

Notice: Under ch. NR 502, Wis. Adm. Code, an owner or operator must obtain prior written approval of a plan of operation and a license from the Department of Natural Resources (department) before establishing or expanding a solid waste woodburning facility. This form contains the information needed to apply for approval of a plan of operation. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. *Unless otherwise noted, all citations refer to Wisconsin Administrative Code.*

Steps to obtain approval and a license to operate a solid waste woodburning facility:

Step	Purpose	Form	Fee
1. Submit a request to have the site inspected	Assure proper setbacks and understand requirements	Initial Site Inspection (ISI) Application (Form 4400-209)	\$550
2. Submit this plan for operating the site.	Document that procedures comply with Wisconsin woodburning requirements.	Solid Waste Woodburning Facility Plan of Operation Application (Form 4400-285)	\$165
A license application will be sent after the department approves the application for operating the facility.			
3. Apply for a license to operate.	Establishes the facility as an approved woodburning operation.	Solid Waste Facility Initial License Application (Form 4400-088)	\$165(annual)
Fees are based on NR 520.04 Table 2, Wis. Adm. Code. The department will send an acknowledgement letter and invoice specifying the applicable fees upon receipt of submittals. The department approval may also require, as a condition of approval, construction observation inspections for specific stages of construction.			
Note: The above department facility siting process does not relieve the applicant of obtaining any local approvals or permits for the proposed facility prior to constructing or operating the facility.			

Instructions: Follow steps 1 and 2, listed above, to apply for a solid waste woodburning facility approval and include the following:

- A cover letter briefly describing the proposed facility type, design and operation along with a statement requesting the desired department action or response.
- A completed "Chapter NR 502 Non-Landfill Solid Waste Facility Initial Site Inspection (ISI) Application Form" ([Form 4400-209](#)).
- A completed "Solid Waste Woodburning Facility Plan of Operation Application" (DNR Form 4400-285, this form.)

Email one copy of the application packet (cover letter, completed forms and attachments) to the waste management specialist at the department's regional office where the facility is located (see enclosed map), unless otherwise specified by the waste management specialist reviewing the application.

Note: The department may require additional information to be submitted prior to completing its review. Large complex facilities may be required to submit estimated costs for closure of the facility in order to provide financial responsibility, under s. NR 502.04(6). An Environmental Monitoring Plan, under s. NR 502.04(5), may be required for facilities with potential surface water, ground water or air emission impacts.

Definitions - ([NR 500.03](#))

"Woodburning facility" means a solid waste facility where open burning of only dry unpainted and untreated wood, stumps, trees or other woody materials is performed. This term does not include air curtain destructors, incinerators, or municipal solid waste combustors. In no case may a woodburning facility burn any yard waste, recyclable material, wet combustible rubbish, garbage, oily substances, asphalt, plastic or rubber products. Section NR 502.11(2) lists woodburning facilities that are exempt from licensing and plan of operation submittal.

"Yard waste" means leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than 6 inches in diameter, per s. 287.01(17), Wis. Stats.

A waiver to burn brush or clean woody vegetative material no greater than 6 inches in diameter may be requested under s. 287.07(7), Wis. Stats., by completing Section 6 of this application.

Solid Waste Woodburning Facility Plan of Operation Application

Form 4400-285 (R 09/23)

Section 1 - Applicant Information

Contact Last Name	First	MI	Title
Mailing Address of Contact		City	State ZIP Code
Phone Number (include area code)		Email	
Company / Municipality Name		Company / Municipality Website	

Section 2 - Facility Information

This application is for:

New Woodburning Facility
 Expansion of Existing Woodburning Facility, License # _____

Facility Name _____

Facility Location (Street Address, Fire Lane #)	<input type="radio"/> City <input type="radio"/> Town <input type="radio"/> Village	ZIP Code
of _____		

Authorized Facility Contact Name	Title
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Phone Number (include area code)	Email
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Legal Description of Property	¼	¼	Section	Township	Range	<input type="radio"/> E <input type="radio"/> W	County
				N			

Location of Property (provide in either degrees, minutes and seconds, or decimal degrees. Note: Latitude and longitude can be accessed from many free online mapping services or by using a GPS unit.	Latitude ° ' "	OR	Latitude (decimal degrees)
	Longitude ° ' "		Longitude (decimal degrees)

Current ownership of proposed facility property _____

Total acreage and present land use of property	Acreage of woodburning operation
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Section 3 - Plan of Operation s. NR 502.11(4)

Description of the types, quantity and sources of material proposed to be burned, and anticipated frequency of burning

**Solid Waste Woodburning Facility
Plan of Operation Application**

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Section 4 - Operation and Design s. NR 502.11(5)

As owner/operator, I agree to operate and maintain the woodburning facility in the following manner: (Confirm by checking each box)
For any unchecked boxes, I have explained why in the cover letter or separate document accompanying this application and justified why the department should issue an exemption to that requirement.

Section 5 - Closure Requirements s. NR 502.04(3)

Upon closure of the woodburning facility, I, as owner/operator agree to complete all of the following (please confirm by checking each box):

At least 60 days prior to ceasing to accept wood waste at the facility, notify the department in writing and post a sign in a prominent location notifying users of the date on which the facility will cease to accept waste. In the case of ceasing to accept wood waste for an extended period due to unplanned and unforeseeable circumstances, such as fire or equipment failure, notify the department and post a sign as soon as practical. Alternatives to posting a sign may be implemented with department concurrence for facilities which are not open to the general public.

Within 60 days after ceasing to accept waste at the facility, remove all waste.

Section 6 - Brush Waiver s. 287.07(7)

I request a waiver to burn brush or other clean woody vegetative material that is no greater than 6 inches in diameter.

List the alternatives considered, including reuse, recycling, chipping and disposal of material at an approved solid waste facility, such as a composting facility. If other economically feasible alternatives are available, include justification of why these other alternatives are not being used

Solid Waste Woodburning Facility Plan of Operation Application

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Section 7 - Attachments

- Written consent provided on [Form 4400-060](#) (available at <https://dnr.wisconsin.gov/topic/Waste/Solid.html>) from all adult residents and business owners within 1/4 mile radius of the burning pad, except that consent is not required from any person who was not an adult resident or proprietor at the time the facility was initially licensed by the department, unless that person is a successor in interest to a person who was an adult resident or proprietor at the time. If a resident or proprietor who previously consented to operation of the facility withdraws the consent in writing, the withdrawal is not effective until the end of the current license period for the facility. Note: if a neighbor within 1/4 mile of your facility withdraws their consent to operate your facility, you must close the facility prior to the beginning of the next license period.

- An enlarged 7.5 minute USGS map or other base map having a minimum scale of 1 inch = 500 feet. Revise the map scale and contour intervals as necessary to sufficiently show the property boundaries, area of burning pad, relief, wetlands, surface waters, floodplains, existing land use conditions, all (public and private) water supply wells and residences located within 1/4 mile of the property boundaries of the proposed woodburning facility.

Section 8 - Applicant Certification

1. By signing this form, I hereby certify that I am the owner or authorized representative of the proposed woodburning facility identified in this application. I certify that, to the best of my knowledge, the information provided herein is accurate.
2. I certify that the above-described woodburning facility will be constructed and operated in accordance with ch. NR 502, Wis. Adm. Code, the rules pursuant thereto, and in accordance with conditions that have or may be imposed in the approval.

Printed Name of Owner or Authorized Representative	Title
Signature of Owner or Authorized Representative	Date Signed

NOTE: If submitting this request electronically, please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature.

