



## REQUEST TO ACCESS PROPERTY - WIRELESS CARRIER

### Pursuant to Annual Work Permit

**Purpose:** This Request is used by a wireless carrier permittee (Permittee) to obtain authorization from the appropriate Thruway Authority (Authority) Division office prior to accessing Authority property. Such access is regulated by an Authority-issued Annual Work Permit. A separate Request is required each time the property is accessed.

**INSTRUCTIONS:**

- **Permittee:** Complete and sign Section I and send to appropriate Division Permit Office listed in Section III of this Request. Submit this Request a minimum of: 2 business days in advance of any scheduled access if Division assistance is not required; 15 business days in advance if Division assistance is required (e.g., traffic control); or 15 business days in advance if engineering or code compliance review is required. Once approved, the Permittee shall contact the Division Permit Coordinator at least 24 hours prior to accessing Authority property (48 hours if access will be outside normal business hours of 8 a.m. to 4:30 p.m., Monday through Friday) and within 24 hours of vacating the property. The approved Request must be available at the work site and provided upon request to confirm the authorization to access the specified property.  
**Emergency access:** Submit a completed Request within 24 hours after the access. Notify the Senior Radio Dispatcher at (866) 691-8282 only if the emergency will impact the Thruway radio system. (Should a Thruway emergency exist, the Authority reserves the right to leave the radio system on or reactivate it as circumstances require.) The Permittee shall also notify all other carriers located on the tower if their systems need to be turned off.
- **Division Permit Coordinator/Designee:** Review Request (send copy to Division Code Compliance Specialist, if appropriate) and complete Section II. A. If any related Authority expenses are to be waived, forward completed Request to the Division Director for approval. If related Authority expenses will not be waived, return Request to Permittee. Send copies of approved Request to: Division Traffic Operations (for notification to State Police and, when necessary, for coordination of traffic control); Office of Real Property Management and Appropriate Division Program Manager(s).
- **Division Director:** If applicable, complete Section II. B. and return to Division Permit Coordinator for distribution.

<b>Section I Permittee Information</b>			
Contact Name	Email Address	Annual Work Permit No.	Occupancy Permit No.
Carrier Site ID No.	Office Phone No. (    )    -	Fax No. (    )    -	Cell Phone No. (    )    -
Address (local)	City	State	Zip Code -
Permittee staff, contractor or consultant entering onto Authority property:			
<u>Name</u>	<u>Firm</u>	<u>Office Phone No.</u> (    )    -	<u>Cell Phone/Pager No.</u> (    )    -
Location [Thruway milepost(s), municipality, county]: _____			
Duration of scheduled access (enter specific dates): From _____ To _____			
Purpose/description of the access (attach additional sheets if necessary): _____ _____ _____			
List all motorized equipment/vehicles to be used: _____ _____ _____			
Is it anticipated that private traffic control will be required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is support from Authority Division staff being requested? <input type="checkbox"/> Yes, describe below. <input type="checkbox"/> No _____ _____			
<b>Affirmation:</b> The undersigned certifies that the above information is correct.			
_____			_____
Permittee Authorized Signature			Date

REQUEST TO ACCESS PROPERTY - WIRELESS CARRIER  
Pursuant to Annual Work Permit

Annual Work Permit No.

Occupancy Permit No.

**Section II Approvals**

A. Division Permit Coordinator/Designee

Authorization to access Authority property as defined in this Request is:  Approved  Disapproved

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Division Permit Coordinator/Designee Name (print name)      Division Permit Coordinator/Designee Signature      Date

**NOTE:** If any related Authority expenses are to be waived, forward to Division Director for approval (list expenses in "Comments" above).

B. Division Director (in consultation with appropriate Authority managers)

Waive payment for relevant Authority expenses:  Approved  Disapproved

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Division Director Name (please print)      Division Director Signature      Date

**Section III Division Permit Offices**

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

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) 631-9017  
Fax: (716) 626-5362

**DIVISION LIMITS**

**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

**Albany**

- Mainline - mileposts: 76.50 - 197.90
- Berkshire Section: B 0.00 - B 24.28

**Syracuse**

- Mainline - mileposts: 197.90 - 350.60

**Buffalo**

- Mainline - mileposts: 350.60 - 496.00
- Niagara Section: N 0.00 - N 21.50