

**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.

NOTE: Either both parties must sign **this** letter or **two complete** copies of this letter, one with each party's signature, need to be submitted.

TODAY'S DATE: \_\_\_\_\_

GREENWICH INLAND, WETLANDS, AND WATERCOURSES AGENCY  
TOWN HALL  
101 FIELD POINT ROAD  
GREENWICH, CT 06830

### REQUEST FOR TRANSFER OF:

APPLICATION #: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

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 # \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF CURRENT PERMITTEE

\_\_\_\_\_  
SIGNATURE OF NEW PERMITTEE

\_\_\_\_\_  
PRINTED NAME OF CURRENT PERMITTEE

\_\_\_\_\_  
PRINTED NAME OF NEW PERMITTEE