



Date Prepared: _____

TRANSFER OF IMPOUNDING STRUCTURE NOTIFICATION FROM PAST OWNER TO NEW OWNER

This application document is for the purpose of transferring current certificates or permits to a new owner. This form does not transfer the ownership of the dam from one owner to another. Please mail the executed form to the appropriate Department of Conservation and Recreation Division of Dam Safety Regional Engineer.

Reference: Impounding Structures Regulations, 4VAC 50-20-10 et seq., including 4VAC50-20-90 and 4VAC50-20-170, Virginia Soil and Water Conservation Board

1. Project Information:

- a. Name of Impounding Structure: _____
- b. Inventory Number: _____
Other Name (if any): _____
- c. Name of Reservoir: _____
- d. Hazard Potential Classification:
(Check one) High Significant Low

2. Location of Impounding Structure:

- a. City or County: _____
- b. Located _____ feet/miles upstream/downstream of Highway Number _____
- c. Name of river or stream: _____
- d. Latitude: _____ Longitude: _____
(degrees, minutes, decimal tenths of minutes) (degrees, minutes, decimal tenths of minutes)

3. Transfer Information: Identify status of dam's Virginia Certification: Check appropriate status:

- a. Type of transfer(s): Construction Permit Alteration Permit Operation and Maintenance Certificate
- b. Effective Date of Permit/Certificate: _____
- c. Expiration Date of Permit/Certificate: _____

4. Past Owner Information:

- a. Past Owner's Name: _____
- b. Contact Person (if different from above): _____
- c. Mailing Address: _____
- d. Telephone No.: (Residential) _____ (Business) _____

5. New Owner Information:

- a. New Owner's Name: _____
- b. Contact Person (if different from above): _____
- c. Mailing Address: _____
- d. Telephone No.: (Residential) _____ (Business) _____

Note: Please attach a list of all other new owners with their contact information, if applicable; See Ownership Support Documentation on Page 3.

EMERGENCY ACTION PLAN/EMERGENCY PREPAREDNESS PLAN UPDATES

I, _____, request that the required forms on file for the above referenced permit/certificate _____
(New Owner) (Number)
be revised to indicate the new ownership. I specifically request that the Emergency Action Plan or the Emergency Preparedness Plan be amended as follows:

- 1. Name of Owner: _____
Mailing Address: _____
Telephone No.: (Residential) _____ (Business) _____ (Cell) _____
- 2. Name of Dam Operator: _____
Mailing Address: _____
Telephone No.: (Residential) _____ (Business) _____ (Cell) _____
- 3. Name of Rainfall or Staff Gage Observer for Dam: _____
Mailing Address: _____
Telephone No.: (Residential) _____ (Business) _____ (Cell) _____
- 4. Name of Alternate Observer for Dam: _____
Mailing Address: _____
Telephone No.: (Residential) _____ (Business) _____ (Cell) _____

PAST/NEW OWNERS' STATEMENTS

I, _____, request to transfer the above referenced permit/certificate _____
(Past Owner) (Number)
which was effective _____ and expires _____ to _____
(Date) (Date) (New Owner)

I, _____, have reviewed and I am aware of all terms and conditions of the
(New Owner)
permit/certificate _____ and will comply with all said terms and conditions.
(Number)

I, _____, certify that I have all the legal authority necessary to operate and maintain this dam
(New Owner)
in accordance with the Dam Safety Act and its attendant regulations and will provide any requested supporting documentation.

I, _____, further certify that _____ City/County, the local
(New Owner)
Emergency Services Coordinator and the Virginia Department of Emergency Management have been advised of this change in ownership.

Signed: _____
(Past Owner's Signature) (Print Name)

This _____ day of _____, 20 _____.

Signed: _____
(New Owner's Signature) (Print Name)

This _____ day of _____, 20 _____.

Please attach the signatures of other new owners, if there are multiple certificate applicants, and submit the supporting ownership documentation; See Ownership Support Documentation on Page 3.

New Ownership Support Documentation:

With regards to new Ownership, an impounding structure located within the Commonwealth of Virginia can be owned by one Owner or multiple Owners. For the impounding structure in question, please indicate below through the use of the checkboxes (check all that apply) what category (single or multiple) you as the new Owner represent and provide the required applicable documentation to the Department.

For impounding structures with a single new Owner, the individual completing the Application must:

- Sign the statement certifying that you are the sole Owner of the impounding structure and have all the legal authority necessary to operate and maintain this structure in accordance with the Dam Safety Act and its attendant regulations.
- Provide any requested supporting documentation, such as the legal deed recorded in the appropriate local courthouse or land records office.

For impounding structures with multiple new Owners, the individual completing the Application must:

- Sign the statement certifying that you are an Owner of the impounding structure and have the legal authority necessary to operate and maintain this structure in accordance with the Dam Safety Act and its attendant regulations.
- Provide a listing of all Owners of the impounding structure, including all applicable contact information.
- If there is more than one Owner of the impounding structure to be named on the Operation and Maintenance Certificate, all the Owners must sign certification statements (which may be attached separately).

Copies of the applicable legal documentation verifying the authority must be provided. Please indicate below which documents have been provided.

- Copies of any contracts or other types of written legal agreements between multiple fee-simple Owners.
- Copies of any recorded easements permitting the construction of the impounding structure in question.
- Copies of any written maintenance agreements.
- Copies of any agreements recorded for a Homeowner's Association or a Property Owners' Association including covenants, deed restrictions, recorded instruments, or other declarations as defined per section §55-508.
- Copies of the list of all current Officers of the Homeowner's Association or a Property Owners' Association. If the Association is registered with the State Corporation Commission, a copy of the applicable registration should also be provided.