Clear Form

REQUEST TO ACCESS AUTHORITY PROPERTY

New York State Thruway Authority

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:
  - 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		Email 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 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 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 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): _____

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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) 471-5940
Fax: (518) 436-2932

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

NYS Thruway Authority
Syracuse Division
Division Permit Coordinator
6040 Tarbell Rd., Suite 101
Syracuse, NY 13206
Phone: (315) 438-2384
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