



NO FEE

Grading/ Erosion and Sediment Control (ESC) Permit Notice of Termination/Transfer Form

General Information: *(All applicants must fill out this section)*

Grading/ ESC Permit Number: _____

Project Address: _____

Original Owner Name: _____

Reason for Application: *(Circle one that applies and go to the appropriate section)*

Notice of Termination (NOT) Request

Permit Transfer (***must fill out reverse side***)

Notice of Termination (NOT) Request Information

NOT Requirements:

- ❖ Complete final stabilization on all disturbances due to construction activity (*70% density, uniform on all disturbances*)
- ❖ Remove debris from impervious surfaces, catch basins, BMP's, waterways, etc.
- ❖ Clean any permanent treatment systems and return to design capacity
- ❖ Provide documentation that infiltration BMP is functioning as intended (infiltration test)
- ❖ Remove all temporary erosion control devices, stockpiles, construction waste
- ❖ Provide Engineering Department with as-built drawings for all private stormwater and sanitary systems including permanent stormwater BMP's (*except single family residential*)
- ❖ Provide Engineering Department with final lot survey (*except single family residential*)
- ❖ Pay all non-routine inspection costs or any other fees to the City of Owatonna

Additional Information:

- ❖ Your site will be inspected by the City to ensure compliance
- ❖ You will receive confirmation of the NOT being accepted
- ❖ A completed NOT does not qualify for termination of any permits other than the City's Grading/ ESC Permit
- ❖ A completed NOT does not exempt any long term BMP maintenance

Internal Use Only

NOT Received By: _____

Date Received: _____ Type of Request: _____

Permit Transfer Form

Location(s) to be transferred: *(Use lot and block and/or address; state entire project)*

New Applicant is: Owner Contractor Other *(describe)* _____

New Permittee Information:

Name:	
Phone and Email:	
Address:	

Please Check One of the Following:

- I will be using the Stormwater Pollution Prevention Plan obtained from the original owner.
- I will be using a new Stormwater Pollution Prevention Plan. ***If using a new plan then you must submit the plan with this transfer form and it must be approved before work begins.***

I understand as the new permittee for the location described above I am legally accountable with the terms and conditions of the City's Stormwater Management Ordinance No. 52.25, as well as MPCA State Regulations. The undersigned agrees that signing this form obligates the Applicant and Contractor to adhere to any and all ordinances and regulations adopted by the City of Owatonna, as well as requests for further protection as deemed necessary by any employee or agent of the City of Owatonna. The undersigned accepts full responsibility for the compliance with the City's Stormwater Management Ordinance, Grading/ ESC Permit, and approved SWPPP. I understand that this permit is automatically approved unless notified otherwise within 5 calendar days from receipt and that this is now my permit which I should keep for my records.

I have read and understand the Permit Transfer Fact Sheet (must read prior to signing)

New Permittee Signature _____ **Date** _____

The location(s) of the site, as described above, being transferred is in compliance with the City Stormwater Management Ordinance and MPCA State Regulations. I understand that this transfer acts as my permit termination for the above location which automatically becomes effective 5 days after receipt unless notified otherwise. I am still responsible for all fees incurred during my ownership. **I have provided the new applicant the SWPPP that specifically addresses the remaining construction activity.**

Current Permittee Signature _____ **Date** _____