

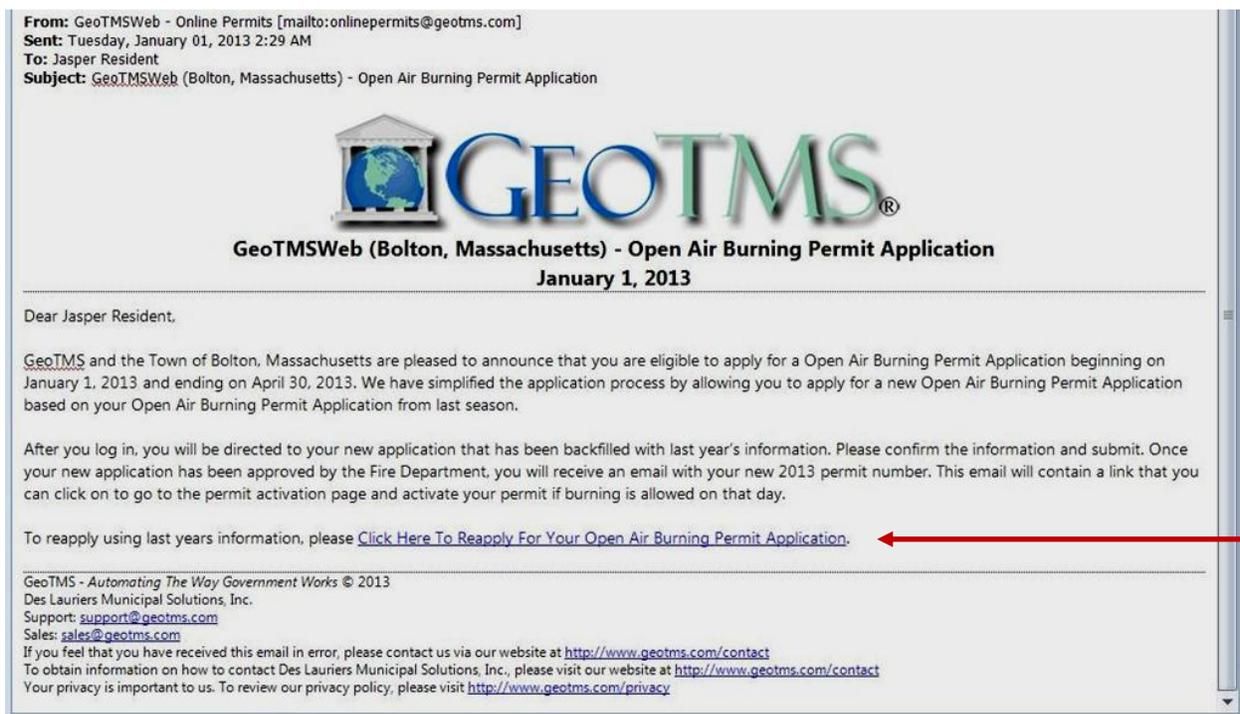
Reapply for an Annual Open Air Burning Permit - Follow these steps to reapply for or renew your Burning Permit from last year.

A new feature available in 2013 will allow you to quickly and easily submit your annual Open Air Burning Permit based on last year's permit.

You should have received an automatic renewal email from GeoTMS which contains a direct link to the GeoTMS Website. After logging in, you will be taken directly to the Open Air Burning Permit Application already backfilled with your information from last year. All you have to do is confirm the information and click "submit" to formally apply for the current year. The steps are detailed below.

Tip: If you have lost or not received a renewal email, go to the GeoTMS Website, login, and open "myGeoTMSWeb". Under the "Applications & Permits" tab you'll see a line with your permit from last year and a link = "Copy as New Application". Click it and you'll go directly to step 3.1 below.

Step 1 – Open your new email from "GeoTMSWeb - Online Permits", read the information and click here to proceed



Step 2 - You'll be taken to the standard login screen where you can login using the same username/password from last year

TOWN OF BOLTON
COMMONWEALTH OF MASSACHUSETTS

GeoTMS Web
Welcome to GeoTMSWeb!
[Home](#) [Register](#)

myGeoTMSWeb Search Apply Contact Us About Us

Login

Please enter you GeoTMSWeb user name and password.

Username:

Password:

Keep me "logged in" on this computer.

[Click Here To Register](#)

Lost Your Username And/Or Password?

If you have lost your Username and/or Password, please enter your email address below for assistance.

Email:

myGeoTMSWeb Search Apply Contact Us About Us

Step 3 – Once you login you'll be automatically taken to the Open Air Burning Permit Application form already backfilled with your information from last year. All you have to do is confirm the information (especially the cell phone information), check the "Applicant agrees to terms and conditions box", and click "Next"

Step 3.1 - These are the key fields to check. Click Next when done

**TOWN OF BOLTON**
COMMONWEALTH OF MASSACHUSETTSCHAT NOW
WE ARE ONLINE**GEOTMS Web**
Welcome, Gary
[Home](#) [My Account](#) [Log Out](#)

[myGeotMSWeb](#) [Search](#) [Apply](#) [Contact Us](#) [About Us](#) [Administration](#)

Required Provide if Appropriate
 Cannot Be Edited Invalid - Please Fill In

Town of Bolton
Fire Department
15 Wattaquadock Hill Rd.
Bolton MA 0174



Fire Chief
John Mentzer
978-779-2203

OPEN AIR RESIDENTIAL BURNING PERMIT APPLICATION
Begins on January 15th and ends at 4:00 PM on April 30th

The applicant accepts the following conditions in obtaining a permit for Open Air Burning from the Bolton Fire department

1. Permits are issued for burning brush, branches, cane, driftwood, and forest debris **ONLY**.
2. The permit must be activated daily online prior to initiating any burning. Permits can be activated starting at 10 AM. **No permits will be issued after 12:00 noon.**
3. Burning hours are between 10:00 AM and 4:00 PM daily. **Fires must be completely extinguished each day by 4:00 PM.**
4. **No burning is allowed within 75 feet of a dwelling or structure.**
5. The applicant agrees to control the fire at all times and to have a watering hose if possible. If not, a rake and shovel or other means of extinguishing the fire should be available in the vicinity of the burn pile.
6. Permit fires shall **NOT** be left unattended at any time.
7. Permit fire may **NOT** cause a nuisance to others or create a hazard as deemed by the Chief of the Department or his designee.
8. Burning of grass, hay, leaves, stumps, tires, building materials, or rubbish is **PROHIBITED**.
9. No burning is allowed for commercial or institutional purposes.
10. Smoke limiting fuels must be used to ignite the fire.
11. The use of gasoline or white fuel to start or maintain the fire is **PROHIBITED**.
12. Additional regulations related to open burning may be enforced under this permit.
13. This permit does not absolve the holder of any liability associated with open burning.
14. This permit may be canceled or revoked at any time by the Chief of the Department or his designee.
15. The completed permit must be available for inspection upon request of Fire Department or Police Department personnel.

Applicant agrees to terms and conditions

I have read and understand the above regulations and restrictions associated with this permit for Open Air Burning. I agree to comply with all provisions of the permit. I also understand that failure to comply with the provisions and conditions of the permit may result in the revocation of the permit for the remainder of the burning season.

Application #: boltonma-5576 Residential Agricultural

Set Info From Owner Info

Name: Gary Perwak

Address: 663 Main St

Home Number: (978) 549-2422 Call Number: (978) 549-2422

Step 4 – A summary of your application will be displayed. Please carefully review the summary and if changes need to be made use your browser’s back button, otherwise click next.

Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

[Next](#) ←

[Click here to view a full-size copy of your filled out application](#)

<p> Required</p> <p> Provide if Appropriate</p> <p> Cannot Be Edited</p> <p> Invalid - Please Fill In</p>	
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Applicant agrees to terms and conditions

I have read and understand the above regulations and restrictions associated with this permit for Open Air Burning. I agree to comply with all provisions of the permit. I also understand that failure to comply with the provisions and conditions of the permit may result in the revocation of the permit for the remainder of the burning season.

Application #: boltonterma-5387 Residential

Name: Jasper Resident

Address: 663 Main St

Phone Number Home: (978) 123-4567 Cell Number: (978) 123-9876

Step 4 – You’ll see a confirmation screen indicating that your application has been successfully submitted. Next, the Fire Department will review and, if appropriate, approve your burning permit. You’ll be receiving an email shortly (within 24 hours) with approval status.

Please remember that submitting your application and getting approval for an Open Air Burning Permit is not authorization to burn. After you receive the approval email you’ll need to log back in to “activate” the permit each and every day you burn. The activation step is the formal authorization to burn.

At this point you can logout. Remember to check your email for your approval status.

The screenshot shows the Town of Bolton myGeoTMSWeb portal. At the top, there are logos for the Town of Bolton and GEOTMS Web. A navigation bar includes links for myGeoTMSWeb, Search, Apply, Contact Us, and About Us. A chat window indicates it is offline. A message states: "Your order has been placed successfully! You will receive an e-mail shortly with details of this transaction for your records." Below this, a heading reads "Your Online Application Has Been Received." The main content area contains a test message: "This is a test message: Your Online Permit Application has been accepted! See below for your itemized details." Under "Items Requested:", a table lists the following:

Department Name	Item Name	Amount Paid
Fire Safety & Permits	Open Air Burning Permit (boltontestma-5387)	\$0.00

Below the table, it states "No payment was posted for this transaction". The footer includes the myGeoTMSWeb navigation links and copyright information for Desjardins Municipal Solutions, Inc. © 2012, with a database update date of 12/03/2012 12:00:02 AM.

Tip: Please remember to apply for your burning permit at least 24 hours prior to the day on which you wish to burn. The Fire Department requires 24 hours to process your burning permit application.

Step 5 – Your approval email will look something like this.

From: <onlinepermits@geotms.com>

Date: Fri, Jan 4, 2013 at 1:40 PM

Subject: Your Online Application Has Been Processed and Approved.

To: Jasper Resident

Cc: onlinepermits@geotms.com

Your Online Application Has Been Processed and Approved.

Below is your 2013 Residential Burning Permit number. You can use the link to activate your permit on days that the Fire Department allows burning based on DEP recommendations and local weather conditions. Permit activations will not start until January 15, 2013.

Permit Number: [GC-2013-0112](#)

[Click Here To Activate Your Permit For Each Usage](#)

Once you receive this email you can login for daily activation of your permit. (Note that activations are typically not allowed until January 15) During the activation process you'll be able to see if the Fire Department is allowing burning on that day and, if so, obtain your daily authorization to burn.