

**Town of Greenwich, CT
Inland Wetlands & Watercourses Agency
Permit Transfer Letter / Assignment of Permit**

Upon the sale of your property, complete this form to request a transfer of your existing Wetlands permit to a new owner. A copy of your active Wetlands permit should also be given to the Purchaser. This form shall be submitted to the Inland Wetlands & Watercourses Agency, 101 Field Point Road, Greenwich, CT 06830, so that we may authorize the transfer and update our existing files with the new information. Please review this form carefully as there is reference made to cash bonds should you have posted one with the Agency.

Please scroll down for the form.

Permit Transfer Letter/Assignment of Permit

This document **DOES NOT** constitute transfer of any outstanding cash bond should one exist.

Cash Bonds

Refunds of cash bonds **CANNOT** be made to an individual other than the original payer without written consent from that payer. The original payer (the individual that posted the bond) must authorize the Wetlands Agency to release the bond to a different individual. Do this, in writing, by providing the Agency with your consent and the full name, mailing address and phone number of the new owner/buyer.

INSTRUCTIONS: This letter **must be notarized** and the original mailed to the address below. Either both parties must sign **this** letter in the presence of a Notary or **two complete** copies of this letter, one with each party's signature (and notarized) need to be submitted.

TODAY'S DATE: _____

Send To: GREENWICH INLAND WETLANDS AND WATERCOURSES AGENCY
TOWN HALL ~ 101 FIELD POINT RD. ~ GREENWICH, CT 06830

REQUEST FOR TRANSFER OF: Application # _____ Permit/Agent Approval # _____

Property Address: _____

PLEASE TRANSFER THE ABOVE MENTIONED PERMIT FROM AND TO:

FROM:

(name of current permittee)

FORWARDING
ADDRESS:

TO:

(name of new permittee)

CONTACT NAME:

(required if new permittee is a corporation, LLC, etc)

CONTACT ADDRESS:

PHONE #:

As the new permittee, I, _____, understand and will comply with the conditions of permit (or agent approval) # _____.

SIGNATURE OF CURRENT PERMITTEE

SIGNATURE OF NEW PERMITTEE

PRINTED NAME OF CURRENT PERMITTEE

PRINTED NAME OF NEW PERMITTEE

State of _____, County of _____

ss. City/Town _____ On this the _____ day of _____, 20 _____, Personally

Appeared: _____, Signers and Sealers of the
forgoing instrument and acknowledged the same to be their free act and deed before me.

Notary Public

My Commission Expires _____