



Department of Permitting Services
Land Development Division
255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)-777-0311
Fax (240)-777-6339
<http://www.montgomerycountymd.gov/permittingservices/>



TRANSFER OF SEDIMENT CONTROL PERMIT

Any person wishing to assume a sediment control permit through a permit transfer must submit:

- A completed sediment control permit application. The disturbed area on the new application must be the same as per the original application. Application should be a **REVISION TO PREVIOUSLY APPROVED SEDIMENT CONTROL PLAN** noted as **OTHER: PERMIT TRANSFER**
- Replacement sediment control bond in the amount of the original bond.
- Written correspondence from the original permit holder requesting transfer of the permit and return of the original bond to the original permit holder. The original bond will be returned once the replacement bond has been accepted by DPS and the permit has been transferred.
- Revised plan set showing new ownership. New permit holder must also sign the Owner/Developer Certification on the plans. No other revisions may be made to the plans.
- Minimum plan review filing fee. The fee for a revision to a sediment control permit for ownership change is the minimum permit fee.

When these items have been accepted for processing, DPS will review and approve the plans and return them, along with a transmittal, to the new permit holder. New permit holder will return copies of the approved plans, as described in the transmittal. Once the plans have been returned, all related fees have been paid, and the replacement bond has been accepted by DPS, the new sediment control permit will be issued.

NOTE:

- Permit must be in good standing prior to transfer. Expired permits may not be transferred.
- The expiration date of the new permit will remain as per the original permit.
- Floodplain District Permits (FPDP) are not transferable. If the project requires a FPDP the new permit holder must apply for a new FPDP.
- The new permit holder must furnish to DPS proof of validity of all other associated permits, as shown on the Related Required Permits table on the sediment control plan set.
- All fees paid by the previous permit holder are non refundable.