

**WASHINGTON SUBURBAN SANITARY COMMISSION
DEVELOPMENT SERVICES DIVISION**

NAME CHANGE OR TRANSFER OF PROJECT OWNERSHIP REQUEST

Submittal Requirements

Transfer of Ownership Fee - See Current Fees List

Current and New Owner Signatures – Proof of ‘new’ ownership required if prior owner signature is not provided - this applies only to HPAs and SEPs

This form applies to HPA, SEP, SU, DRP, MSU and WWPS plans

LIST WSSC CONTRACT NUMBERS TO BE TRANSFERRED

PROJECT NAME

Note: A fee will be charged for EACH contract that has been DocuSigned or LOF issued

NEW PROJECT NAME

CURRENT PROJECT OWNER INFORMATION

NEW PROJECT OWNER INFORMATION

APPLICANT OF RECORD NAME

APPLICANT OF RECORD NAME

CONTACT PERSON

CONTACT PERSON

NUMBER & STREET ADDRESS

NUMBER & STREET ADDRESS

CITY, STATE & ZIP

CITY, STATE & ZIP

PHONE NUMBER

PHONE NUMBER

E-mail :

E-mail :

AUTHORIZED APPLICANT OF RECORD SIGNATURE

DATE

AUTHORIZED APPLICANT OF RECORD SIGNATURE

DATE

**BY SIGNING THIS DOCUMENT THE NEW OWNER WILL BE OBLIGATED TO FULFILL THOSE CONDITIONS
PREVIOUSLY SET FORTH IN THE LETTER OF FINDINGS DATED**

ENGINEER OF RECORD

EMAIL ADDRESS

ADDRESS

PHONE NUMBER

FOR WSSC USE ONLY

ACCEPTED AND APPROVED BY:

DATE