



Department of Transportation

Ydanis Rodriguez, Commissioner

TO: All Permittees

FROM: Jay Jaber, P.E.

Assistant Commissioner, Bureau of Permit Management & Construction Control

Vincent P. Maniscalco

Assistant Commissioner, Highway Inspection & Quality Assurance (HIQA), Street Assessment, News Rack, Commercial Bike Unit, Vision Zero Street teams and Pedestrian Ramp Enforcement Unit

DATE: October 8, 2024

RE: Winter Moratorium Policy

The Winter Moratorium period runs from December 1, 2024, to March 31, 2025, and applies to all permit holders with plates or excavations on city streets. During this time, after a roadway or sidewalk is reopened to traffic, permit holders must either restore the excavation flush to grade or countersunk the plate. A valid permit (type 1905) for placing temporary plates must be on file.

It's crucial for permit holders to maintain a valid (unexpired permit) to proceed with final restoration. If final restoration is not completed before the last work permit expires, a Corrective Action Request (CAR) will be issued instead of a summons. Please ensure compliance to avoid any penalties.

Plates Covering Street Openings/Excavations on Roadways and Sidewalks

Winter Moratorium Requirements:

1. Permit Requirement:



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- Permit holders must have an active permit to maintain plates during the Winter Moratorium period (December 1, 2024 – March 31, 2025).

2. Plate Specifications:

- All excavations must be covered with skid-resistant plates that are countersunk or recessed to align with the surrounding area.

3. Signage:

- Permittees must post signs indicating “Plate(s) Ahead” or “Raise Plow” facing traffic, located within 5 feet of countersunk plates.
- For two-way streets, signs must be placed on both sides.
- All signage must include the permittee's 5-digit ID number and must be removed when the plates are taken out or at the end of the Winter Moratorium.

4. Conditions Preventing Countersinking:

- If circumstances prevent countersinking or recessing a plate, contact DOT HIQA via email, including photographs of the issue.
- Recipients: jyacca@dot.nyc.gov, rhock@dot.nyc.gov, with a cc to vmaniscalco@dot.nyc.gov and the relevant borough email (mnhika@dot.nyc.gov, bxhika@dot.nyc.gov, bkhika@dot.nyc.gov, qnhika@dot.nyc.gov, sihika2@dot.nyc.gov).

5. HIQA Inspection:

- HIQA will conduct an inspection upon receiving your email notification and will follow up with guidance on how to proceed.

6. Request Review:

- HIQA will review all requests but submission does not guarantee approval.

7. Information Required for Requests:

- One request per valid email
- Pay attention to the contact emails. (see recipients' section above)
- Add valid permit. Permit must reflect location, and address
- List number of plates to be countersunk.

NYC Department of Transportation

Highway Inspection and Quality Assurance (HIQA)

55 Water Street, 7th Floor, New York, NY 10041

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- Add photos. Make sure your photo submissions support your claim, and they are clear and concise.

Important Note:

This policy, dated October 8, 2024, supersedes all previous policies regarding DOT's Winter Moratorium. Please ensure compliance to avoid potential issues.