



Application Fee: \$45
Receipt No. _____
Date _____
Staff _____

APPLICATION FOR OUTDOOR WOOD-FIRED FURNACE

See following pages for requirements that must be met.

Applicant Name: _____
Address of Applicant: _____
Address of furnace (if different): _____
Gross Land Acreage: _____ Location _____ 1/4 Sec. _____
Current Zoning: _____
Phone No. () _____ Fax No.() _____ Cell No.: () _____
E-mail: _____

Landowner Name of Record (if different than applicant): _____
Address: _____
Phone No. () _____ Fax No.() _____ Cell No.: () _____
E-mail: _____

Engineer / Consultant: _____
Address: _____
Phone No. () _____ Fax No.() _____ Cell No.: () _____
E-mail: _____

Was your furnace installed before February 4th, 2009? YES NO

Type of furnace you wish to use: Unregulated EPA Phase I* EPA Phase II*
*Marked with hang tags.

All new, replacement and upgraded furnaces will meet EPA Phase 2 unit requirements.

Proposed distance from closest neighboring residence: _____ feet

Proposed stack height: _____ feet

Any existing Outdoor Wood-Fired Furnace that does not conform to the requirements of Ordinance 2009-3, shall, upon the Town's receipt of a written verified complaint by an adjacent neighboring resident, be modified or replaced to meet the requirements of Ordinance 2009-3 and receive a permit within 30 days of the notice of noncompliance from the Code Enforcement Officer. If the owner of an existing Outdoor Wood-Fired Furnace does not receive a permit within such time period then the operation of the Outdoor Wood-Fired Furnace shall be discontinued until such time it is modified or replaced to meet the requirements of Ordinance 2009-3. Any existing Outdoor Wood-Fired Furnace that remains inoperable without a permit for a period longer than twelve (12) consecutive months shall be removed. If an Outdoor Wood Fired-Furnace is located within a permitted accessory building and the unit is required to be removed; the accessory building may remain on the property.

Applicant's Signature (all property owners) _____ Date _____ Town Initials (Office Use) _____

Note: Failure to comply with a Notice of Violation will subject a person to the penalties set forth in Subsection 112-12.F of Ordinance 2009-3, and the costs and expenses, including attorney's fees, of enforcing the terms of the Ordinance.

Outdoor Wood-Fired Furnace Application Requirements:

Any person desiring to install or operate an Outdoor Wood-Fired Furnace within the Town shall obtain a permit from the Building Inspector according to Ordinance 2009-3. The applicant for such a permit shall meet the following requirements, and submit this checklist along with the required materials:

OK See Comments

1. Present a plan showing all property lines, the locations and distances of all residences, dwellings or occupied buildings on adjoining properties, and the proposed or existing location of the Outdoor Wood-Fired Furnace.
2. Any existing unregulated Outdoor Wood-Fired Furnace or existing Phase 1 Outdoor Wood-Fired Furnace shall be located at least 500 feet from any neighboring residence. These furnaces shall have a stack or chimney that extends to a minimum height of the residential structure roof peak of which the Outdoor Wood-Fired Furnace is servicing plus two (2) feet. If new residences are built within 500 feet, the current furnace is allowed to remain; however, the stack must be two (2) feet higher than the highest of the residences. The maximum height of the Outdoor Wood-Fired Furnace stack or chimney shall not exceed fifty (50) feet and shall not exceed the maximum height requirement in that specific zoning district.
3. Locate all Phase 2 Outdoor Wood-Fired Furnaces at least 100 feet from any neighboring residence. These furnaces shall have a stack or chimney that extends to a minimum height of the roof peaks of the highest residence (that which it is serving, or that of an adjacent residence, whichever is higher) plus two (2) feet; if new residences are constructed on adjacent properties, the stack must be two (2) feet higher than the highest of the residences. The maximum height of the outdoor wood-fired furnace stack or chimney shall not exceed fifty (50) feet and shall not exceed the maximum height requirement in that specific zoning district.
4. If applicable, provide a copy of the EPA's qualifying label and hangtag for the unit.
5. Outdoor Wood-Fired Furnaces are prohibited in all business and industrial zoning districts.
6. Present evidence that the applicant has obtained all applicable building permits for the installation of the Outdoor Wood-Fired Furnace and its connection to the mechanical system of the structure it will serve.
7. Provide a copy of the manufacturer's specification and instructions, which the applicant shall comply with and not alter at any time.
8. Demonstrate that the Outdoor Wood-Fired Furnace has been laboratory tested and listed to comply with appropriate safety standards such as UL (Underwriters Laboratories) or ANSI (American National Standards Institute) standards.
9. All Outdoor Wood-Fired Furnaces shall be equipped with properly functioning spark arrestors.
10. The application shall be signed by all owners of the lot on which the Outdoor Wood-Fired Furnace will be located and the contractor installing the Outdoor Wood-Fired Furnace.

The Outdoor Wood-Fired Furnace permit process and requirements are as follows:

Please note:

- ✓ The applicant must complete a HVAC permit in addition to this application.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The review process may take several weeks** to ensure that the furnace is in complete compliance with the stipulations of Ordinance 2009-3.

Step 1: The first step toward installing/operating an Outdoor Wood-Fired Furnace is the completion and submission of this application along with the \$45 application fee. Staff will review the application and determine if the application meets the requirements for Outdoor Wood-Fired Furnaces as set out in Ordinance 2009-3. Applicants must make sure to meet the requirements noted on the previous page. If this application is approved, proceed to step 2.

Step 2: The second step for Outdoor Wood-Fired Furnace applications is the completion of a standard HVAC permit application. If the Outdoor Wood-Fired Furnace meets building code, there will be a \$45 HVAC permit fee due upon pickup of the permit at Town Hall.

Step 3: If both the Outdoor Wood-Fired Furnace application and HVAC application have been approved and both fees have been paid, you may install/operate the wood-fired furnace as directed by the Building Inspector.