

**OPEN BURN NOTIFICATION AND ACKNOWLEDGEMENT FORM**  
**Hortonville-Hortonia Fire Department**

This form must be submitted by the property owner to the Hortonville -Hortonia Fire Department no less than twenty-four (24) hours prior to conducting an open burn. Submission of this form does not constitute approval unless expressly indicated by the Department. Failure to submit this form may result in the issuance of citations or other action by the Department and/or the Village of Hortonville or Town of Hortonia.

**1. Property Owner/Responsible Party Information**

- Name: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Burn Location (if different from above): \_\_\_\_\_
- Property Owner     Tenant (written owner permission attached)

**2. Burn Details**

- Type of Burn (Check all that apply):
  - Yard waste/brush
  - Agricultural debris
  - Other (describe) : \_\_\_\_\_
- Materials to be burned (describe): \_\_\_\_\_
- Proposed Burn Date(s): \_\_\_\_\_
- Proposed Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**3. Compliance with Local Law and Safety Requirements. The undersigned acknowledges and agrees to the following:**

- Open burning activities shall comply with applicable municipal ordinances, county regulations, state statutes, administrative codes and Department policies, including but not limited to Ch. 14.3 of the Hortonville Municipal Code (Hortonville properties only) and Public Nuisance Ordinance of the Hortonia Municipal Code (Hortonia properties only).
- Only permissible materials may be burned. Prohibited materials include, but are not limited to, garbage, treated or painted wood, plastics, rubber, construction debris, and hazardous materials.
- The fire shall at all times be attended by a competent adult with adequate fire suppression equipment available (e.g. water source, hose shovel, or fire extinguisher).
- Burning shall not occur outside of the above listed hours and shall be immediately extinguished when the weather requires, or upon request by the fire department or other authorized official.
- The responsible party shall ensure that smoke, embers, or ash do not create a nuisance or hazard to neighboring properties, roadways, or the public. Hortonville-Hortonia Fire Department requests that you notify neighbors of your intent to burn on the date(s) and time(s) above.

4. **Liability Acknowledgement and Indemnification.** The undersigned assumes full responsibility and liability for any damages, injuries, or losses arising out of or related to the open burn, including but not limited to:
- Fire spread beyond the burn area
  - Damage to public or private property
  - Personal injury or death
  - Costs incurred by the municipality or Fire Department for fire suppression, emergency response, or cleanup

To the fullest extent permitted by law, the undersigned agrees to indemnify, defend, and hold harmless the Village of Hortonville, the Town of Hortonia, the Hortonville-Hortonia Fire Department, and their respective officers, officials, employees, and agents from any claims, demands, actions, or costs arising from the open burn.

5. **Weather and Emergency Conditions.** The undersigned understands that:

- Permission to burn may be revoked at any time due to weather conditions, air quality advisories, drought conditions, or emergency declarations, or otherwise in the discretion of the Hortonville-Hortonia Fire Department or other authorized official.
- Separate authorization may be required from county, state or environmental agencies.

6. **Certification and Signature:**

I certify that the information provided above is true and accurate, and I agree to comply with all applicable laws and conditions governing open burning.

- Printed Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

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**Fire Department Use Only**

- Date Received: \_\_\_\_\_
- Reviewed By: \_\_\_\_\_
- Conditions/Notes: (If applicable) \_\_\_\_\_

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(Provided (select methods  Email  Telephone  U.S. Mail) on date: \_\_\_\_\_)