

Application for Permit Transfer

Use this form to apply to the Minnehaha Creek Watershed District (MCWD) for proposed transfer of an existing MCWD Permit to a new property owner. Fill out this form completely and mail to MCWD, 15320 Minnetonka Blvd, Minnetonka, MN 55345, with all required accompanying documents. Keep a copy for your records. For questions call (952) 471-0590.

Project information:

1. Permit number: _____ - _____ (example 03-001)
2. Project location:
 - a. Address _____
 - b. City _____
 - c. Property ID # _____

New owner information:

For the purposes of this form the "new owner" will refer to the person or party requesting the permit be transferred to them.

1. _____
Name (last, first, MI)
- _____
Company Name (if applicable)
- _____
Address (Street, RFD, Box #, City, State, Zip)

Phone Number (include area code) / **Email Address** / Fax Number

2. Have you received a copy of the MCWD approved erosion control plan from the existing owner?
 YES NO
3. Have you received from the existing owner and reviewed a fact sheet on Sediment and Erosion Control?
 YES NO
4. A: Are all approved/required erosion and/or sediment control measures indicated on the MCWD approved erosion control plan installed and functioning according to MCWD approved standards?
 YES NO Request inspection by MCWD Staff
4. B: Are all erosion prevention practices, including temporary seed and mulch or permanent cover functioning according to MCWD/MPCA standards?
 YES NO Request inspection by MCWD Staff
5. Will you be using the current MCWD approved erosion control plan for this permit?
 YES NO*
* Attach a copy of your signed and dated proposed erosion control plan if you answered NO. Permit will not be transferred until the new proposed erosion control plan has been approved by MCWD staff.
6. I understand that permit transfer is not complete until I have received a permit, and I hereby give permission to the existing owner to enter my lot/property for the purpose of erosion and sediment control repair/installation in order to comply with the conditions of the permit until such time that permit transfer is complete. _____
Initial
7. I understand that submission of this application does not guarantee permit transfer and more information may be requested. I understand that not answering yes to any of the above questions may delay issuance of the new permit. I hereby certify that to the best of my knowledge and belief all information contained in this document and accompanying attachments are true, complete, and accurate. I am aware that there are significant penalties for submitting false information.

New Owner Signature

Date

Existing owner information:

For the purposes of this form the "existing owner" will refer to the person or party wishing to transfer the permit.

1. _____
 Name (last, first, MI)

Company Name (if applicable)

Address (Street, RFD, Box #, City, State, Zip)

Phone Number (include area code)/Email Address/Fax Number

2. The following information must be given to the New Owner for review prior to permit transfer application:
- Copy of the MCWD approved erosion control plan under the existing permit.
 - MCWD-supplied Fact sheet on Sediment and Erosion Control.
3. All approved/required erosion and sediment control measures indicated on the MCWD approved erosion control plan must be installed and functioning according to MCWD approved standards prior to permit transfer application.
4. I understand that permit transfer is not complete until the new owner has received a permit, and that until such time that permit transfer is complete, I am the party responsible for implementing and following the conditions of the permit. _____
Initial
5. I understand that submission of this application does not guarantee permit transfer and more information may be requested. I hereby certify that to the best of my knowledge and belief all information contained in this document and accompanying attachments are true, complete, and accurate. I am aware that there are significant penalties for submitting false information.

Existing Owner Signature Date

For Office Use Only

Approved By: _____ Title: District Technician

Date of Issuance: _____ Date of Expiration: _____

Based on Plans Received on: _____

Conditions

- The permit holder is responsible for compliance with all MCWD Rules, and for the action(s) of their representatives, contractors, and employees.
- All erosion and sediment control measures must be effectively installed and maintained according to MCWD guidelines as laid out by current District Rules and Policies until all disturbed soils are permanently stabilized.
- All temporary erosion and sediment control measures must be removed following final inspection by MCWD Staff after all disturbed soils have been permanently stabilized.
- District staff or their representatives may enter lots for the purposes of enforcing and determining compliance with District Rules.
- MCWD may charge fees for actual time for inspections, legal services, monitoring, analysis, and any supporting work according to the current MCWD Fee Schedule which may be subject to change.