



INSTRUCTIONS FOR TRANSFER OF A CHAPTER 105 PERMIT AND/OR SUBMERGED LANDS LICENSE AGREEMENT (SLLA)

TRANSFERRING A CHAPTER 105 PERMIT:

The following instructions are useful to properly complete the Chapter 105 permit transfer process. A properly completed Transfer form, done in blue or black ink, allows for a more efficient and timely review. Incomplete forms will be returned.

The location of where the Transfer form and other associated documents (Transfer package) must be sent varies upon the type of Chapter 105 permit being transferred:

- If a General Permit (GP) being transferred is for a project located in a county where the Conservation District (District) has been delegated responsibility under the Chapter 105 program for General Permits (GPs), the Transfer package must be sent to the District (except GP-10, GP-11, GP-15). Contact Information for Conservation Districts can be found on GP Registration [Exhibit C \(3150-PM-BWEW0500C\)](#).
- If the District is not delegated or the permit being transferred is a GP-10, GP-11, GP-15, or Water Obstruction Encroachment Permit (WOEP), the Transfer package must be sent to the appropriate Department of Environmental Protection (DEP) Regional Office. Contact Information for DEP Regional Offices can be found on GP Registration [Exhibit B \(3150-PM-BWEW0500B\)](#).
- If the permit being transferred is a Dam Permit, the Transfer package must be sent to the Department of Environmental Protection, Bureau of Waterways Engineering and Wetlands, Division of Dam Safety, P.O. Box 8460, Harrisburg, PA 17105-8460.

Please provide **THREE (3) COPIES** of this Transfer form and other associated documents (Transfer package), each with proper original signatures, to the appropriate office. If the permit being transferred has an associated Submerged Lands License Agreement (SLLA), provide **FOUR (4) COPIES** of the Transfer package.

The Transfer package should be assembled and provided in the following order:

1. Application for Transfer of a Chapter 105 Permit and Submerged Lands License Agreement (SLLA) form, including proper original signatures. *Please do not submit the instructions, submit only the completed form.*
2. A check for the applicable transfer fee made payable to the “Commonwealth of Pennsylvania Clean Water Fund” OR “_____ Conservation District, Clean Water Fund”, whichever is the reviewing entity.
 - Federal, State, county or municipal agency or municipal authorities are exempt from fees.
3. A copy of the current valid Chapter 105 permit; General Permit (GP) acknowledgement, Water Obstruction Encroachment Permit (WOEP), or Dam Permit.
 - **Transfers will not be processed without a current permit.** If a current Chapter 105 permit cannot be provided or does not exist, coordinate with the DEP reviewing office (listed above) to pursue finding or obtaining authorization.
4. A copy of the current Submerged Lands License Agreement (SLLA).
 - **Transfers will not be processed without a current SLLA**, where one is required. If a current SLLA cannot be provided or does not exist, coordinate with the DEP reviewing office (listed above) to pursue finding or obtaining an agreement.

PERMIT TRANSFER FEE:

Please provide the specific number of Chapter 105 permit being transferred, the check number and total amount submitted in the spaces provided.

The appropriate fee is based upon type of applicant / new permittee and transfer.

- Federal, State, county or municipal agency or municipal authority are **exempt from fees**.
- All other permittees:

GP and WOEP:	Transfer of Permit Fee	\$100.00
	Transfer of Permit with SLLA Fee	\$200.00
Dam Permit:	No Proof of Financial Responsibility Required	\$550.00
	Proof of Financial Responsibility Required	\$300.00

SECTION A. PRESENT PERMITTEE and/or LICENSEE:

Please fill in the requested information about the present permittee and/or licensee (the client, the owner), permit and project as accurately as possible.

SECTION A.1. INFORMATION:

The owner name should be listed as the same legal name registered with the PA Department of State. See Section A.2. for clarification on signature.

- If the property of the project site is privately owned, please list all owners.
- If owned by a partnership, please list all members.
- If owned by a corporation, a political subdivision, or a Commonwealth department, board, commission, receiver, trustee or authority, please list the name of the entity.

Please be sure to include the proper Client Type and code (listed below). This information is important to DEP's data tracking system. Please leave blank if the information is unknown or there is a question regarding the proper answer or information. Please note however, that leaving out information may result in delays or denial of the authorization to transfer the permit and/or Submerged Lands License Agreement.

<u>Government</u>		<u>Non-Government</u>		<u>Individual</u>
AUTH	Authority	ASSOR	Association/Organization	INDIV Individual
CNTY	County	NPACO	Non-Pennsylvania Corporation	
FED	Federal Agency	PACOR	Pennsylvania Corporation	
MUNI	Municipality	PARTG	Partnership-General	
SCHDI	State District	PARTL	Partnership-Limited	
STATE	State Agency	OTHER	Other (Non-government)	
OTHG	Other (Government)	SOLEP	Sole Proprietorship	
NONPG	Non-Pennsylvania Government	LLP	Limited Liability Partnership	
		LLC	Limited Liability Company	
		ESTST	Estate/Trust	

Please fill in the requested information to identify and locate the project; including valid current Chapter 105 permit type, number and date of original issuance/acknowledgement, and the Project or Site name, address and location

SECTION A.2. AFFIDAVIT:

Please complete the affidavit; then sign, indicate title and date in the appropriate locations. The Transfer package will not be accepted unless the original form and each copy are signed and dated by the current permittee and applicant / new permittee, along with the proper witnesses.

Clarification on signature:

Individual – The form must be signed by all owners listed within the deed of the property or lease/rental agreement with their original signatures. For Individual(s), no indication of title is necessary.

Corporations – The form must be signed by the President or Vice President, Attested by the Secretary (Assistant Secretary) or Treasurer (Assistant Treasurer).

If others are signing on behalf of the corporation, a document evidencing delegation of contracting authority must be provided. Acceptance of the delegated documentation is at the sole discretion of DEP. Absent satisfactory documentation of signatory authority, only the above officers will be accepted as appropriate signatories.

Government agencies – The form must be signed by the Chief Officer or the President/Vice President of the government agency, if incorporated. Chief Clerk, Secretary or Treasurer Signature is required to witness or attest.

Partnerships – The form must be signed by either one general partner to bind the partnership or all partners must sign. For Limited Partnerships (LP), where each individual is a general partner, any general partner may sign. If a corporation is a general partner, the signage must 1) indicate the name of the corporation, 2) that it is a general partner, and 3) the signature of the President or Vice President *and* the signature of the Secretary or Treasurer.

If others are signing on behalf of the Limited Partnership, a document evidencing delegation of contracting authority must be provided. Acceptance of the delegated documentation is at the sole discretion of DEP. Absent satisfactory documentation of signatory authority, only the above officers will be accepted as appropriate signatories.

Limited Liability Companies – The form must be signed by a member for a Limited Liability Company (LLC), where it is member managed; where it is manager managed, a manager must sign. Please indicate whether the person is signing as a "Member" or as a "Manager" of the LLC, according to the Company's Limited Liability Company Operating Agreement.

If anyone other than a "Member" or "Manager" are signing on behalf of the LLC, documentation of authority to sign on behalf of the LLC must be provided.

If anyone else signs, documentation must be provided stating the delegation of the authority to sign. Acceptance of the delegated documentation is at the sole discretion of DEP.

SECTION B. APPLICANT / NEW PERMITEE and/or LICENSEE

Please fill in the requested information about the applicant / new permittee and/or licensee (the client, the owner) as accurately as possible.

SECTION B.1. INFORMATION:

The applicant name should be listed as the same legal name registered with the PA Department of State. *See Section A.2. for clarification on signature.*

- *If the property of the project site is privately owned, please list all owners.*
- *If owned by a partnership, please list all members.*
- *If owned by a corporation, a political subdivision, or a Commonwealth department, board, commission, receiver, trustee or authority, please list the name of the entity.*

Please be sure to include the proper Client Type and code (see Section A.1. for complete list). This information is important to DEP's data tracking system. Please leave blank if the information is unknown or there is a question regarding the proper answer or information. Please note however, that leaving out information may result in delays or denial of the authorization to use the permit and/or Submerged Lands License Agreement.

Please be sure to include DEP Client Identification Number (if known) and Employer Identification Number (EIN); State of Incorporation and PA Department of State Entity Number. Business entities, except Individuals, desiring to do business within the Commonwealth of Pennsylvania must register with the Pennsylvania Department of State.

- *Entities not already registered with the Commonwealth, please visit Pennsylvania Department of State, Bureau of Corporations and Charitable Organization registration website at <http://www.dos.pa.gov/BusinessCharities/Pages/default.aspx>.*

Please be sure to include the proper Contact Person, if different than the Applicant / new permittee. Check the box if the contact person is also a consultant.

SECTION B.2. AFFIDAVIT:

Please complete the affidavit; then sign, indicate title and date in the appropriate locations. The Transfer package will not be accepted unless the original form and each copy are signed and dated by the current permittee and applicant / new permittee, along with the proper witnesses. *See Section A.2. for clarification on signature.*

If anyone else signs, documentation must be provided stating the delegation of the authority to sign. Acceptance of the delegated documentation is at the sole discretion of DEP.



**APPLICATION FOR TRANSFER OF A CHAPTER 105 PERMIT
AND SUBMERGED LANDS LICENSE AGREEMENT (SLLA)**

Return **THREE (3) COPIES** of this Transfer Form and other associated documents (Transfer package) each with proper original signatures to the appropriate office. Return **FOUR (4) COPIES** if the transfer includes an SLLA.

PERMIT TRANSFER FEES

Please provide the information requested below and a check for the applicable fee(s) made payable to either the "Commonwealth of Pennsylvania Clean Water Fund" OR _____ "County Conservation District, Clean Water Fund", whichever is the reviewing entity.

Federal, State, county or municipal agencies or municipal authorities only **EXEMPT from fees**

All Others: Chapter 105 permit being transferred: _____

Total Amount Submitted \$ _____ Check #: _____

SECTION A. PRESENT PERMITTEE and/or LICENSEE					
SECTION A.1. INFORMATION					
Name of Present Permittee and/or Licensee (Client)			Email Address		Telephone Number
Mailing Address			City	State	Zip +4 -
Client Information – Please enter Client Type/Code from the list under the correct entity shown to the right →			Government	Non-Government	Individual
Type of Permit	Permit Number	Date	Municipality		County
Project / Site Name				Stream	
Site Location / Address			City	State	ZIP + 4 -
SECTION A.2. AFFIDAVIT					
<p>I _____ being duly sworn according to law depose and say that I (am the permittee and/or licensee) (am an officer of the permittee and/or licensee) (have the authority to make this application for the permittee and/or licensee) named above as the present permittee and/or licensee, that said permittee and/or licensee relinquishes all right, title and interest in said permit and/or License Agreement, and agrees to assign all right, title, interest and obligations under License Agreement dated _____, associated with permit number, _____, to the new licensee named herein, that the information included in the foregoing application is true to the best of my knowledge and belief. (Inapplicable portions above should be crossed out).</p>					
_____ Signature of person of authority for present Permittee and/or Licensee				_____ Date	
_____ Print Name & Title of present Permittee and/or Licensee					
_____ Witness Signature				_____ Date	
_____ Witness - Print Name & Title					

SECTION B. APPLICANT / NEW PERMITTEE and/or LICENSEE

SECTION B.1. INFORMATION

Name of Applicant / New Permittee and/or Licensee (Client)		Email Address		Telephone Number
Mailing Address		City	State	Zip +4
Client Information – Please enter Client Type/Code from the list under the correct entity shown to the right →		Government	Non-Government	Individual
DEP Client ID# (if known)	Employer ID# (EIN)	State of Incorporation	PA Dept. of State Entity #	
Name of Contact Person <input type="checkbox"/> consultant		Email Address		Telephone Number

SECTION B.2. AFFIDAVIT

I _____ being duly sworn according to law depose and say that I (am the applicant and/or licensee) (am an officer of the applicant and/or licensee) (have the authority to make this application for the applicant and/or licensee) named above as the new applicant and/or new licensee, that said applicant and/or licensee relinquishes all right, title and interest in said permit, and license agreement, as the new licensee, agrees to accept assignment of all right, title, interest and obligations under License Agreement dated _____, permit number _____ and that the information included in the foregoing statement is true to the best of my knowledge and that the information included in the foregoing application is true to the best of my knowledge and belief. **(Inapplicable portions above should be crossed out).**

Statement of Acceptance of Permit: I/We hereby accept the permit herein referred to and agree to be bound by all terms and conditions of said permit.

_____	_____
Signature of person of authority for applicant and/or Licensee	Date

Print Name & Title of applicant and/or Licensee	
_____	_____
Witness Signature	Date

Witness - Print Name & Title	

SECTION C. ACKNOWLEDGEMENT – DEP USE ONLY

USACOE DEP RO CD

_____	Received Date: _____	APPROVED
DEP / District Reviewer Signature		<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Decision Date: _____	<input type="checkbox"/> permit required
Reviewer's Typed / Printed Name		SLLA required
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		No Dam Permit Issued
		<input type="checkbox"/> permit waived <input type="checkbox"/> permit required