



Solar Permit by Rule (PBR)
Change of Owner/Operator/Name Form

I. GENERAL INFORMATION

A. Current Facility Information

Project Name: Permit No.
Location Address:
Owner on Permit:
Operator on Permit:

B. Facility Name Change No Change

New Project Name:
Effective Date: Click or tap to enter a date.

C. Change of Ownership No Change

New Owner:
Effective Date: Click or tap to enter a date.
Mailing Address:
City, State, Zip:
Contact Person:
Contact Title:
Contact Phone:
Contact E-mail:

D. Change of Operator No Change Same as Owner

New Operator:
Effective Date: Click or tap to enter a date.
Mailing Address:
City, State, Zip:
Contact Person:
Contact Title:
Contact Phone:
Contact E-mail:

E. Billing Information

Billing Contact:
Mailing Address:
City, State, Zip:
Contact Phone:
Contact E-mail:

II. ATTACHMENTS

The following items shall be provided as an attachment to this form, and will constitute the facility's permit modification request for change of owner or operator.

1. Demonstration of legal control over the site.
2. A copy of the written agreement between the existing and the majority or plurality owner or operator containing a specific date for transfer of permit responsibility, coverage, and liability between them.

Please note: The change of operator, ownership or controlling interest for a project shall not be effective until the department receives notification from both the original applicant and the new applicant – both must sign this form.

III. RESPONSIBLE OFFICIALS SIGNATURES

A. Certification Statements

Check each of the following boxes to indicate you certify and understand the statements.

- I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete.
- I understand that upon modification or issuance of a small renewable energy (solar) permit, the entity identified above will become the permittee and will be subject to all existing permit conditions. Any other modification of an existing permit or permit conditions will need to be handled separately.
- I understand the entity identified above is responsible for updating and maintaining operation plans and mitigation plans if appropriate in accordance with 9VAC15-60-80.
- I understand that the small renewable energy (solar) identified above shall operate under the specifications and commitments specified in the project application documents.

B. Signature(s)

Please sign below acknowledging you understand and agree to the certification statements above.

Current Owner/Operator Signature: _____ Date: _____

Name: _____

Title: _____

New Owner/Operator Signature: _____ Date: _____

Name: _____

Title: _____

Instructions for Completing Change of Owner/Operator DEQ Form

This DEQ Form is provided as guidance to ensure the necessary documentation is provided to the Department following a change in the owner or operator of a permitted small renewable solar energy project. These instructions are designed to assist with the completion of this form. The descriptions below are listed in the order as they appear on the DEQ Form.

GENERAL INFORMATION

A. Current Project Information

Project Name: Enter the name of the project currently identified on the small renewable energy (solar) permit authorization letter.

Permit No. Indicate the existing permit number using the 9-digit alpha-numeric ID

Location Address: Provide the street address of the project's physical location (may be Rural Route/Box No. if 911 address is not available).

Owner on Permit: Enter the name of the current project owner identified on the small renewable energy (solar) permit.

Operator on Permit: If different from the owner, enter the name of the current project operator identified on the small renewable energy (solar).

B. Project Name Change

Note that if the project name is not changing as part of an owner or operator change, mark the 'No Change' box and leave this section blank.

New Project Name: Provide the new name for small renewable energy project.

Effective Date: Enter the date (in MM/DD/YYYY format) to indicate the effective date of the name change for the project.

Signature: Name, title and signature of a responsible person affiliated with the current owner is required.

C. Change of Ownership

Note that if the owner is not changing as part of this request, mark the 'No Change' box and leave this section blank.

New Owner: Provide the name of the new owner for the project.

Effective Date: Enter the date (in MM/DD/YYYY format) to indicate the effective date of the name change for the project.

Mailing Address, City, State, and Zip: Provide the mailing address of the legal owner of project.

Owner Contact, Title, Phone, and Email: Provide information for the responsible person. This person should be associated with the named project. DEQ will consider the person listed as the main contact for correspondence relating to the project's permit.

Signature: Names, titles and signatures of responsible persons affiliated with both the current owner and new owner is required.

D. Change of Operator

Note that if the operator is not changing as part of this request, mark the 'No Change' box and leave this section blank, or if the Operator is the same entity as the Owner, mark the 'Same as Owner' box and leave this section blank.

New Operator: Provide the name of the new operator for the small renewable energy project.

Effective Date: Enter the date (in MM/DD/YYYY format) to indicate the effective date of the operator change for the project.

Mailing Address, City, State, and Zip: Provide the mailing address of the legal owner of project.

Operator Contact, Title, Phone, and Email: Provide information for the responsible person. This person should be associated with the named project. DEQ will consider the person listed as the main contact for correspondence relating to the project's operation.

Signature: Names, titles and signatures of responsible persons affiliated with both the current operator and new operator is required.

E. Billing Information

Billing Contact, Mailing Address, Phone, and Email: Provide information for the person responsible for annual billing fees.

Note: This form only addresses facility name and owner/operator changes. Other changes requested to the permit or permit conditions will need to be submitted according to permit modification provisions under 9VAC15-60-100 C.

ATTACHMENTS

Demonstration of legal control over the site and a copy of the agreement indicating date of transfer.

This documentation will be required for any change of property ownership, or change in lease agreement in the case of an operator holding the small renewable energy permit. Note that this attachment should identify the same business entity as owner or operator as identified on this form.

Modifications to change the owner or operator for small renewable energy projects are considered administrative changes in accordance with 9VAC15-60-100 and do not require a fee unless other modifications to the permit requiring a fee are being requested. If additional permit modifications are requested, please reference 9VAC15-60-100 C.

RESPONSIBLE PERSON SIGNATURE

This form must be signed by responsible person. A responsible person is defined in the Small Renewable Energy Projects (Solar) Permit by Rule as:

- "1. For a corporation, or limited liability company, a president, secretary, treasurer, or vice-president in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation or limited liability company;
2. For partnership or sole proprietorship, a general partner or the proprietor, respectively; and
3. For a local government entity or state, federal, or other public agency, either a principal executive officer or ranking elected official. "