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 _____________________