

State of North Carolina
Department of Environment and Natural Resources
Division of Water Quality

STATE STORMWATER PERMIT NAME/OWNERSHIP CHANGE FORM

I. CURRENT PERMIT INFORMATION

1. Stormwater Management Permit Number: _____
2. Project Name: _____
3. Current Permit Holder's Company Name/Organization: _____
4. Signing Official's Name: _____ Title: _____
5. Mailing Address: _____
City: _____ State: _____ Zip: _____
6. Phone: (_____) _____ Fax: (_____) _____

II. PROPOSED PERMITTEE / OWNER / PROJECT / ADDRESS INFORMATION

This request is for: *(please check all that apply)*

- Name change of the owner (Please complete Items 1, 2 and 3 below)
- Name change of project (Please complete Item 5 below)
- Change in ownership of the property/company (Please complete Items 1, 2, 3, and 4 below)
- Mailing address / phone number change. (Please complete Item 4 below)
- Other (please explain): _____

1. Proposed permittee's company name/organization: _____
2. Proposed permittee's signing official's name: _____
3. Proposed permittee's title: _____
4. Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ Fax: (_____) _____
5. New Project Name to be placed on permit: _____

Please check the appropriate box. The proposed permittee listed above is:

- HOA or POA** (*Attach documentation showing that the HOA or POA owns, controls, or has a recorded easement for all areas that contain stormwater system features. Print name of HOA or POA in #1 above and provide name of HOA/POA's authorized representative in #2 above*)
- The property owner**
- Lessee** (*Attach a copy of the lease agreement and complete Property Owner Information on page 4*)
- Purchaser** (*Attach a copy of the pending sales agreement. Final approval of this transfer will be granted upon receipt of a copy of the recorded deed*)
- Developer** (*Complete Property Owner Information on page 4*)

III. REQUIRED ITEMS

A request to transfer a permit will not be approved by the Division of Water Quality (DWQ) unless all of the applicable required items listed below are included with the submittal. Failure to provide the listed items may result in processing delays or denial of the transfer.

1. This completed and signed form. **This certification must be completed and signed by both the current permit holder and the new applicant if this is a change of ownership.**
2. Legal documentation of the property transfer to a new owner.
3. A copy of any recorded deed restrictions, covenants, or easements, if required by the permit.
4. The designer's certification (DWQ Engineer and Designer Certification Forms are available from each DWQ Regional office), if required by the permit and if not already submitted to DWQ.
5. If the proposed permittee is a firm, partnership, association, institution, corporation, limited liability company, or other corporate entity, provide documentation showing the authority of the named representative to act on behalf of the proposed permittee.
6. The \$40.00 processing fee. If this is an initial transfer from the original permittee the processing fee is not required. Subsequent ownership transfers will require the \$40.00 processing fee.

IV. CURRENT PERMITTEE'S CERTIFICATION

Please check one of the following statements and fill out the certification below that statement:

Check here if the current permittee is only changing his/her/its name, the project name, or mailing address, but will retain the permit. I, _____, the current permittee, hereby notify the DWQ that I am changing my name and/or I am changing my mailing address and/or I am changing the name of the permitted project. I further attest that this application for a name/ownership change is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed or if all required supporting information and attachments listed above are not included, this application package will be returned as incomplete.

Check here if current permittee is transferring the property to a new owner and will not retain ownership of the permit. I, _____, the current permittee, am submitting this application for a transfer of ownership for permit # _____. I hereby notify DWQ of the sale or other legal transfer of the stormwater system associated with this permit. I have provided a copy of the most recent permit, the designer's certification for each BMP, any recorded deed restrictions, covenants, or easements, the DWQ approved plans and/or approved as-built plans, the approved operation and maintenance agreement, past maintenance records, and the most recent DWQ stormwater inspection report to the proposed permittee named in Sections II and V of this form. I further attest that this application for a name/ownership change is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed or if all required supporting information and attachments listed above are not included, this application package will be returned as incomplete. I assign all rights and obligations as permittee to the proposed permittee named in Sections II and V of this form. I understand that this transfer of ownership cannot be approved by the DWQ unless and until the facility is in compliance with the permit.

Signature: _____ Date: _____

I, _____, a Notary Public for the State of _____, County of _____, do hereby certify that _____ personally appeared before me this the _____ day of _____, 20____, and acknowledge the due execution of the forgoing instrument. Witness my hand and official seal, _____ (Notary Seal)

Notary Signature

V. PROPOSED PERMITTEE CERTIFICATION: *(This section must be completed by the Proposed Permittee for all transfers of ownership)*

I, _____, hereby notify the DWQ that I have acquired through sale, lease or legal transfer, the responsibility for operating and maintaining the permitted stormwater management system, and, if applicable, constructing the permitted system. I acknowledge and attest that I have received a copy of: (check all that apply to this permit)

- the most recent permit
- the designer's certification for each BMP
- any recorded deed restrictions, covenants, or easements
- the DWQ approved plans and/or approved as-built plans
- the approved operation and maintenance agreement
- past maintenance records from the previous permittee (where required)
- DWQ stormwater inspection report showing compliance within 90 days prior to this transfer

I have reviewed the permit, approved plans and other documents listed above, and I will comply with the terms and conditions of the permit and approved plans. I acknowledge and agree that I will operate and maintain the system pursuant to the requirements listed in the permit and in the operation and maintenance agreement. I further attest that this application for a name/ownership change is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed or if all required supporting information and attachments listed above are not included, this application package will be returned as incomplete.

Signature: _____ Date: _____

I, _____, a Notary Public for the State of _____, County of _____, do hereby certify that _____ personally appeared before me this the _____ day of _____, 20____, and acknowledge the due execution of the forgoing instrument. Witness my hand and official seal,

Notary Signature

(Notary Seal)

Additional copies of the original permit and the approved Operation and Maintenance agreement can be obtained from the appropriate Regional Office of the Division of Water Quality.

This completed form, including all supporting documents and processing fee (if required), should be sent to the appropriate Regional Office of the North Carolina Department of Environment and Natural Resources, Division of Water Quality, as shown on the attached map.

Please note that if the Proposed Permittee listed above is not the property owner, the property owner must complete and sign page 4 of this document. Both the lessee / developer and the property owner will appear on the permit as permittees.

VI. PROPERTY OWNER CONTACT INFORMATION AND CERTIFICATION

If the Proposed Permittee listed in Sections II and V of this form is not the Property Owner, the Property Owner must provide his/her Contact Information below and sign this form:

Printed Name: _____

Organization: _____

Title within the Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____
(if different from street address)

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

I certify that I own the property identified in this permit transfer document and have given permission to the Proposed Permittee listed in Sections II and V to develop and/or, lease the property. A copy of the lease agreement or other contract, which indicates the party responsible for the construction and/or operation and maintenance of the stormwater system, has been provided with the submittal.

As the legal property owner I acknowledge, understand, and agree by my signature below, that I will appear as a permittee along with the lessee/developer and I will therefore share responsibility for compliance with the DWQ Stormwater permit. As the property owner, it is my responsibility to notify DWQ by submitting a completed Name/Ownership Change Form within 30 days of procuring a developer, lessee or purchaser for the property. I understand that failure to operate and maintain the stormwater treatment facility in accordance with the permit is a violation of NC General Statute (NCGS) 143-215.1, and may result in appropriate enforcement action including the assessment of civil penalties of up to \$25,000 per day, pursuant to NCGS 143-215.6.

Signature of the property owner _____ Date: _____

I, _____, a Notary Public for the State of _____, County of _____, do hereby certify that _____ personally appeared before me this the _____ day of _____, 20____, and acknowledge the due execution of the forgoing instrument. Witness my hand and official seal,

Notary Signature

(Notary Seal)