

**CANAL PERMIT UPDATE FORM**

Canal Corporation Rules & Regulations Section 156.2(a) states, in part, that “Canal lands or waters may not be occupied or used except under the terms and conditions prescribed in a revocable permit.” Our records indicate a Canal Use and Occupancy Permit was issued to you for use of Canal lands and/or waters. If you wish to maintain your current permit, please update the applicable information below. Return this form to the address or email listed below.

If you do not wish to maintain your permit, this form may be used as your written request to terminate the permit. Should you request to terminate your permit, please be advised that any use of or occupation of the property must cease and any personal property and site improvements must be removed from the permit area or the Corporation or its representative may do so at the permit holders expense. In the event you elect to terminate your permit, the Canal Corporation will conduct a field inspection to verify the property has been vacated.

<b>Section I</b>	<b>Permit Disposition</b>	<b>Permit#:</b>	<b>Plate#</b> (if assigned):
I would like to maintain my current permit  <i>Proceed to Section II</i>	I would like to terminate my permit and will remove my personal property within 30 days.		
	Reason: I am no longer interested in using Canal lands or waters		
	I have sold my property      Date of Sale:		
	To avoid future billings, please provide name, address, and phone number of new owner below.		
	When finished completing this section, proceed to Section IV.	Name:	Address:
	Phone:		
	Email:		

<b>Section II</b>						<b>Permittee Contact Information</b>							
Select Permit Type:		Residential		Commercial		Government		Agriculture		Utility		Not for Profit	
Please fill out the section below with your current mailing address & contact information before proceeding to Section III													
<b>Updated Mailing Address</b>								<b>Updated Contact Information</b>					
Name								Home Phone No.					
Street Address								Cell Phone No.					
City								Work Phone No.					
State		Zip Code						Email					

<b>Section III</b>				<b>Permit Use</b>			
Please check the box(es) below for each use associated with your Permit and proceed to Section IV. (check all that apply)							
Access		Dock		Marina		Utility	
Camp		Farming		Shore Protection		Overhead	
Fence		Public Park		Trail		Underground	
Parking Lot		Storage		Boathouse		Pipeline	
Slip		Well/Septic		Patio, Stairs			
Water Diversion		Boat Launch		Other (Provide description below)			
Beautification		Encroachment / Permanent Improvement					

<b>Section IV</b>		<b>Signature</b>	
The information provided above is accurate to the best of my knowledge and the property is used and maintained in a manner consistent with the terms of my permit.			
Permittee Signature		Date	

<b>Section V</b>		<b>Other</b>	
<b>Notice to Mariners</b>		If you would like to receive the latest information about Canal openings/closures, water levels, construction and other elements affecting navigation on the Erie, Champlain, Oswego and Cayuga-Seneca Canals, or if you would like to be notified when changes to discharge rates from the Hinckley reservoir, or into the Nine Mile Feeder, occur, please sign up at <a href="https://nypa.app.reggroup.com/contacts/sign_in?sso=off">https://nypa.app.reggroup.com/contacts/sign_in?sso=off</a> .	
<b>Mail completed form to:</b> New York State Canal Corporation Attention: Real Property 30 South Pearl St., 5th Fl. Albany, NY 12207			
<b>Email completed form to:</b> <b>CanalPermits@canals.ny.gov</b>			

## Frequently Asked Questions

*(Please retain this for your records.)*

### What is a permit and why would I need one?

Permits issued by the Corporation are revocable instruments granting temporary occupancy or use of lands or structures of the Canal System or for the diversion of canal waters for sanitary, farm or industrial purposes. Permits are revocable instruments granting certain limited privileges that can only be issued when the same can be done without detriment to canal navigation or damage to the banks or other structures thereof.

Permits do not convey or transfer a beneficial interest in real property. Permits are revocable in part to assure availability of the real property for Corporation or public purposes. Permits include Occupancy and Work Permits.

#### OCCUPANCY PERMITS

An Occupancy Permit is a revocable instrument that authorizes the temporary, restricted use of a specific site of real property under the jurisdiction of the Corporation (Permit Area), including, temporary use of canal lands or structures, and the diversion of canal waters for sanitary, farm purposes, or industrial use.

The Corporation reserves the right to issue more than one Occupancy Permit for any one location.

#### WORK PERMITS

A Work Permit is a revocable instrument that authorizes construction, maintenance, inspection, survey, or other type of work or short-term activity on real property under the jurisdiction of the Corporation or the use of Corporation Personal Property.

### Who do I call to initiate the permit application process?

You must call your Regional Permit Coordinator to request an application and the required list of supporting documentation, including insurance requirements.

### How do I contact the Regional Permit Coordinator for my geographic area?

Albany Office:	(518) 449-6036	AlbanyCanalPermits@Canals.ny.gov	Syracuse Office:	(315) 423-2080	SyracuseCanalPermits@Canals.ny.gov
Utica Office:	(518) 449-6036	UticaCanalPermits@Canals.ny.gov	Buffalo Office:	(716) 686-4400	BuffaloCanalPermits@Canals.ny.gov

### What are the geographic boundaries for my Regional Permit Coordinator?

**Albany Office:** Erie Canal east to Lock E8; Champlain Canal; Glens Falls Feeder Canal; Port Henry Terminal; Wilcox Dock/Plattsburgh Terminal; Troy Terminal.

**Utica Office:** Erie Canal from Lock E8 to the east end of Oneida Lake (including Sylvan and Verona Beaches); Adirondack Canal Lands and all other Reservoirs and Feeder Canals in Oneida, Madison and Herkimer Counties with the exception of DeRuyter Reservoir and Cazenovia Lake.

**Syracuse Office:** Erie Canal from Oneida Lake (excluding Sylvan and Verona Beaches) to the Monroe/Wayne County line; Oswego Canal; Cayuga-Seneca Canal; Jamesville and DeRuyter Reservoirs; and Cazenovia Lake.

**Buffalo Office:** Erie Canal from the Monroe/Wayne County line to the Niagara River.

### What is the application process for obtaining an occupancy permit for use of Canal lands?

The nature of the Application and the size of the project may affect the length of time it takes the Corporation to process an Occupancy Permit Application. If a submitted Application is found deficient or unacceptable, the Corporation will contact the applicant requesting additional information.

A Canal Permit Application form must be accompanied by detailed plans and maps indicating the proposed occupancy. For any proposed structures to be used on the Permit Area or any proposed physical alterations to the Permit Area, engineering design plans for Corporation review must also accompany the Application. As-built plans, hard copy and electronic, may be required upon completion of the work. All Applications must be submitted to the Regional Permit Coordinator. The Permittee may also need to obtain a Work Permit for any work not within the scope of the Occupancy Permit.

Once approved, the Permittee must submit requested changes to an Occupancy Permit to the Regional Permit Coordinator in writing. The Regional Permit Coordinator will determine if the Permittee needs an Amendment to the Occupancy Permit or a Work Permit before implementing any requested changes.

### What are the insurance requirements of a residential occupancy permit?

Permit holders must provide the Canal Corporation with proof of general liability coverage issued by an insurance carrier licensed to do business in the State of New York naming the People of the State of New York, the New York Power Authority and the Canal Corporation as additional insureds. The coverage must be single limit per occurrence for combined property damage and/or bodily injury, including death. It should be noted that insurance coverage is mandatory during the entire term of the permit. Failure to supply proof of insurance at the Corporations request may result in termination of the permit.

Residential/Recreational - Minimum Limit Per Occurrence - \$ 300,000

Insurance requirements for other permit types vary on a case by case basis depending on the use of the permit. Please call your Regional Permit Coordinator for additional insurance coverage information details.

### What happens if I lost my Canal Permit Plate?

A four digit Canal plate is typically associated with your permit and should be displayed in a prominent area within the permit area, as applicable. If the plate is missing, please call 518-449-6042 and a new plate will be assigned to you.

### Is an existing permit transferable if I sell or purchase a property?

No, permits are not transferable between ownership. A new application must be processed by the new property owner to the Regional Permit Coordinator.

### Who do I call if I didn't receive an annual invoice or to check status of payment?

All billing inquiries are directed to the New York Power Authority - NYPA Billing Office – 914-287-3686