New York State Thruway Authority • New York State Canal Corporation

REQUEST TO ACCESS AUTHORITY/CORPORATION PROPERTY

Purpose: This Request is used to obtain authorization from the appropriate Division prior to accessing Thruway Authority/Canal Corporation (Authority/Corporation) property. The Request is required when access/work is regulated by an existing contract or agreement and the access/work will not be monitored and/or supervised by Authority/Corporation staff. The Request is not required: (i) for existing construction contracts or construction inspection agreements, or (ii) for existing contracts or agreements where access/work will be supervised by Authority/Corporation staff, or (iii) when it is more appropriate to obtain a Work Permit.

INSTRUCTIONS:

- *Applicant:* Complete and sign Section I and send to appropriate Division Permit Office listed on page 2 of this Request. Submit this Request two (2) weeks in advance of any scheduled access if Division assistance is required (e.g., traffic control) or one (1) week in advance of any scheduled access if Division assistance is not required. Once approved, the Request must be available at the work site and provided upon request to confirm the applicant's authorization to access the specified property.
- *Division:* Review Request, complete Section II and send Request back to the applicant. Send copies of approved Request to:
  - Division Traffic Operations (for notification to State Police, and when necessary, for coordination of traffic control)
  - Appropriate Division Program Manager
  - Office of Real Property Management

Section I Applicant Information

Contract No.	Project Description		
Firm Name		E-mail Address	
Street Address	City	State	Zip Code -
Representative Name	Phone No. ( ) -	Fax No. ( ) -	Cell Phone No. ( ) -
HQ/Division Contact			Phone No. ( ) -

Names of persons entering Authority/Corporation Property (attach additional sheets if necessary)	Phone No.	Cell Phone/Pager No.
	( ) -	( ) -
	( ) -	( ) -
	( ) -	( ) -
	( ) -	( ) -

Location (e.g., milepost(s), GPS coordinates, tax map parcel numbers, etc.): _____

Duration of scheduled access: From: _____ To: _____

What is the purpose of the access? (attach additional sheets if necessary):

What consultant equipment will be used?

Will traffic control be required? ☐ Yes ☐ No

What support from Authority/Corporation Division staff is being requested?

Applicant Affirmation: The undersigned certifies that the above information is correct.

Signed by: _____ Date: _____
Firm Representative

Section II Division Approval

Authorization for the firm named above to access Authority/Corporation property as defined in this Request is:

☐ Approved ☐ Disapproved If Approved, is Work Permit required? ☐ Yes ☐ No

Reviewed by (print name)	Signature	Date

Division Comments/Conditions (attach additional sheets if necessary): _____

REQUEST TO ACCESS AUTHORITY/CORPORATION PROPERTY

DIVISION PERMIT OFFICES

THRUWAY DIVISION LIMITS

New York

- New York (Mainline) - Mileposts: 0.00 - 76.50
- Garden State Parkway Connection: GS 0.00 - GS 2.40
- New England Section: NE 0.17 - NE 15.01
- I-287 Cross Westchester: CWE 0.00 - CWE 10.90

Syracuse

- Syracuse (Mainline) - Mileposts: 197.90 - 350.60

Albany

- Albany (Mainline) - Mileposts: 76.50 - 197.90
- Berkshire Section: B 0.00 - B 24.28

Buffalo

- Buffalo (Mainline) - Mileposts: 350.60 - 496.00
- Niagara Section: N 0.00 - N 21.50

Addresses and Phone Numbers

NYS Thruway Authority
New York Division
Division Permit Coordinator
4 Executive Blvd.
Suffern, NY 10901
Phone: (845) 918-2510
Fax: (845) 918-2596

NYS Thruway Authority
Albany Division
Division Permit Coordinator
P.O. Box 861
Albany, NY 12201-0861
Phone: (518) 436-2710
Fax: (518) 436-2932

Overnight mail address:
Route 9W, Interchange 23
Bldg. 1
Albany, NY 12209

NYS Thruway Authority
Syracuse Division
Division Permit Coordinator
290 Elwood Davis Rd., Suite 250
Liverpool, NY 13088-2103
Phone: (315) 438-2420
Fax: (315) 461-0765

NYS Thruway Authority
Buffalo Division
Division Permit Coordinator
455 Cayuga Rd., Suite 800
Cheektowaga, NY 14225
Phone: (716) 635-6253
Fax: (716) 626-5362

CANAL DIVISION LIMITS

Eastern Division

Albany Office: Erie Canal River from the Hudson River to the Montgomery/Herkimer County line; Champlain Canal; Glens Falls Feeder Canal; Port Henry Terminal; and Wilcox Dock (City of Plattsburgh).

Utica Office: Erie Canal from the Herkimer/Montgomery County line to the east end of Oneida Lake (including Sylvan and Verona Beaches); Adirondack Canal Lands and all other Reservoirs and Feeder Canals in Oneida, Madison and Herkimer Counties with the exception of DeRuyter Reservoir and Cazenovia Lake.

Western Division

Syracuse Office: Erie Canal from Oneida Lake (excluding Sylvan and Verona Beaches) to the Monroe/ Wayne County line; Oswego Canal; Cayuga-Seneca Canal; Jamesville and DeRuyter Reservoirs; and Cazenovia Lake.

Buffalo Office: Erie Canal from the Monroe/Wayne County line to the Niagara River.

Addresses and Phone Numbers

Eastern Division

NYS Canal Corporation
Albany Office
Canal Permit Engineer
P.O. Box 833
Albany, NY 12201-0833
Phone: (518) 471-5033
Fax: (518) 436-3011

Overnight mail address:
337 Southern Blvd.
Albany, NY 12209

NYS Canal Corporation
Utica Office
Canal Permit Engineer
Phone: (315) 733-9530
Ext. 36

(mailing address is the same as Albany Office)

Western Division

NYS Canal Corporation
Syracuse Office
Canal Permit Engineer
290 Elwood Davis Rd., Suite 250
Liverpool, NY 13088-2103
Phone: (315) 438-2303
Fax: (315) 461-0765

NYS Canal Corporation
Buffalo Office
Canal Permit Engineer
455 Cayuga Rd., Suite 800
Cheektowaga, NY 14225
Phone: (716) 635-6250
Fax: (716) 626-5362