Permit Transfer

This Permit Transfer form allows a permittee to transfer responsibilities under an existing Comfort Lake-Forest Lake Watershed District (CLFLWD) permit for all or a portion of a site to another party without reapplying for permit coverage. (Example: developer sells lots to builders, each builder completes this form.) Changes to the existing permit will not be allowed with this form; a new permit application or request for permit amendment must be submitted in such a case.

Until the CLFLWD approves this form, the original permit holder remains legally responsible for site conditions and permit compliance (bare soil stabilization, silt fence maintenance, etc). If the original permit holder sells or otherwise transfers any part of an incomplete project before completing this form, both that party and the new property owner will be responsible for compliance. Make this form a requirement for completing the property transfer.

For assistance completing this form, please contact the CLFLWD at 651-395-5850.

Permit Assignment Prerequisites

1. Do you have a copy of the site’s original CLFLWD permit, and all associated requirements?  
   YES  NO

2. Do you have a copy of the latest grading and erosion control plans for the site?  
   YES  NO

3. Has all of the exposed soil on the site been stabilized with temporary or permanent cover? (e.g. straw, erosion control blanket, permanent vegetation)  
   YES  NO

4. If necessary, have all outstanding non-compliant items been addressed? (Check with CLFLWD staff to confirm)  
   YES  NO
STOP: The documents referenced in questions 1 and 2 MUST be obtained prior to submitting this assignment form, and should be provided by the original permittee. Soil stabilization and permit compliance are requirements of the permit transfer as well. Continue if you responded YES to questions 1 through 4.

**Construction Activity Information**

5. Original CLFLWD Permit Number  
   # ___ - ___ ___

6. Project Name (as listed on original permit)  
   ____________________________________________

7. Location of Project  
   *Briefly describe where construction activity occurs and what portion of the project will be under your ownership or control. If the transfer concerns a specific platted lot or lots, state the legal description of the lot(s).*

   ___________________________________________________________________________________
   Example: Intersection of W. Broadway Ave. and Centennial Dr, Lots 1-12. Include list of addresses if available.

   **MN**
   City or Township  
   State  
   Zip Code

8. **Project Map** – Is a project location map attached, indicating the location of the property under your ownership/control?  
   YES  
   NO

9. **Full or Partial Transfer** -- Does this transfer encompass all of the permitted site, or a portion?  
   ALL  
   PART

10. **Performance Surety** – Have you submitted the appropriate financial assurance payable to the Comfort Lake-Forest Lake Watershed District? (Contact CLFLWD staff for amount details)  
    YES  
    NO

11. **Original Permit Holder/Owner**

   ___________________________________________________________________________________
   Business or Firm Name  
   Phone Number

   ___________________________________________________________________________________
   Last Name  
   First Name  
   Title  
   Email

   ___________________________________________________________________________________
   Mailing Address  
   City  
   State  
   Zip Code

I certify that I am the original permit holder for the aforementioned Comfort Lake-Forest Lake Watershed District permit. I consent to the transfer of permit for the real property described by items 7 and 8 above to the party listed below in item 12.
If this is a partial transfer, I understand and accept that this transfer does not replace my responsibility for all other real property to which the permit applies.

**Name of Permittee (print):**

X

By: Authorized Signature and Title

Date

This form must be signed by current permit holder responsible for the overall operation of the project that is the subject of this assignment form, be that of a Corporation, Partnership, Sole Proprietorship, Municipality, State, Federal, or other Public Agency.

12. New Owner

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I certify that I have read, understand, and accept all terms and conditions of the Comfort Lake-Forest Lake Watershed District permit referenced above. I recognize that the financial assurance submitted with this form will be used to fulfill these terms and conditions should they not be completed in an acceptable and timely manner as determined by Comfort Lake-Forest Lake Watershed District staff.

**Name of Permittee (print):**

X

By: Authorized Signature and Title

Date

13. New Contractor

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Transfer Approved:

Comfort Lake-Forest Lake Watershed District

_________________________________ Date:
By: Michael Kinney, Administrator