

#L- \_\_\_\_\_  
Fees Paid \_\_\_\_\_  
Date Received \_\_\_\_\_

**TRANSFER APPLICATION**

For Site Location and Stormwater Projects

This form shall be used for the transfer of a Site Location permit or a Stormwater permit. All required fees **MUST** be paid when the transfer application is submitted to the Department. Please contact DEP for current fee schedule information. The fee schedule is updated every November 1. The fee is payable to "Treasurer, State of Maine".

**Please type or print in black ink only**

<b>1. New Applicant Name:</b>		<b>4. Name of Agent:</b>	
<b>2. New Applicant's Mailing Address:</b>		<b>5. Agent's Mailing Address:</b>	
<b>3. New Applicant's Phone # and Fax #:</b>		<b>6. Agent's Phone # and Fax #:</b>	
<b>4. New Applicant e-mail address (REQUIRED):</b>		<b>7. Agent e-mail address (REQUIRED):</b>	
<b>CURRENT PERMIT HOLDER</b>			
<b>8. Current Permittee Name:</b>		<b>10. Current Permittee Contact:</b>	
<b>9. Current Permittee Address:</b>		<b>11. Contact's Telephone Number:</b>	
<b>12. Existing DEP Permit Number:</b>			
<b>LOCATION OF ACTIVITY</b>			
<b>13. Name of Project:</b>			
<b>14. Name of Town where project is located:</b>		<b>15. County:</b>	

**All supporting documentation, outlined below, must be attached to this form and sent to the appropriate DEP office in Augusta, Portland or Bangor.**

Bureau of Land Resources 17 State House Station Augusta, ME 04333 Tel: (207) 287-7688	Bureau of Land Resources 312 Canco Road Portland, ME 04103 Tel: (207) 822-6300	Bureau of Land Resources 106 Hogan Road Bangor, ME 04401 (207) 941-4570
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**REQUIRED INFORMATION**

1. Provide a breakdown of costs for any unfinished construction and for project operation. These must include costs resulting from compliance with the Board or Department Order.
2. Provide evidence of the availability and commitment of funds sufficient to complete any unfinished project construction and to operate the project as approved. Submit one of the following three:
  - a. a letter of commitment from a financial institution or funding agency for a specified amount of funds and their use, or
  - b. the most recent corporate annual report and supporting documents indicating sufficient funds to finance the development, or

- c. copies of bank statements or other evidence indicating availability of the unencumbered funds, when the developer will personally finance the project.
- 3. Provide a narrative describing the new applicant's technical ability to complete or maintain this development.
- 4. Provide a complete copy of the deed, lease, purchase option or other documented evidence of the new applicant's title, right or interest in the development.
- 5. If the new applicant is a registered corporation, provide either a *Certificate of Good Standing* (available from the Secretary of State) or a statement signed by a corporate officer affirming that the corporation is in good standing.
- 6. Provide evidence of compliance with all public notice requirements (see attached Public Notice Requirements and Certification of Publication).

**CERTIFICATIONS / SIGNATURES**

**Current Permittee Signature.** By signing below the current permittee, certifies that he or she agrees to the transfer of the specified permit(s) to the new applicant named on this form.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

**New Applicant Signature.** By signing below the new applicant certifies that he or she is familiar with the DEP project file and will comply with the Board or Department Order being transferred, including all existing minor revisions and amendments to the Order and all attached conditions.

"I certify under penalty of law that I have personally examined the information submitted in this document and all attachments thereto and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Further, I hereby authorize the DEP to send me an electronically signed decision on the license I am applying for with this application by e-mailing the decision to the electronic address located on the front page of this application (see #4 and #7)"

"

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

## PUBLIC NOTICE FILING AND CERTIFICATION

Department Rules, Chapter 2, require an applicant to provide public notice for applications to transfer a license within 30 days prior to filing the application. In the notice, the applicant must provide the information included in the attached Notice of Intent to File form. "Abutter" for the purposes of the notice provision means any person who owns property that is contiguous with the property on which the project requiring a license from the Department is proposed.

1. **Newspaper:** You must publish the Notice of Intent to File in a newspaper circulated in the area where the activity is located. The notice must appear in the newspaper within 30 days prior to the filing of the application with the Department. You may use the attached Notice of Intent to File form, or one containing identical information, for newspaper publication.
2. **Abutters and Others Owning Land Within 1,000 Feet:** You must mail a copy of the Notice of Intent to File to abutters and all persons owning land within 1,000 feet of the proposed project. Their names and addresses can be obtained from the town tax maps or local officials. They must receive notice within 30 days prior to the filing of the application with the Department.
3. **Municipal Office or County Commissioner(s):** You must mail a copy of the Notice of Intent to File and a duplicate of the entire application to the Municipal Office or, if the proposed project is located in an unorganized or deorganized area of the State, to the county commissioner(s). The Municipal Office or county commissioner(s) must receive notice within 30 days prior to the filing of the application with the Department.

**ATTACH a copy of the published notice and a list of persons to whom notice was provided.**

### CERTIFICATION

By signing below, the applicant or authorized agent certifies that:

1. A Notice of Intent to File was published in a newspaper circulated in the area where the project site is located within 30 days prior to filing the application;
2. A mailing of the Notice of Intent to File was sent to all abutters and all other persons owning land within 1,000 feet of the proposed project within 30 days prior to filing of the application;
3. A mailing of the Notice of Intent to File, and a duplicate copy of the application was sent to the town office of the municipality in which the project is located or, if applicable, to the county commissioner(s); and
4. Provided notice of and held a public informational meeting, if required, in accordance with the Department's Chapter 2 rules, Processing of Applications and Other Administrative Matters, Section 12, prior to filing the application. Notice of the meeting was sent to abutters and all other persons owning land within 1,000 feet of the proposed project and to the town office of the municipality in which the project is located or to the county commissioner(s), as applicable, at least at least ten days prior to the meeting. Notice of the meeting was also published once in a newspaper circulated in the area where the project site is located at least seven days prior to the meeting.

The Public Informational Meeting was held on \_\_\_\_\_.  
(Date)

Approximately \_\_\_\_\_ members of the public attended the Public Informational Meeting.

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Date*

**PUBLIC NOTICE:  
NOTICE OF INTENT TO FILE**

Please take notice that:

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*(Name and Mailing Address of Applicant)*

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*(Phone Number and Email Address of Applicant)*

is intending to file a (check the one that applies):

- Site Location of Development Law permit transfer application, pursuant to the provisions of 38 M.R.S. §§ 481 thru 489-E on or about:
- Stormwater Management Law permit transfer application, pursuant to the provisions of the 38 M.R.S. § 420-D on or about:

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*(Anticipated Filing Date)*

The application is for:

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*(Description of the Project)*

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at the following location:

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*(Project Location)*

A request for a public hearing must be received by the Department in writing no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the application processing period.

**For Federally licensed, permitted, or funded activities in the Coastal Zone, review of this application shall also constitute the State's consistency review in accordance with the Maine Coastal Program pursuant to Section 307 of the federal Coastal Zone Management Act, 16 U.S.C. § 1456. (Delete if not applicable.)**

The application will be filed for public inspection at the Department of Environmental Protection's office in  Portland,  Augusta,  Bangor, or  Presque Isle during normal working hours. A copy of the application may also be seen at the municipal offices in \_\_\_\_\_, Maine.  
*(City/Town)*

Written public comments may be sent by email to [LandOnCall@maine.gov](mailto:LandOnCall@maine.gov) or by mail to the regional office in Portland, Augusta, Bangor, or Presque Isle where the application is filed for public inspection:

MDEP, Southern Maine Regional Office, 312 Canco Road, Portland, Maine 04103  
MDEP, Central Maine Regional Office, 17 State House Station, Augusta, Maine 04333  
MDEP, Eastern Maine Regional Office, 106 Hogan Road, Bangor, Maine 04401  
MDEP, Northern Maine Regional Office, 1235 Central Drive, Presque Isle, Maine 04769

*For more information on how to submit public comment with the DEP, please go to our website:  
[Public Participation in the Licensing Process \(Information Sheet\) Maine DEP](#)*