

Department of Environmental Quality
Virginia Pollutant Discharge Elimination System
Change of Ownership Agreement Form

RE: Change of Ownership - VPDES Permit No. _____

Name of permitted facility: _____

_____ County

TO: Virginia Department of Environmental Quality
Regional Office and Address

: _____
: _____
: _____

We, the undersigned, hereby request a transfer of ownership for the referenced permit.

Anticipated date of transfer: _____

CURRENT OWNER SHOWN ON PERMIT: I (We) hereby agree to the transfer of ownership modification to the referenced VPDES Permit.

Attach verification that all current owner outstanding Annual Fee payments are up to date (YES/NO).

If NO, see Annual Fee payment agreement under NEW OWNER below.

Current Owner name as listed on the VPDES Permit Cover Page:

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____

NEW OWNER TO ASSUME PERMIT: I (We) hereby agree to the change of ownership modification to the referenced VPDES Permit, and agree to accept all conditions and responsibilities of the permit.

NEW OWNER agrees to pay all outstanding Annual Fee payments currently due by old owner YES/NO

Transferred permit to be issued to: _____

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____

Telephone: (____) _____

Financial Assurance/Closure Requirements

Is this transferred VPDES permit for a privately owned sewerage system to treat sewage generated by private permanent residences discharging more than 1,000 gallons per day and less than 40,000 gallons per day? (YES/NO) NOTE: The term “privately owned” does not apply to hotels, motels, seasonal camps and industrial facilities that do not serve as permanent residences.

If YES

This form must be sent to the appropriate regional DEQ office by electronic or U.S. Postal CERTIFIED MAIL.

In addition, the Financial Assurance Regulation, [9VAC25-650](#) applies to all privately owned sewerage systems that treat sewage generated by private residences and discharge more than 1,000 gallons per day and less than 40,000 gallons per day. A private residence is defined as any building, buildings or part of a building owned by a private entity which serves as a permanent residence where sewage is generated. The Regulation requires that a closure plan, a cost estimate and a financial assurance mechanism be in place. If this applies to the NEW OWNER, the new owner shall demonstrate compliance with this chapter and the board shall approve the financial mechanism prior to the transfer of the permit. Upon demonstration to the board by the NEW OWNER of compliance with the Financial Assurance Regulation, the board shall notify the OLD OWNER that the old owner no longer needs to comply with the Financial Assurance Regulation. Ownership transfers where a discharge has already commenced cannot be processed until the closure plan, cost estimate and an approved financial assurance mechanism are in place.

[You may add the following consent for electronic transmittal of the permit if not already obtained.]

The Department of Environmental Quality (DEQ) may deliver permits and certifications (this includes permit issuances, reissuances, modifications, revocation and reissuances, terminations and denials) to recipients, including applicants or permittees, by electronically certified mail where the recipients notify DEQ of their consent to receive mail electronically (§ 10.1-1183). Check *only one* of the following to consent to or decline receipt of electronic mail from DEQ as follows:

Applicant or permittee agrees to receive by electronic mail the permit that may be issued for the proposed pollutant management activity, and to certify receipt of such electronic mail when requested by the DEQ.

If yes, provide email: _____

Applicant or permittee declines to receive by electronic mail the permit that may be issued for the proposed pollutant management activity.

This form must be signed by properly authorized individuals as specified in the VPDES Permit Regulation ([9VAC25-31-110](#)) and will not be processed until all fees are paid.