



# Application for Special Use Access

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 will begin charging agencies for Special Use access. (This does not include Fleet Access which is granted through the setaside permitting process). The prevailing rate will be the average of the prevailing surface rate and garage rates. (Ex. surface rate \$12.46, Garage rate \$24.92, Special Use = \$18.69 per each approved access level by bi-weekly). Agencies will be billed quarterly at the new bi-weekly rate.

**Please circle up to 10 requested access levels** (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	Times Union Garage	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 it's 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 \_\_\_\_\_