



Transfer of Coverage Construction Stormwater General Permit

This form transfers permit coverage for all or a portion of a site to one or more new operators

This is used to process two types of permit transfers: 1) Complete Transfer, or 2) Partial Transfer. Determine which type of transfer applies to your situation before filling out the form.

1. Complete Transfer: means the original permittee has sold or otherwise released control of the entire site to one or more owner/operators.

Required Paperwork for Complete Transfer:

- Either the current permittee or the new permittee(s) must submit a complete and accurate Transfer of Coverage Form (Attachment A) for each new operator to Ecology. The form must be signed by the current permittee and the new permittee.
- The current permittee must submit a Notice of Termination form (Attachment B) to Ecology.
 - The Notice of Termination form should be submitted at the same time as the signed Transfer of Coverage Form(s); or after the Transfer of Coverage form(s) is submitted to Ecology.
 - Ecology will not process Transfer of Coverage forms on sites that have already been granted termination (permit cancelled), unless the complete Transfer of Coverage form is:
 - Signed by both parties (new and old operators) within 30 days after the Notice of Termination form is received by Ecology, **and**
 - Submitted to Ecology within 60 days after the Notice of Termination form is received by Ecology.

2. Partial Transfer: means the original permittee retains control over some portion of the site after selling or releasing control over a portion of the site.

Required Paperwork for Partial Transfer:

- Either the current permittee or the new permittee(s) must submit a complete and accurate Transfer of Coverage Form (Attachment A) for each new operator to Ecology. The form must be signed by the current permittee and the new permittee.
- For partial transfers, the original permittee should submit the Notice of Termination (Attachment B) only if they no longer own any portion of the site or if the portions they still own are fully stabilized.

For Your Information:

- When this form is 1) completed, 2) signed by the current and new permittee, and 3) submitted to Ecology; permit transfers are effective on the date specified at the top of the next page, unless Ecology notifies the current permittee and new permittee of its intention to revoke coverage under the General Permit.
- The new permittee should keep a copy of the signed Transfer of Coverage form which serves as proof of permit coverage until Ecology sends documentation in the mail.
- Following the transfer, the new permittee must either: (1) use the Stormwater Pollution Prevention Plan (SWPPP) developed by the original operator and modified as necessary, or (2) develop and use a new SWPPP which meets the requirements of the Construction Stormwater General Permit.

ATTACHMENT A: Permit Transfer for Permit No. WAR-_____Type of Permit Transfer (check one): ☐ Partial Transfer☐ Complete Transfer

Specific date that permit responsibility, coverage, and liability is transferred to new operator: _____

Current Operator/Permittee Information****For partial transfers:**

- List **total area of soil disturbance** remaining under your operational control following transfer: _____ acres.
- List **total size of project/site** remaining under your operational control following transfer: _____ acres.
- Submitting this form meets the requirement to submit an updated application/NOI (General Permit Condition G9)

Current Operator/Permittee Name

Company

Signature_____

Title_____

Mailing Address

City

State

Zip

Phone No. Business

Ext.

Cell (Optional)

E-mail (Optional)

New Operator/Permittee Information**I. NEW OPERATOR/PERMITTEE**

Operator: means any party associated with a construction project that either has operational control over construction plans and specifications; OR has day-to-day operational control of activities which ensure compliance with permit conditions.

II. SITE OWNER*

***If different than New Operator/Permittee – if same, leave blank**

Contact Name

Phone No.

Owner's Name

Phone No.

Title

Title

Company

Company Name

Unified Business Identifier (UBI) 9 digit number provided by Dept of Revenue to business owners. Individuals without a UBI, enter noneUnified Business Identifier (UBI) 9 digit number provided by Dept of Revenue to business owners. Individuals without a UBI, enter none

Mailing Address

Mailing Address

City

State Zip + 4

City

State Zip + 4

Email address (Optional)

Fax No.

Email address (Optional)

Fax No.

III. ON-SITE CONTACT Person

Typically the Certified Erosion & Sediment Control Lead

IV. BILLING ADDRESS

Contact Name

Phone No.

Contact Name

Phone No.

Title

Title

Company Name

Company Name

Mailing Address

Mailing Address

City

State Zip + 4

City

State Zip + 4

Cell Phone (Optional)

Email Address (Optional)

Fax Number

V. Site/Project Information

Site/Project Name _____	Total size of your site/project (that <u>you</u> own/control): _____ acres.
Street Address or Location Description (<i>If the project or site lacks a street address, indicate the general location of the site. For example, Intersection of Highways 61 and 34.</i>) _____ Type of Construction Activity (<i>check all that apply</i>): <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Highway <input type="checkbox"/> Utilities: _____ <input type="checkbox"/> Other: _____	Total area of soil disturbance for <u>your</u> site/project: _____ acres <i>(Provide the estimated total area to be disturbed during the life of the project, including grubbing, excavation, grading, utilities and infrastructure installation. Note: 1 acre = 43,560 ft²)</i> Is the site/project a part or parcel of a "common plan of development or sale" (subdivision, commercial development, etc)? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If Yes, estimate total area of soil disturbance for entire common plan of development: _____ acres. How many cubic yards of concrete will be poured? _____ yd ³ <i>(estimate)</i> How many cubic yards of recycled concrete will be used? _____ yd ³ <i>(estimate)</i> Will any engineered soils (cement treated base, cement kiln dust, etc.) be used on your site/project? <input type="checkbox"/> Yes <input type="checkbox"/> No
City (or nearest city): _____ County: _____	Estimated project start-up date (mm/dd/yy): _____ Estimated project completion date (mm/dd/yy): _____
Record the latitude and longitude of the <i>main entrance</i> to the site. For projects without a main entrance (pipelines, roads, etc.), record approximate center of site. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> degrees, minutes, seconds Latitude _____° _____' _____" N </div> <div style="text-align: center;"> degrees, minutes, seconds Longitude _____° _____' _____" W </div> </div>	

* For assistance with latitude and longitude refer to: www.topozone.com,
<http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm> or http://www.epa.gov/tri/report/siting_tool/index.htm.

VI. Discharge/Receiving Water Information

Discharge: Does your construction site's stormwater or dewatering water have the potential to discharge: <input type="checkbox"/> Directly into a surface water body/water bodies? <input type="checkbox"/> Indirectly into a surface water body/water bodies (for example, via a storm drain system, roadside ditch, pipe, etc.)? Provide locations on the next page or on a separate sheet, if necessary. <input type="checkbox"/> To ground with 100% infiltration, with no potential to reach surface waters under any condition?
Does your project include dewatering? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>You must include dewatering plans and discharge locations in your site Stormwater Pollution Prevention Plan.</i>

Location of Discharge into Receiving Waters

Enter the water body name and latitude/longitude* of the point(s) where the site has the potential to discharge into a water body (enter all locations). Discharges to receiving waters may be direct or indirect through a storm drain system or ditch. Some large construction projects (subdivisions, roads, pipelines, etc.) may discharge into several water bodies. If the creek or tributary is unnamed, use a format such as "unnamed tributary to Bull Run Creek". (Attach a separate sheet if necessary.)

Receiving Water Name	Latitude degrees, minutes, seconds	Longitude degrees, minutes, seconds
	° ' N	° ' W
	° ' N	° ' W
	° ' N	° ' W

*For assistance with latitude and longitude refer to: www.topozone.com,
<http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm> or http://www.epa.gov/tri/report/siting_tool/index.htm

To the best of your knowledge, are any of the water bodies listed above designated as water quality impaired* (i.e., is the water body on the 303(d)list, or does it have an approved TMDL for turbidity, fine sediment, phosphorus or pH)? ☐ Yes ☐ No

For information on impaired water bodies refer to:

<http://www.ecy.wa.gov/programs/wq/stormwater/construction/impaired.html>

Before signing certification statement below, please use the following checklist to ensure your Transfer of Coverage form is complete:

- ☐ All spaces on this form have been completed (attach additional sheets if necessary).
- ☐ The transfer form is signed by both the current permittee and the new permittee(s).
- ☐ New Operator/Permittee: Before you submit this form to Ecology, please retain a copy for your records – this will serve as proof of permit coverage until documentation arrives from Ecology.
- ☐ For a complete transfer (entire site), where the current permittee will retain no portion of the site, a complete Notice of Termination form (attached) is included with this submittal (or will be submitted following transfer).

XI. Certification of New Permittee

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator's Printed Name _____

Title _____

Operator's Signature _____

Date _____

Please sign and return this original document to: Department of Ecology
Stormwater Unit – Construction
P. O. Box 47696
Olympia, WA 98504-7696

If you have any questions, please call:

- **360-407-7451 Josh Klimek** for city of Seattle or counties: Kitsap, Pierce, Thurston
- **360-407-7229 Elaine Worthen** for counties: King, Island, San Juan
- **360-407-6437 Carrol Johnston** for counties: Whatcom, Skagit, Snohomish, Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Grant, Adams, Whitman, Franklin, Walla Walla, Columbia, Garfield, Asotin
- **360-407-6858 Joyce Smith** for counties: Okanogan, Chelan, Douglas, Kittitas, Yakima, Benton, Klickitat, Skamania, Clark, Cowlitz, Wahkiakum, Lewis, Pacific, Grays Harbor, Mason, Jefferson, Clallam

If you need this publication in an alternate format, please call the Water Quality Program at 360-407-6401. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

ATTACHMENT B: Notice of Termination Form



Notice of Termination Form Construction Stormwater General Permit

Use this form to request termination of permit coverage

I. Permit # WAR _____

II. OPERATOR (Permittee)

III. BILLING ADDRESS

Contact Name	Phone No. Cell Phone No.	Contact Name	Phone No. Cell Phone No.
Title		Title	
Company		Company Name	
Mailing Address		Mailing Address	
City	State Zip	City	State Zip
Email address	Fax No.	Email address	Fax No.
Alternate contact: Name	Phone No. Cell Phone No.	Alternate contact: Name	Phone No. Cell Phone No.
Email		Email	

IV. SITE LOCATION/ADDRESS

Site Name	Total area of soil disturbance for your site/project: _____ acres
Street Address (or Location Description)	
City (or nearest city)	Zip County

V. CONSTRUCTION ACTIVITY- The site is eligible for termination by one of the following methods:

<input type="checkbox"/> The site has undergone final stabilization. The operator has permanently stabilized all exposed soils, removed all temporary BMPs, and eliminated all stormwater discharges associated with construction activity.
<input type="checkbox"/> Permit coverage on all portions of the site that have not undergone final stabilization (Permit Condition S10.A.1) are being or have been transferred (Permit Condition G9), and the permittee no longer has operational control of the construction activity. We provided the new owner Transfer of Coverage paperwork on: _____ (date).
<input type="checkbox"/> All portions of the site which have not undergone final stabilization (Permit Condition S10.A.1) have been sold and the permittee no longer has operational control of the construction activity. We will not be submitting Transfer of Permit coverage paperwork. (Optional) Please provide new owner contact info: _____

VI. CERTIFICATION OF PERMITTEE(S). Please read the certification statement carefully before signing.

"I certify under penalty of law that all stormwater discharges associated with construction activity from the identified site that are authorized by the National Pollution Discharge Elimination System (NPDES) and State Waste Discharge general permit have been eliminated, or that I no longer own or operate on this site. I understand that by submitting this Notice of Termination that I am no longer authorized to discharge stormwater associated with construction activity by the general permit, and that discharging pollutants in stormwater to waters of the State of Washington is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this Notice of Termination does not release the permittee from liability for any violations of this permit or the Clean Water Act."

Operator Printed Name _____

Title _____

Operator Signature _____

Date _____

Instructions for Notice of Termination Form

Submit a Notice of Termination Form to the Department of Ecology: when 1) all stormwater discharges from a construction site are eliminated and the site has undergone final stabilization, OR 2) the site has been sold or transferred to a different operator(s). The permit fees will continue until the permit is terminated.

- I. Permit Number** Enter the permit number for the facility.
- II. Operator** Give the name, address, and telephone number of the person who is responsible for the permit.
- III. Billing Address** Indicate where the final fee invoice should be sent.
- IV. Site Location** Enter the street address or location description, including the city or nearest city and county for the construction site. Construction sites that do not have a street address must also provide a legal description in the space provided or as an attachment.
- V. Construction Activity** Indicate:
1. That all stormwater discharges associated with construction activity are eliminated and final stabilization of all exposed soils is completed. Final stabilization means the establishment of a permanent vegetative cover, or equivalent permanent stabilization measures which prevent erosion.
 2. That the permit has been transferred to another responsible party(ies) for management *and provide the information required on the Transfer of Coverage form.*
 3. That all portions of the site that have not undergone final stabilization have been sold.
- VI. Certification of Permittee(s)** Read this statement carefully. The operator or authorized representative of the operator must print his or her name for clarity, then sign and date the document on the lines provided. Refer to General Condition G2 in the permit for signatory requirements.

Please sign and return this original document to the following address and retain a copy for your records:

Department of Ecology
Stormwater Unit – Construction
PO Box 47696
Olympia, WA 98504-7696

Note: Your site remains under permit and subject to all permit conditions until your termination is effective. Continue to comply with permit conditions until the earlier of the following two dates:

- 1) The date you receive written notification from Ecology that termination is effective; **OR**
- 2) The 31st day following Ecology's receipt of this form.

Questions? Call:

- **360-407-7451 Josh Klimek** for city of Seattle or counties: Kitsap, Pierce, Thurston
- **360-407-7229 Elaine Worthen** for counties: King, Island, San Juan
- **360-407-6437 Carrol Johnston** for counties: Whatcom, Skagit, Snohomish, Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Grant, Adams, Whitman, Franklin, Walla Walla, Columbia, Garfield, Asotin
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