



Application For Permit Transfer and Application for Transfer of Pending Application
(In Accordance with Uniform Procedures, 6NYCRR Part 621)

NOTE: Please read ALL instructions before completing this application. Please TYPE or PRINT clearly in ink.

Form with sections: PART 1 - TRANSFEREE (New Owner/Operator/Lessee/Applicant) COMPLETES: and PART 2 - TRANSFEROR (Present or Former Owner/Operator/Lessee/Applicant) COMPLETES: and PART 3 - PERMIT TRANSFER VALIDATION SECTION -- DEPARTMENT OF ENVIRONMENTAL CONSERVATION COMPLETES:.

Application for Permit Transfer and Application for Transfer of Pending Application

General Instructions

This form is to be used for transferring valid permits and pending applications for permit from a present permit holder or applicant (Transferor) to another party taking responsibility as a permittee or applicant (Transferee).

Legally Responsible Party means a permittee lawfully accountable for undertaking a permitted action in accordance with the provisions and conditions of a permit, or an applicant lawfully accountable for the content of an application.

The Transferee (New Owner/Operator/Lessee/Applicant) must:

1. Complete Part 1 of this application form.
2. Have Part 2 of this application form completed by the Transferor (former Owner/Operator/Lessee/Applicant). If the information requested in Part 2 cannot be obtained, the Transferee must attach a statement giving the reason(s).
3. Submit completed application form to the Regional Permit Administrator, Division of Environmental Permits, at the appropriate office of the department (see map below). The Transferee may keep the last copy of this application form.

Other Instructions

4. Applications by a Corporation shall be signed by a member of the board of directors or a "high managerial agent" of the corporation as that term is defined in the § 20.20 of the Penal Law; a Partnership by a general partner; a Sole Proprietorship by the proprietor; a Municipality or Public Corporation by the duly authorized principal executive officer; and a State Agency by a person duly designated by the commissioner or other agency head. Applications by a Limited Liability Company shall be signed by a member or manager in accordance with the LLC's articles of organization as filed with the Secretary of State.
5. If other than the owner makes application, written consent of the owner to use the property/facility must accompany the application.
6. The Transferee is responsible for obtaining any other required federal, state or local permits.
7. The department may request additional information in accordance with the Record of Compliance Enforcement Guidance Memorandum, or with regard to financial assurance guaranties.
8. If available, attach a copy of the first page of the permit(s) requested for transfer.

Contact the Regional Permit Administrator, Division of Environmental Permits, at the appropriate office of the department, as given below, for assistance regarding any of the above requirements.

New York State Department of Environmental Conservation

REGION 1

Building 40, SUNY
Stony Brook, NY 11790-2356
(631) 444-0365

REGION 2

1 Hunter's Point Plaza
47-40 21st Street
Long Island City, NY 11101-5407
(718) 482-4497

REGION 3

21 South Putt Corners Road
New Paltz, NY 12561-1696
(845) 256-3054

REGION 4

1150 North Wescott Road
Schenectady, NY 12306-2014
(518) 357-2069

REGION 4 Sub-Office

Route 10
HCR #1 Box 3A
Stamford, NY 12167-9503
(607) 652-7741

Region 5

Route 86, PO Box 296
Ray Brook, NY 12977-0296
(518) 897-1234

REGION 5 Sub-Office

PO Box 220
Warrensburg, NY 12885-0220
(518) 623-1281

REGION 6

State Office Building
317 Washington Street
Watertown, NY 13601-3787
(315) 785-2245

REGION 6 Sub-Office

State Office Building
201 Genesee Street
Utica, NY 13501-2885
(315) 793-2555

REGION 7

615 Erie Blvd West
Syracuse, NY 13204-2400
(315) 426-7438

REGION 7 Sub-Office

1285 Fisher Avenue
Cortland, NY 13405-1090
(607) 753-3095

REGION 8

6274 E. Avon - Lima Road
Avon, NY 14414-9519
(716) 226-2466

REGION 9

270 Michigan Avenue
Buffalo, NY 14203-2999
(716) 851-7165

REGION 9 Sub-Office

182 East Union
Suite 3
Allegany, NY 14706-1328
(716) 372-0645

Legend



DEC Regional Office



DEC Regional Sub-office



Adirondack Park

