



**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

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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:**



- 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 (mnhqia@dot.nyc.gov, bxhiqa@dot.nyc.gov, bkhiqa@dot.nyc.gov, qnhqia@dot.nyc.gov, sihiqa2@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.



- 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.