

Change of  
Ownership

**Pagosa Lakes Property Owners Association  
Department of Community Standards  
Environmental Control Committee**

Current Owner: \_\_\_\_\_ Account #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Proposed Owner Name: \_\_\_\_\_

Proposed Owner Email: \_\_\_\_\_ **Proposed Owner Phone:** \_\_\_\_\_

Date Original Permit Issued: \_\_\_\_\_ Current Expiration Date\*: \_\_\_\_\_

Next Extension #: \_\_\_\_\_ Next Extension Fee: \_\_\_\_\_ Late Fee: \_\_\_\_\_

**Resolution 2023-01:** Project Permit Process, Section 1.12;

Change of Ownership While Project is Incomplete:

The owner must notify PLPOA in writing in advance if the property is to be conveyed before construction is complete and the permit closed. If the owner fails to do so, this does not relieve the new owner of the obligation to continue the project as described in the permit. If a change to the project/permit is desired, the new owner may follow established PPP processes. The new owner is subject to the same permit renewal fee schedule and fine schedules as were in effect for the prior owner at the time of conveyance. The change in ownership will not be deemed to restart the permit or extension process. The new owner must complete and sign a permit application form for the project in order for the permit to be transferred. A Permit Transfer Fee in the amount of \$500 will be applied for transferring a permit for a noncomplete project to a new owner.

\_\_\_\_\_ (Initial) YOU (the current owner) have the primary responsibility to advise anyone to whom you convey the property to, of the permit status at the time of the conveyance (including all approved but unfinished items included in the permit). By signing this form, you have met the requirement to notify PLPOA in writing in advance *if* the property is to be conveyed before construction is complete and/or the permit closed.

**Owner /Contractor Signature:** \_\_\_\_\_

**PERMIT APPLICATION: ECC Approved/Disapproved on Date:** \_\_\_\_\_

**Staff member accepting application:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\$500 Received Date:** \_\_\_\_\_ **New Owner Signed Application Received Date:** \_\_\_\_\_

**Vantaca Transferred New Permit #:** \_\_\_\_\_ **Permit Expiration Date\*:** \_\_\_\_\_

FOR STAFF USE ONLY

Revised 5/2023