

IN WITNESS WHEREOF, this agreement is executed on this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address