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.

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) ________________________________
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 __________________ (New Owner).

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

I, __________________________ , further certify that __________________ City/County, the local 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 __________ .

Mail the executed form to the appropriate
Department of Conservation and Recreation
Division of Dam Safety and Floodplain Management
Regional Engineer

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