



REQUEST TO ACCESS AUTHORITY PROPERTY

Purpose: This Request is used to obtain authorization from the appropriate Division prior to accessing Thruway Authority (Authority) 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 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 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
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Contract No.	Project Description		
Firm Name	Email Address		
Street Address	City	State	Zip Code
Representative Name	Phone No. () -	Fax No. () -	Cell Phone No. () -
HQ/Division Contact			Phone No. () -
<u>Names of persons entering Authority Property</u> (attach additional sheets if necessary)		<u>Phone No.</u>	<u>Cell Phone/Pager No.</u>
_____		() -	() -
_____		() -	() -
_____		() -	() -
_____		() -	() -
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 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
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Authorization for the firm named above to access Authority property as defined in this Request is:			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	If Approved, is Work Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____
Reviewed by (print name)	Signature	Date	
Division Comments/Conditions (attach additional sheets if necessary): _____ _____			

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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
Suite 400
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
Suite 250
290 Elwood Davis Rd.
Liverpool, NY 13088-2103
Phone: (315) 438-2420
Fax: (315) 461-0765

NYS Thruway Authority
Buffalo Division
Division Permit Coordinator
Suite 800
455 Cayuga Rd.
Cheektowaga, NY 14225
Phone: (716) 631-9017
Fax: (716) 626-5362