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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 |

Board of Managers

Jon Spence—President Jackie Anderson—Vice President
Jen Oknich—Secretary Steven Schmalz—Treasurer Jim Dibble—Assistant Treasurer

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.

City or Township MN *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

Business or Firm Name

Phone Number

Last Name

First Name

Title

Email

Mailing Address

City

State

Zip Code

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

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