



# 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:
  - o Division Traffic Operations (for notification to State Police, and when necessary, for coordination of traffic control)
  - o Appropriate Division Program Manager
  - o 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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
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Division Comments/Conditions (attach additional sheets if necessary): \_\_\_\_\_

**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

**Albany**

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

**Syracuse**

- Syracuse (Mainline) - Mileposts: 197.90 - 350.60

**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) 436-0233

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

Overnight mail address:  
270 Mt. Hope Drive  
Albany, NY 12209

**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 Satellite 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.

**Western Division**

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

**Buffalo Satellite 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) 471-5035

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

(mailing address is the same as Albany Office)

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

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