



# Application for Special Use Access

**\*Please review the attached memorandum before applying.**

**New Request**     **Change Access**     **Cancel**

Agency \_\_\_\_\_ 5-Digit Agency Code \_\_\_\_\_ SFS GLBU \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Address \_\_\_\_\_

Parking Coordinator Name & Phone Number \_\_\_\_\_

As of launch of the downtown Albany Parking System in 2014, OGS began charging agencies for Special Use access. (This does not include Fleet Access which is granted through the set-aside permitting process). The prevailing rate for this access is outlined in the "Special Use/Vehicle Access Program" memorandum which is provide with the Special Use application.

**Please circle up to 6 requested access levels per pass** (Please keep in mind applicable charges as outlined above)

P1 North	625 Broadway	Cathedral	East parking Garage	Grand Street
Swan Street Garage	P2 North	P2 South	P3 South	Sheridan Hollow Garage
Elk Street	Swan Street Bridge	Water Street Lot	Pastures	Cultural Ed Center
	Liberty Street		Madison South Pearl	

Special Use permits are designed to grant occasional (less than 50% of business days) access to specified areas. If said access is utilized in excess of 50% of business days, Parking Management reserves the right to notify agencies and terminate access and/or issue a full-time permit utilizing agency set aside to a specific location at its discretion

### Please Check Applicable Operational Justification

- Need to occasionally access fleet vehicle
- Executive and out of town staff working outside the Empire State Plaza complex who occasionally need to access downtown Albany in either their personal or Fleet vehicle
- Courier services for drop off/pick up's

### For OGS Bureau of Parking Management Use Only

Parking Garage/Lot \_\_\_\_\_ Special Use Permit Number \_\_\_\_\_ Proxy Card Number \_\_\_\_\_

Continue Year \_\_\_\_\_ Justification Year \_\_\_\_\_ C / NC \_\_\_\_\_



## Memorandum

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# Special Use Vehicle Access Program Guidelines & Application

**TO:** Agency Parking Coordinators  
**FROM:** OGS Parking Management  
**SUBJECT:** New 'Special Use/Vehicle Access' Program

In recognition that agency staff and vehicles may need to occasionally access OGS parking facilities without a regular parking permit, OGS has developed a revised Special Use policy to accommodate:

- Agency staff who occasionally need to gain access to parked fleet vehicles;
- Executive and out of town staff working outside the Empire State Plaza complex who occasionally need to access downtown Albany in either their personal or Fleet vehicle; and
- Courier service

Unpermitted vehicles are required to display a Special Use pass in all OGS parking facilities including non-gated facilities. The Special Use pass is designed to serve as both a gate access instrument and as a hangtag which should be hung by the vehicle operator on the rear-view mirror via a wrist size lanyard, If the pass is unable to be hung, it should be placed on the vehicle dashboard, face up and easily visible through the windshield.

Failure to hang the Special Use pass from the rear-view mirror or face up on the dashboard of the unpermitted vehicle will result in enforcement action including but not limited to citations and towing without warning.

Please note that Special Use passes are intended to grant occasional (less than 50% of business days in a quarter) access to specified areas. If said access is utilized more than this standard, Parking Management may notify agencies and discontinue access and/or may issue a full permit through the agency set-aside process to a different location at OGS discretion.

### **Fee Structure**

While OGS recognizes the need to accommodate occasional access, we also acknowledge that Special Use activity ultimately limits the number and quality of full-time permits available to downtown employees. As a result, there is a charge to agencies for Special Use Passes which will be billed quarterly according to the below rate structure:

## Quarterly charge for Special Use =

Calculated as an average of prevailing garage and surface bi-weekly rates

X

Number of gated access levels

(Charge applies to each approved lot – ex. P1N, P2N, P3N = 3 levels)

Ex. \$28.92 (Current garage rate) + \$14.46 (Current Surface Rate) = **\$43.88/per month**

*\*Please note that agency quarterly bills will reflect charges for all active cards using the above formula*

In a process like fleet billing, OGS will generate bills on a quarterly basis reflecting the charges described above. From the date of issuance, agencies will have ninety days to remit payment before Special Use access is deactivated.

This rate will increase each fiscal year, to coincide with the parking fee deduction increase.

### **Special Use in non-gated facilities**

Unpermitted vehicles are required to display Special Use passes in all OGS parking facilities including non-gated facilities. However, OGS will not charge agencies for special use passes in non-gated facilities. Agencies may request special use for non-gated facilities through the same process as special use requiring gate access.

As a result, agencies with staff who need to access fleet vehicles will save or reduce Special Use costs by working with OGS to transfer fleet permits to non-gated facilities.

### **How to Apply**

OGS asks that before requesting additional access, agencies review their list of existing special use passes, and assess agency needs taking into consideration the new policy and reduce, or consolidate special use wherever possible.

Submissions should be made to via email to [Parking.Management@ogs.ny.gov](mailto:Parking.Management@ogs.ny.gov) utilizing the “Special Use Access Application for State Agencies” on page 1, or on the OGS Parking website at the link below. This process should be used for all special use requests.

### **[Special Use Access Application for State Agencies](#)**

Please feel free to contact OGS Parking at 518-474-8118 or [Parking.Management@ogs.ny.gov](mailto:Parking.Management@ogs.ny.gov) with any additional questions or concerns. Thank you.