



**INSTRUCTIONS FOR:  
APPLICATION FOR TRANSFER OF UNDERGROUND  
STORAGE PERMIT and APPLICATION FOR TRANSFER  
OF PENDING UNDERGROUND STORAGE APPLICATION**

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

Legally Responsible Party, as referred to in the Transferee's Certification, 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/Applicant) must:

1. Complete Part 1 of this application form. The person signing the Application for Transfer on behalf of the Transferee must be listed on the Transferee's Organizational Report on file with the Division. If an Organizational Report has not been filed or needs to be updated, attach a completed Organizational Report to this application.
2. Have Part 2 of this application form completed by the Transferor (Former Owner/Applicant). The person signing the Application for Transfer on behalf of the Transferor must be listed on the Transferor's Organizational Report on file with the Division. If an Organizational Report has not been filed or needs to be updated, attach a completed Organizational Report to this application. If the information requested in Part 2 cannot be obtained, the Transferee must attach a statement giving the reason(s).
3. Attach a copy of the first page of the permit and/or application requested for transfer.
4. If not previously submitted, the Application for Transfer must be accompanied by a completed Request for Well Transfer and appropriate financial security pursuant to ECL §23-0305.
5. Processing of the Application for Transfer may include a site inspection of the facility. Any and all deficiencies found must be remediated or scheduled for remediation to the Department's satisfaction before the transfer will be approved.
6. Prior to approving the Application for Transfer, the Department may request additional information in accordance with Commissioner Policy DEE-16 "Record of Compliance Enforcement Guidance Memorandum."
7. It is the Transferee's responsibility to have or acquire any other required federal, state or local permits.
8. Submit completed application form and attachment(s) to:

New York State Department of Environmental Conservation  
Division of Mineral Resources  
625 Broadway - 3<sup>rd</sup> Floor  
Albany, NY 12233-6500