



Request for Assignment of Encroachment Permit

Encroachment Permit Assignment Instructions: This form is used by persons seeking to assign the encroachments on Navigable Lakes pursuant to IDAPA 20.03.04. Please complete this form and submit it, along with the non-refundable filing fee of \$300 and required attachments to your local Idaho Department of Lands Supervisory Area Office.

1. In order to process an assignment, both the buyer (Assignee) and seller (Assignor) must submit this joint Assignment Form and nonrefundable \$300 processing fee to IDL.
2. If the last permit holder is not available to sign the form, a chain of title for the property showing all owners beginning with the permit holder to the new property owner must be provided.
3. Assignments can only be transferred to the owner of record on the parcel and must be executed as such.
4. Be sure all encroachments (docks, waterlines, shoreline stabilization, buoys, etc.) are accurately listed on the permit. Property owners should confirm sizes and locations. If the encroachments do not match the permit, the assignment cannot be completed.
5. Submit a copy of the property deed, and an Idaho Secretary of State Certificate of Existence (Only required if Assignee is a business), or Affidavit of Existence (Only required if Assignee is a trust or non-profit).

I/We, _____, am/are the current parcel owner(s) of the Idaho Department of Lands encroachment permit listed below. I/We, as Assignor(s), request that the identified permit be assigned to _____, identified below as "Assignee(s)."

Encroachment Number: _____ **Body of Water:** _____

Property Address: _____

County: _____ **Parcel/AIN Number:** _____

ASSIGNOR(S) -- CURRENT PARCEL OWNER(S)

We hereby swear and affirm that the information contained herein is true and correct to the best of our knowledge, and the existing encroachment is in compliance with the permit issued.

Assignor _____ Assignor _____

STATE OF _____)
:ss

County of _____)

On this _____ day of _____, in the year 20____ before me, a notary public in and for said State, personally appeared _____, known to me to be the Assignor(s)/Permittee(s) that executed the within instrument, and acknowledged to me that _____ executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year last above written.

Notary Public: _____
Residing at: _____
My Commission Expires: _____

Continued on next page

ASSIGNEE(S) -- NEW PERMITEE(S)

I/We accept and agree to comply with the terms and conditions of the permit as issued.
*Please complete **Attachment A** for multiple new permittees.*

Name(s): _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Assignee Signature: _____ Date: _____