

CANAL REAL PROPERTY APPLICATION



Please type or print all entries.

The undersigned hereby requests the New York State Canal Corporation (Corporation) to consider the following transaction:

Sale Lease Grant of Easement Release of Easement Other (please specify) _____

Description of Canal property subject to consideration (attach map or sketch if available):

Description of adjoining property owned by applicant or a description of any landside public access to the subject property (if applicable):

Intended use of property:

THIS APPLICATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. **Application Fee:** A check in the amount of \$95.00, made payable to the "New York State Canal Corporation", shall be remitted to the Corporation with this Application. The fee shall be retained regardless of whether or not the proposed transaction proceeds.
2. **Adjoining Property:** At the time of this Application, the Applicant will submit the following items related to Applicant's adjoining property (if applicable).
 - a. last deed of record
 - b. property survey (if available)
 - c. tax map and number

If any of these items are unavailable, please explain below:

3. **Corporation Discretion:** The Corporation shall have full discretion to determine whether or not to proceed with the proposed transaction, as well as to determine all terms and conditions under which such transaction may proceed.
4. **Survey:** If the Application is progressed, the Applicant, at his/her/its own expense, shall be responsible for having a field survey conducted and a map prepared to Corporation-approved specifications and certified to the Corporation and provide the Corporation with proof of payment for services rendered; however, if at its option, the Corporation assumes such responsibility for completing the survey and map, the Applicant shall be responsible for all costs. Once the actual survey costs are determined, the Applicant shall be notified of the costs and payment will be required before the survey is obtained by the Corporation. Survey costs will be refunded or the Applicant will be reimbursed for reasonable survey costs, whichever is applicable, only if: (1) the proposed transaction is not advanced or authorized by the Corporation, due to no fault of the Applicant; or (2) the property is offered via a competitive process, the Applicant submits a qualified bid, i.e., one that meets the process specifications, and the Applicant is not the successful bidder approved by the Corporation Board.
5. **Appraisal:** For disposals of real property, independent appraisal(s) will be required. When the Corporation assumes responsibility for getting the appraisal(s) it will notify the Applicant of the costs and payment will be required before the appraisal(s) are obtained by the Corporation. The appraisal(s) shall be the sole property of the Corporation. In limited circumstances, the Corporation may determine that the Applicant, at his/her/its own expense, may have the appraisal conducted and the appraisal report prepared to Corporation-approved specifications. In that event, the Applicant must promptly provide the Corporation with proof of payment for services rendered. Appraisal costs will be refunded or the Applicant will be reimbursed for reasonable appraisal costs, whichever is applicable, only if: (1) the proposed transaction is not advanced or authorized by the Corporation, due to no fault of the Applicant; or (2) the property is offered via a competitive process, the Applicant submits a qualified bid, i.e., one that meets the process specifications, and the Applicant is not the successful bidder approved by the Corporation Board.
6. **Transfer Costs:** If the transaction is finalized, the Applicant shall pay, at the time of closing, any and all transfer costs, including but not limited to, taxes and recording fees.
7. **Property-Alteration Costs:** If the transaction is finalized, the Applicant shall pay all costs associated with relocating any existing physical improvements.
8. **Environmental Assessment:** The Applicant, in conjunction with the filing of this Application, must complete and sign Part 1 of the attached Short Environmental Assessment Form (SEAF) pursuant to the State Environmental Quality Review Act. At the Corporation's discretion, the Applicant may be required to complete a Full Environmental Assessment Form (FEAF). Applicants can contact the Corporation if they require assistance in completing the SEAF or FEAF.
9. **Review by the NYS Office of Parks, Recreation and Historic Preservation:** The proposed transaction may include conditions specified by the NYS Office of Parks, Recreation and Historic Preservation.
10. **New York State Finance Law Sections 139-j and 139-k:** The Applicant must complete and submit the attached New York State Finance Law Sections 139-j and 139-k Disclosure of Prior Non-Responsibility Determinations (TA-W3053-9) with this Application. This form is also available under the Real Property Sales or Leases section of the Corporation's website at www.canals.ny.gov or from Division Offices (see page 2).

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TERMS AND CONDITIONS (Cont.)

11. **Inappropriate Lobbying:** The Applicant must complete and submit the attached Certificate of Compliance with the Authority/ Corporation Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (TA-W2111-9) with this Application. This form is also available under Real Property Sales or Leases section of the Corporation's website at www.canals.ny.gov or from Division Offices (see below).
12. **Vendor Responsibility:** The Applicant must complete and submit the attached Vendor Responsibility Questionnaire (TA-W3205-9) with this Application. This form is also available under Real Property Sales or Leases section of the Corporation's website at www.canals.ny.gov or from Division Offices (see below).
13. **Application Approval Process:** The Application approval process requires the proposed transaction be reviewed internally. Approval by the Corporation Board is necessary for this transaction to advance. In addition, approvals may be needed by the New York State Attorney General and the New York State Office of the State Comptroller.

APPLICANT INFORMATION

Status (check one):		<input type="checkbox"/> Individual(s)	<input type="checkbox"/> Business Organization(s) Specify: _____
		<input type="checkbox"/> Governmental Entity(ies)	<input type="checkbox"/> Other(s) Specify: _____
_____		_____	
Name		Name	
_____		_____	
Address		Address	
_____		_____	
() - _____	_____	() - _____	_____
Daytime Phone No.	E-mail Address	Daytime Phone No.	E-mail Address
_____		_____	
Authorized Representative (for other than individual status, only)		Authorized Representative (for other than individual status, only)	
_____		_____	
Title (for other than individual status, only)		Title (for other than individual status, only)	

APPLICANT AFFIRMATION/CERTIFICATION

I/We affirm that I/we have read and understand, and I/we agree to, all of the foregoing provisions of this Application, and certify that all information I/we provided to the Corporation, including but not limited to, that related to the New York State Finance Law Sections 139-j and 139-k, is complete, true and accurate.

Signature	Date
Signature	Date

SUBMIT APPLICATIONS TO THE APPROPRIATE CANAL CORPORATION PERMIT OFFICE

Division Limits

Eastern Division

Albany Office: Erie Canal River from the Hudson River to the Montgomery/Herkimer County line; Champlain Canal; Glens Falls Feeder Canal; Port Henry Terminal; and Wilcox Dock (City of Plattsburgh)

Utica Satellite Office: Erie Canal from the Herkimer/Montgomery County line 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

Western Division

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

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

Addresses and Phone Numbers

Eastern Division

NYS Canal Corporation Albany Office Canal Permit Engineer P.O. Box 833 Albany, NY 12201-0833 Phone: (518) 471-5033 Fax: (518) 471-5035	NYS Canal Corporation Utica Satellite Office Phone: (315) 733-9530 Ext. 36 Fax: (315) 733-4032 (mailing address same as Albany Office)
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Western Division

NYS Canal Corporation Syracuse Office Canal Permit Engineer 290 Elwood Davis Rd., Suite 250 Liverpool, NY 13088-2103 Phone: (315) 438-2303 Fax: (315) 461-0765	NYS Canal Corporation Buffalo Satellite Office Canal Permit Engineer 455 Cayuga Rd., Suite 800 Cheektowaga, NY 14225 Phone: (716) 635-6250 Fax: (716) 626-5362
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Overnight mail address:
 Route 9W, Interchange 23
 Bldg. 1
 Albany, NY 12209