



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.

PART 1 - TRANSFEREE (New Owner/Operator/Lessee/Applicant) COMPLETES:

1. LIST PERMIT NUMBER(S) AND THEIR EFFECTIVE AND EXPIRATION DATES
LIST PENDING APPLICATION NUMBER(S):
2. NAME OF TRANSFEREE
If other than an individual, provide Taxpayer ID Number
STREET ADDRESS, CITY, STATE, ZIP CODE
TELEPHONE NUMBER (Daytime)
TRANSFEREE IS A/AN: Owner Operator Lessee Applicant Municipality/Governmental Agency
3. NAME OF FACILITY/PROJECT
STREET ADDRESS, CITY, STATE, ZIP CODE
COUNTY TOWN
4. FACILITY CONTACT NAME
STREET ADDRESS, CITY, STATE, ZIP CODE
TELEPHONE NUMBER (Daytime)
5. HAS WORK BEGUN ON THE PROJECT?
6. CERTIFICATION: This certifies that the transferee seeks to be the legally responsible party for operations or project development...

PART 2 - TRANSFEROR (Present or Former Owner/Operator/Lessee/Applicant) COMPLETES:

1. NAME OF TRANSFEROR
If other than an individual, provide Taxpayer ID Number
STREET ADDRESS, CITY, STATE, ZIP CODE
TELEPHONE NUMBER (Daytime)
2. NAME OF FACILITY/PROJECT, if different from Facility Name in Part 1:
3. CERTIFICATION: This certifies that the facility and/or application referenced in Part 1 of this form will be / was transferred to the party identified as the new transferee...

PART 3 - PERMIT TRANSFER VALIDATION SECTION -- DEPARTMENT OF ENVIRONMENTAL CONSERVATION COMPLETES:

Transfer of permit approved, effective as of . Transferee subject to conditions of original permit, without exception.
Transfer of permit approved, with the following modifications or contingencies related to this Permit Transfer:
See attached revised permit page(s):
Transfer of application approved. See attached for additional information required.
Transfer denied, new application required. Please complete the enclosed permit application and return it to the undersigned Regional Permit Administrator at the address listed on the reverse side of this from.
PERMIT ADMINISTRATOR
Name Signature Date

# 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

