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## Public Works Department

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Robert Rice, Director  
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[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

January 8, 2024

Cassandra Cook  
Polk County Conservation  
11204 NE 118<sup>th</sup> Avenue  
Maxwell, IA 50161

Dear Ms. Cook:

Your request for a burn permit has been approved. Please consider this letter your burn permit for **Prairie & Woodland Maintenance/Landscape Waste Cleanup**. This permit is in effect from **January 25, 2024 through July 25, 2024** between the hours of **7:00 AM and 7:00 PM** at various locations of Chichaqua Bottoms Greenbelt, 11204 NE 118<sup>th</sup> Avenue, Maxwell. Your burn permit reference number is **AIRB-2024-65171**.

The following condition(s) must be followed for the **Prairie & Woodland Maintenance/Landscape Waste** event:

1. The Burn Manager, on the day of each burn event and prior to ignition, must contact the local Fire Department.
2. No man-made materials such as lumber, roofing, fuel oil or tires may be used to start or fuel the fires. Drip torches may be used.
3. Residents within 1,000 feet must be notified of the burn.
4. Burning must be done on days during which the prevailing wind direction carries smoke from areas of heavy population concentrations.
5. Burning must be completed between sunrise and sunset. The burn is considered complete when the designated Burn Manager determines that the burn unit is secure and the evening weather will allow for dispersion of any remaining smoke.
6. Areas must be free of litter, trash or debris.
7. Multiple burn locations shall not occur simultaneously.
8. This permit shall be temporarily suspended when the State Fire Marshal has declared Polk County under an open burn ban. The permit shall be re-instated when the ban is lifted. State Fire Marshal burn ban status for Polk County can be checked at: <https://dps.iowa.gov/divisions/state-fire-marshal/burn-bans>
9. This permit shall be temporarily suspended when the National Weather Service (NWS) has issued a Red Flag Warning for Polk County, or, when conducting prairie burns, that the Grassland Fire Danger Index for Polk County reaches Very High or Extreme conditions. It shall also be temporarily suspended for the conduct of woodland burns when the GFDI for Polk County reaches Extreme conditions. The permit shall be re-instated when the warning is lifted. The NWS warnings can be checked at: [www.weather.gov/dmx](http://www.weather.gov/dmx) & [www.weather.gov/dmx/fire](http://www.weather.gov/dmx/fire).

The health officer shall have the authority to suspend this permit at any time for violation of the above listed provisions or in the case of weather condition resulting in stagnation or pollutant concentrations such that the public health is jeopardized.

**This Department assumes no liability, directly or indirectly, for any loss due to damage to persons or property caused by, resulting from, or arising out of this activity.**

If you have any questions, please call this office at 286-3705.

Sincerely,

Jessica Moeller  
Air Quality Specialist

CC: Bondurant, Mitchellville, and Maxwell Fire Departments

Air Quality	Building Inspection	Development Services	Engineering
Planning	Secondary Roads	Utilities	Weed Commission
			Weatherization