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Permit Transfer: Residential Building Lot

This Permit Transfer form allows a permittee to transfer responsibilities under an existing Comfort Lake-Forest Lake Watershed District (CLFLWD) permit for one or more building lots within a residential subdivision to a new lot owner without reapplying for permit coverage. The transferee is required to maintain erosion and sediment control practices on the lot(s) and to provide an escrow to the CLFLWD to cover CLFLWD costs if such practices are not properly maintained.

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 a building lot 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 Transfer Prerequisites

- | | | |
|---|-----|----|
| 1. Do you have a copy of the site's original CLFLWD permit, and all associated requirements? | YES | NO |
| 2. Have you submitted a grading and erosion control plan for the site? (See attached "Grading and Erosion Control Plan Standards" for plan requirements.) | YES | NO |
| 3. Is the site presently stabilized with temporary or permanent cover? (e.g. straw, erosion control blanket, permanent vegetation) | YES | NO |
| 4. Have any outstanding non-compliant items been addressed? (Check with CLFLWD staff to confirm) | YES | NO |

STOP: The document referenced in question 1 **MUST** be obtained prior to submitting this assignment form, and should be provided by the original permittee. An adequate grading and erosion control plan, soil stabilization and permit compliance are requirements of the permit transfer as well. Continue if you responded YES to questions 1 through 4.

Board of Managers
Jackie A. Anderson—President Jon W. Spence—Vice President
Wayne S. Moe—Secretary Stephen W. Schmaltz—Treasurer Jackie McNamara—Assistant Treasurer

Construction Activity Information

3. Original CLFLWD Permit Number #__ __ - __ __ __

4. Project Name (as listed on original permit) _____

5. Building Lots for Which Permit Is Being Transferred (use plat descriptions):

6. Processing Fee & Financial Assurance – This transfer requires: (a) a non-refundable \$10 processing fee *per lot*; and (b) a financial assurance of \$1,000 *per lot* to cover actual CLFLWD costs to monitor permit compliance and address non-compliance. Any cost incurred by the CLFLWD greater than the assurance balance will be billed to the new owner. Any unused portion of the assurance balance will be returned to the new owner when the CLFLWD confirms that the work has been completed under the permit. Both must be submitted in the form of a check payable to Comfort Lake-Forest Lake Watershed District. Have the appropriate fees and assurances been submitted? YES NO

7. Original Permit Holder/Owner Firm: Individual:

Business or Firm Name

Last Name First Name Title Email Phone Number

Mailing Address City State Zip Code

I certify that I am the original permit holder for the aforementioned CLFLWD permit or, if the permittee is a firm, that I am authorized to sign on behalf of permittee. I consent to the transfer of permit for the real property described by item 5 above to the party listed below in item 8.

I understand and accept that this transfer does not remove 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 an Individual, Corporation, Partnership, Sole Proprietorship, Municipality, State, Federal, or other Public Agency.

8. New Owner

Business or Firm Name

Last Name *First Name* *Title* *Email* *Phone Number*

Mailing Address *City* *State* *Zip Code*

I certify that I have read, understand, and accept all terms and conditions of the CLFLWD permit referenced above. I recognize that the financial assurance submitted with this form will be used to fulfill these terms and conditions should the CLFLWD determine that they have not been completed in an acceptable and timely manner.

Name of Permittee (print):

X

By: Authorized Signature and Title

Date

9. New Contractor

Business or Firm Name *Phone Number*

Last Name *First Name* *Title* *Email*

Mailing Address *City* *State* *Zip Code*

Last Name (alternate contact) *First Name* *Email* *Phone Number*

Transfer Approved:

Comfort Lake-Forest Lake Watershed District

Date:

By: Michael Kinney, Administrator

For Staff Use: Grading and erosion control plan incorporated

Escrow received Amount: \$ _____

Grading and Erosion Control Plan Standards

The CLFLWD will review submitted grading and erosion control plans to confirm that they provide for the following:

- **Perimeter control**
 - Location and type of perimeter control should be indicated on the plan.
 - Perimeter control should be installed downslope of all exposed soils. Examples of perimeter control practices include:
 - Silt fence
 - Biorolls/biologs
 - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here: <https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>
 - Plan should contain the following note: “*Silt fence* [or other practice, whichever applies] *must be installed prior to work commencing.*” Keep this in mind while preparing to begin construction.

- **Stabilized construction entrance**
 - Location and type of stabilized construction entrance should be indicated on the plan.
 - All construction entrances must be adequately stabilized to prevent sediment tracking due to vehicle traffic. Examples of methods to stabilize construction entrances include:
 - Rock/gravel
 - Construction entrance pads
 - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here: <https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>

- **Erosion control**
 - Plan should contain the following note: “*All disturbed portions of the site must be stabilized with temporary or permanent cover within fourteen days after construction activity has temporarily or permanently ceased.*” Keep this in mind whenever construction ceases (e.g. winter construction hiatus).
 - Examples of erosion control include:
 - Straw net blankets or straw mulch
 - Hydraulic mulch with tackifier
 - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here: <https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>

Upon submittal of the erosion control plan the District will review for compliance and any site specific measures that might be required.