



# BACKYARD BURN PERMIT APPLICATION

Planning Division  
5155 Silverton Rd. NE  
Salem OR 97305  
Ph. (503) 588-5038 Email: [Planning@co.marion.or.us](mailto:Planning@co.marion.or.us)  
<http://www.co.marion.or.us/PW/Planning>

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## **PROCEDURE:**

- A. Planning staff will review the application for compliance with the County Backyard Burning Code Chapter 8.70 and other applicable ordinances and regulations. Depending on the size and duration of the burn request, staff may request comments from other County departments and affected agencies and special districts.
- B. The application will be approved or conditionally approved if it clearly complies with all regulations. If not, the application will be denied.
- C. If all necessary information is provided at the time the application is submitted, the permit will be approved or denied on the same day, if possible. If not, a copy of permit will be sent to the applicant indicating whether the permit is approved or denied, in approximately 1-10 days.

## **APPLICATION REQUIREMENTS:**

Incomplete applications will not be accepted. A complete application consists of the following that must be submitted:

- A. The attached application form filled out in ink.
- B. Site Plan on a separate 8½ x 11 sheet of paper, drawn in ink, and showing the location of the proposed burn site and its distance from structures, property lines, and roads.
- D. A written statement which explains your reasons for the request and how it conforms to the Marion County Code Chapter 8.70 and any other pertinent regulations. At a minimum, the statement needs to identify the materials to be burned, the date and time of the burn(s) and where on the property the burn(s) will occur. A copy of the Code Chapter is available upon request and is also on the Planning Division website at <http://www.co.marion.or.us/PW/Planning>.
- E. Filing fee: Make check payable to Marion County.

**IMPORTANT NOTE REGARDING PROPERTY WITH A COMMERCIAL BUSINESS:** State of Oregon Department of Environmental Quality (DEQ) regulations currently prohibit commercial businesses from burning unless a special burn permit has been obtained from DEQ. Marion County Ordinance #1279 regulating the County's backyard burn permit program specifically states the ordinance is "...in addition to, and not intended to replace, the provisions contained in Division 264 of the Oregon Administrative Rules" (DEQ Rules for Open Burning). As a result, Marion County will not issue backyard burn permits to a property operating a commercial business. For information on obtaining a special burn permit from DEQ, contact their office at (503) 229-5359.



**Marion County**  
OREGON

# **BACKYARD BURN PERMIT APPLICATION**

**Fee: Please check the appropriate box:**

- Backyard Burn Permit - \$40
- Annual Renewal - \$25

PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP
APPLICANT REPRESENTATIVE:	ADDRESS, CITY, STATE, ZIP
DAYTIME PHONE (if staff has questions about this application):	E-MAIL (if any):
ADDRESS OF SUBJECT PROPERTY:	SIZE OF SUBJECT PROPERTY:
THE PROPERTY OWNERS OF THE SUBJECT PROPERTY REQUEST TO (attach additional sheet if necessary):  _____	

FOR OFFICE USE ONLY		
<b>Permit:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval (see attached) <input type="checkbox"/> Denied		
<b>Permit Expiration Date:</b> December 31, 20_____		
<b>For information on burn days and times contact:</b>		
<input type="checkbox"/> Marion County Fire Dist. #1/Turner (503) 588-6524		
<input type="checkbox"/> Salem Suburban Fire (503) 588-6420		
Township	Range	Section
Application Elements Submitted:		
<input type="checkbox"/> Ownership check		
<input type="checkbox"/> Site plan		
<input type="checkbox"/> Applicant statement		
<input type="checkbox"/> Filing fee		
Application accepted by:	Date:	

**THE APPLICANT(S) SHALL CERTIFY THAT:**

- A. If the permit is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- B. I/We hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
- C. I/We hereby grant permission for and consent to Marion County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.
- D. I/We agree to abide by the following limitations:

Permitted Materials

- 1. Yard debris - wood, stalk, stem, needle or leaf material from trees, shrubs, plants, and lawns.

Prohibited Materials

“Waste” which includes:

- 1. Any useless, discarded, abandoned or undesired materials, such as, but not limited to, wet garbage, paper, cardboard, clothing, plastic, asbestos, wire insulation, automobile part, asphalt, petroleum product, petroleum-treated material, rubber product, animal remains, or animal or vegetable matter resulting from the handling, preparation, cooking or service of food;
- 2. Any material resulting from or produced by the complete or partial destruction or tearing down of any man-made structure, or the clearing of any site for land improvement or clean up including construction debris; and
- 3. Any other material, which, upon burning, normally emits dense smoke or noxious odors.

Other Limitations:

- 1. Daylight hours of 7:30 a.m. to two hours prior to sunset.
- 2. Burning permitted only on State of Oregon Department of Environmental Quality (DEQ) authorized burn days. Call your local fire district for additional information on authorized burn days.
- 3. DEQ regulations prohibit commercial businesses from burning unless a special burn permit has been obtained from DEQ.

- D. The applicants have read the entire contents of the application, including the regulations, and understand the requirements for approving or denying the application.

**SIGNATURE** of each owner of the subject property.

\_\_\_\_\_  
\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

## **INSTRUCTIONS FOR PREPARATION OF A BACKYARD BURN PERMIT SITE PLAN**

Site plan must be **current**, drawn to scale, and **show all property lines**. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

**Failure to include all of the items listed below may delay the review necessary to obtain a permit**

### **ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:**

- 1. **NORTH ARROW.**
- 2. **SCALE OF DRAWING.**
- 3. **STREET NAME** accessing the parcel.
- 4. **ALL PROPERTY LINES AND DIMENSIONS.**
- 5. **DRIVEWAYS AND ROADS.**
- 6. **EXISTING STRUCTURES.** Include distance to all property lines, other structures and proposed burn site.
- 7. **BURN SITE** – existing and/or proposed.

**USE THE ATTACHED GRID PAPER TO DRAW YOUR SITE PLAN**

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

- Drawn to Scale: 1 square = \_\_\_\_\_
- Feet Not Drawn to Scale: Total Acres \_\_\_\_\_

