



## Department of Transportation

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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: November 1, 2023**

**RE: Winter Moratorium Policy**

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The Winter Moratorium period begins December 1, 2023, and ends on March 31, 2024. This policy applies to all permittees/entities that have plates or excavations on any city streets during the Winter Moratorium period. During this period, once the roadway or sidewalk has been reopened to traffic, a permittee/entity is required to either restore the excavation flush to grade or plate it; however, the plate must be countersunk and a valid permit (type 1905 - place temporary plates) must be on file. Please note that a permittee/entity must have a valid (unexpired) permit to complete final restoration. If final restoration has not been completed prior to the expiration of the last work permit, a Corrective Action Request (CAR) will be issued in lieu of a summons.

In all cases, street openings/excavations on the roadway and/or sidewalk shall be permanently restored by April 1, 2024.

**Street Openings and Excavations:**

- Must be flush with the surrounding area.
- Must be monitored to verify they are free of defects and safe.
- Must be made temporary to grade with asphalt if the plates are not countersunk.

**Plates covering street openings/excavations on roadways and sidewalks:**

- A permittee/entity is required to have an active permit to maintain plate(s) during the Winter Moratorium period.
- A permittee/entity shall cover all excavations with skid-resistant plates. All such plates must be countersunk or recessed with the surrounding area during the Winter Moratorium period.

NYC Department of Transportation

Highway Inspection and Quality Assurance (HIQA)

55 Water Street, 7<sup>th</sup> Floor, New York, NY 10041

T: 212.839.8847 F: 212.839.8867

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- A permittee/entity shall post signs facing traffic indicating “Plate(s) Ahead” or “Raise Plow” adjacent to curb within 5 feet of plates that have been **countersunk or recessed**. On two-way streets, signs shall be placed on both sides of the street. All such signage must be removed when are removed from the roadway or at the end of the Winter Moratorium. All signs must have the permittee/entity 5 digit ID number as mentioned in section 2-02 (c) (4).
- **NOTE:** *Anytime a condition prevents a permittee/entity from countersinking or recessing a steel plate, DOT HIQA must be contacted by sending an e-mail including photographs of the extenuating circumstance attached to the following recipients: [iyacca@dot.nyc.gov](mailto:iyacca@dot.nyc.gov) , [rhock@dot.nyc.gov](mailto:rhock@dot.nyc.gov) with a cc to [ymaniscalco@dot.nyc.gov](mailto:ymaniscalco@dot.nyc.gov), and the borough which the plated issue exists ([mnhiga@dot.nyc.gov](mailto:mnhiga@dot.nyc.gov), [bxhiga@dot.nyc.gov](mailto:bxhiga@dot.nyc.gov), [bkhiga@dot.nyc.gov](mailto:bkhiga@dot.nyc.gov), [qnhiga@dot.nyc.gov](mailto:qnhiga@dot.nyc.gov), [sihiga2@dot.nyc.gov](mailto:sihiga2@dot.nyc.gov)).*
- Upon receipt of notification via e-mail, HIQA will conduct an inspection of the location. After which, the permittee/entity will be informed via e-mail on how to proceed.
- HIQA will review all requests that are received and thereafter render a decision. **Submission of a request does not guarantee approval.**
- A permittee/entity is responsible for providing the following information for all requests submitted: (1) applicable (valid) permit, (2) address, and (3) location associated to the permit (4) photograph(s) depicting conditions preventing countersinking.

This policy dated November 1, 2023; supersedes all previously issued policies regarding DOT's Winter Moratorium.