



REQUEST FOR ROADWAY/SIDEWALK PERMITS DURING EMBARGO PERIODS

(Official Use Only) Start/End Date (Today's date): / /

Permit Number (Official Use Only)

\* This form is required for all requests to allow work in embargo areas during embargo times.

Permit Type: 0169

\* See reverse for instructions on how to complete this form.

Rev. 9/27/10

SECTION A: Applicant Information

1. Permittee ID#: 2. Permittee Name: 3. Address: 4. Tel #: ( ) - 5. E-Mail:

SECTION B: Work Information

6. Borough: MN BK QN BX SI 7. OCMC File: - - 8. House No.: 9. On Street: 9a. Street Work On, If Different From Above: 10. Between: (Cross Street #1) and (Cross Street #2) 11. For the Purpose of: 12. Work Start Date: / / 13. Work End Date: / /

SECTION C: Reason for Request

14. State the Reasons for this Request (In Detail):

SECTION D: Additional Information/Attachments

Please attach 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. You may be required to submit other data (i.e.: traffic counts, street signage, land use, etc.)

This form, the attached scaled drawing and the original application must be signed and submitted to the Project Manager for further review. The telephone number of a contact person is required.

Please do not call NYC DOT. Upon OCMC's determination of your appeal, we will notify the contact person immediately.

15. Contact Person Name: 16. Tel #: ( ) - 17. Contact Person E-mail Address:

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

THIS IS NOT A PERMIT. This is a request for consideration to allow work to occur during an embargo period. Should OCMC approval be granted, the Applicant must follow existing procedures for obtaining the necessary permits.

18. Applicant Name (Please Print): 19. Applicant Signature: (Authorized Representative of Applicant) 20. Date: / /

SECTION F: OCMC Determination (Official Use Only)

Request Approved Request Denied Request Modified Comments:

OCMC Approval by: Date: / /

# INSTRUCTIONS FOR COMPLETING WORK DURING EMBARGO PERIOD APPLICATION 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 Request

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

## 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.