



**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 4, 2021**

**RE: Winter Moratorium Policy**

The Winter Moratorium period begins December 1, 2021 and ends on March 31, 2022. This policy applies to all permittee/contractor that have plates or excavation on any city roadway during the Winter Moratorium period. Permittees must either restore the base and wearing course of their roadway and/or sidewalk openings with temporary pavement or complete final restoration during this period providing there is a valid permit on file. If the final restoration has not been completed prior to the expiration of the last work permit, a C.A.R will be issued in lieu of a summons.

In all cases, street openings (roadway and/or sidewalk) shall be permanently restored by April 1, 2022.

**Street Openings and Excavations:**

- **Must be flush with surrounding area.**
- **Must be monitored to verify they are free of defects and safe.**

**Plates coving excavations on roadways and sidewalks:**

- **Requires an active permit to maintain plate(s) during the Winter Moratorium period.**
- **Must be recessed/countersunk and skid-resistance plating with the surrounding area between December 1, 2021 and March 31, 2022.**
- **Must post signs indicating “Plate(s) Ahead” or “Raise Plow” at locations where plates have been recessed/countersunk. These signs must be removed at the end of the Winter Moratorium period.**
- **Please note: In instances where any condition prevents a permittee from countersinking a steel plate, DOT HIQA must be contacted by sending an email with a photo attached of the extenuating circumstance to: [jyacca@dot.nyc.gov](mailto:jyacca@dot.nyc.gov) with a cc to [vmaniscalco@dot.nyc.gov](mailto:vmaniscalco@dot.nyc.gov), [cantoine@dot.nyc.gov](mailto:cantoine@dot.nyc.gov) and the borough which the**



plated issue exist ([mnhiqa@dot.nyc.gov](mailto:mnhiqa@dot.nyc.gov), [bxhiqa@dot.nyc.gov](mailto:bxhiqa@dot.nyc.gov), [bkhqa@dot.nyc.gov](mailto:bkhqa@dot.nyc.gov), [gnhiqa@dot.nyc.gov](mailto:gnhiqa@dot.nyc.gov), [sihiqa2@dot.nyc.gov](mailto:sihiqa2@dot.nyc.gov)).

- **Upon receipt of the email, HIQA will conduct an inspection of the location. After which, the permittee will be informed via e-mail on how to proceed.**
- **Your request will be reviewed and a decision will be rendered. Submission of the request does not guarantee acceptance.**

This policy dated November supersedes any and all previously issued policies regarding DOT's Winter Moratorium.