

NON-DISCHARGE PERMIT OWNERSHIP/NAME CHANGE  
INSTRUCTIONS FOR FORM: NDPONC 06-16 & SUPPORTING DOCUMENTATION

This form is for ownership changes or name changes of a non-discharge system permit. Please note that “Permittee” references the existing permit holder, and that “Applicant” references the entity applying for the ownership/name change.

For more information, visit the Water Quality Permitting Section’s Non-Discharge Permitting Unit [website](#)

- A. **Non-Discharge Permit Ownership/Name Change (FORM: NDPONC 06-16) Application** (All Applications):  
Submit an original completed and appropriately executed Non-Discharge Permit Ownership/Name Change (FORM: NDPONC 06-16) application.  
The Existing Permittee’s Certification shall be signed in accordance with [15A NCAC 02T .0106\(b\)](#). Per [15A NCAC 02T .0106\(c\)](#), an alternate person may be designated as the signing official if a delegation letter is provided from a person who meets the criteria in [15A NCAC 02T .0106\(b\)](#).  
The Applicant’s Certification shall be signed in accordance with [15A NCAC 02T .0106\(b\)](#). Per [15A NCAC 02T .0106\(c\)](#), an alternate person may be designated as the signing official if a delegation letter is provided from a person who meets the criteria in [15A NCAC 02T .0106\(b\)](#).
- B. **Existing Permit** (All Applications):  
Submit a copy of the most recently issued permit.
- C. **Property Ownership Documentation** (All Applications):  
➤ Per [15A NCAC 02T .0504\(f\)](#), [15A NCAC 02T .0604\(e\)](#), [15A NCAC 02T .0704\(f\)](#), [15A NCAC 02T .0804](#), [15A NCAC 02T .1004\(d\)](#), [15A NCAC 02T .1104\(d\)\(7\)](#), [15A NCAC 02T .1104\(e\)\(5\)](#), [15A NCAC 02U .0201\(e\)](#) or [15A NCAC 02U .0202\(f\)](#), the Applicant shall demonstrate they are the owner of all property containing the non-discharge system facilities:  
Legal documentation of ownership (i.e., [GIS](#), deed or article of incorporation), or  
Written notarized intent to purchase agreement signed by both parties with a plat or survey map, or  
Written notarized lease agreement that specifically indicates the intended use of the property and has been signed by both parties, as well as a plat or survey map. Lease agreements shall adhere to the requirements of [15A NCAC 02L .0107](#).
- D. **Certificate of Public Convenience and Necessity** (All Applications where the Applicant is a Privately-Owned Public Utility):  
Per [15A NCAC 02T .0115\(a\)\(1\)](#), provide one copy of the Certificate of Public Convenience and Necessity from the [North Carolina Utilities Commission](#) demonstrating the Applicant is authorized to hold the utility franchise for the area to be served by the non-discharge system.
- E. **Operational Agreements** (All Applications where the Applicant is a Home/Property Owners' Association or Developer of lots to be sold):  
➤ Home/Property Owners’ Associations  
Per [15A NCAC 02T .0115\(c\)](#), submit an original properly executed [Operational Agreement \(FORM: HOA\)](#).  
Per [15A NCAC 02T .0115\(c\)](#), submit an original proposed or approved Articles of Incorporation, Declarations and By-laws.  
➤ Developers of lots to be sold  
Per [15A NCAC 02T .0115\(b\)](#), submit an original of the properly executed [Operational Agreement \(FORM: DEV\)](#).
- F. **Operation and Maintenance Agreement** (All Applications for Single-Family Wastewater Irrigation Systems):  
Per [15A NCAC 02T .0604\(h\)](#), submit an original of a notarized [Operation and Maintenance Agreement \(FORM: SFRWWIS O&M\)](#) that has been signed and dated by all deeded property owners.

**THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED TO:**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER RESOURCES  
WATER QUALITY PERMITTING SECTION  
NON-DISCHARGE PERMITTING UNIT**

**By U.S. Postal Service:**  
Non-Discharge Branch  
1617 Mail Service Center  
Raleigh, NC 27699-1617

**By Courier/Special Delivery:**  
Non-Discharge Branch – Archdale 942W  
512 N. Salisbury St.  
Raleigh, NC 27604

**By Email:**  
[Non-Discharge.Reports@ncdenr.gov](mailto:Non-Discharge.Reports@ncdenr.gov)

**Telephone Number: (919) 707-3654**



I. EXISTING PERMITTEE INFORMATION:

- 1. Permittee's name:
2. Signature authority's name: per 15A NCAC 02T .0106(b) Title:
3. Permittee's mailing address:
City: State: Zip:
4. Permittee's contact information: Phone number: Email Address:
5. Demonstration of historical consideration for permit approval - 15A NCAC 02T .0120:
Has the Permittee or any parent, subsidiary or other affiliate exhibited the following?
a. Has been convicted of environmental crimes under Federal law or G.S. 143-215.6B? Yes or No
b. Has previously abandoned a wastewater treatment facility without properly closing that facility? Yes or No
c. Has unpaid civil penalty where all appeals have been abandoned or exhausted? Yes or No
d. Is non-compliant with an existing non-discharge permit, settlement agreement or order? Yes or No
e. Has unpaid annual fees in accordance with 15A NCAC 02T .0105(e)(2)? Yes or No

II. FACILITY INFORMATION:

- 1. Facility name:
2. Facility's physical address:
City: State: Zip: County:

III. PERMIT INFORMATION:

- 1. Existing permit number: WQ00 and most recent issuance date:
2. Existing permit type:
3. Reason for the permit application:
4. Has the facility been constructed? Yes or No

IV. APPLICANT INFORMATION:

- 1. Applicant's name:
2. Signature authority's name: per 15A NCAC 02T .0106(b) Title:
3. Applicant's mailing address:
City: State: Zip:
4. Applicant's contact information: Phone number: Email Address:
5. Demonstration of historical consideration for permit approval - 15A NCAC 02T .0120:
Has the Applicant or any parent, subsidiary or other affiliate exhibited the following?
a. Has been convicted of environmental crimes under Federal law or G.S. 143-215.6B? Yes or No
b. Has previously abandoned a wastewater treatment facility without properly closing that facility? Yes or No
c. Has unpaid civil penalty where all appeals have been abandoned or exhausted? Yes or No
d. Is non-compliant with an existing non-discharge permit, settlement agreement or order? Yes or No
e. Has unpaid annual fees in accordance with 15A NCAC 02T .0105(e)(2)? Yes or No

**Existing Permittee's Certification per [15A NCAC 02T .0106\(b\)](#):**

I, \_\_\_\_\_ attest that this application for  
(Signature Authority's name & title from Application Item I.2.)

\_\_\_\_\_  
(Facility name from Application Item II.1.)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that prior to reissuance of the permit into the Applicant's name, any discharge of wastewater from this non-discharge system to surface waters or the land will result in an enforcement action that may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of the existing permit be violated. I also understand that if all required parts of this application package are not completed and that if all required supporting information and attachments are not included, this application package will be returned as incomplete. I further certify that the existing Permittee or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees per [15A NCAC 02T .0105\(e\)](#).

**NOTE** – In accordance with General Statutes [143-215.6A](#) and [143-215.6B](#), any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Applicant's Certification per [15A NCAC 02T .0106\(b\)](#):**

I, \_\_\_\_\_ attest that this application for  
(Signature Authority's name & title from Application Item IV.2.)

\_\_\_\_\_  
(Facility name from Application Item II.1.)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that after reissuance of the permit into the Applicant's name, any discharge of wastewater from this non-discharge system to surface waters or the land will result in an enforcement action that may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also understand that if all required parts of this application package are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete. I further certify that the Applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees per [15A NCAC 02T .0105\(e\)](#).

**NOTE** – In accordance with General Statutes [143-215.6A](#) and [143-215.6B](#), any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_