

INSTRUCTIONS FOR COMPLETING APPEAL FOR ROADWAY/SIDEWALK PERMIT FORM PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **House No.:** Provide the house number of the building where the proposed work will occur.
9. **On Street:** Provide the name of the street where the proposed work will occur.
9a. Street Work On, If Different From Above: Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
10. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
11. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
12. **Work Start Date:** Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
13. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)

SECTION C: Reason for Appeal

14. **State the Reasons for this Appeal (In Detail):** Provide a clear, detailed description of the nature of the proposed work and why you are submitting this appeal.

SECTION D: Additional Information/Attachments

Provide a detailed, scaled drawing of the entire work site as it relates to all work performed outside the property line for which NYC DOT permits are being requested.

15. **Contact Person Name:** Provide the name of the person who should be contacted with OCMC's appeal determination.
16. **Tel #:** Provide the telephone number of the contact person for this appeal.
17. **Contact Person E-mail Address:** Provide the e-mail address for the contact person for this appeal.

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant

18. **Applicant Name:** Print the name of the person who is submitting this application for review and approval.
19. **Applicant Signature:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
20. **Date:** Provide the date of application submittal.

SECTION F: OCMC Determination

This is where OCMC will make their determination as to whether to Approve or Deny the request, or to Modify existing requirements (ongoing projects). **DO NOT WRITE IN THIS AREA.**