



CITY OF PASSAIC

DIVISION OF ENGINEERING

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DATE: November 15, 2022
SUBJECT: WINTER MORATORIUM POLICY

The Winter Moratorium period begins November 15, 2022 and ends on March 31, 2022.

This policy applies to:

- All permittees and/or contractors that have street openings, plates, and/or excavation works on any city roadway or sidewalk during the Winter Moratorium period.
- All permittees and/or contractors willing to apply for any street opening permits on any city roadway or sidewalk during the Winter Moratorium period.

All applications including the required documentation shall be delivered to the Engineering Division of the City of Passaic. All street opening permit applications during this period, must include an attached permission request letter directed to the City Engineer, specifying the purpose of the work, the reason why this work must be completed within the Winter Moratorium period, and an estimated completion date. Please note that all permit applications submitted during this period will be subject to the revision and approval of the City Engineer within at least two (2) business days prior to approval for processing. An Approval Letter will be issued to all permittees and/or contractors that will include all the required measures to be taken in order to maintain the safety and performance of the repair of the street openings (roadway and/or sidewalk).

Permittees and/or contractors 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 new permit must be issued by the Engineering Division and it will be submitted to the approval of the City Engineer.

In all cases, all street openings (roadway and/or sidewalk) shall be permanently restored by April 1, 2023.

Temporary Repair - Street Openings and Excavations:

- Must be flush with surrounding area.
- Must be monitored to verify they are free of defects and safe to pedestrians and/or vehicles.

Temporary - Plates Covering Excavations on roadways and sidewalks:

- Will require an active permit from the Engineering Division to maintain plate(s) during the Winter Moratorium period and will be submitted to the approval of the City Engineer.
- Must be recessed/countersunk and skid-resistance plating with the surrounding area between November 15, 2022 and March 31, 2023.
- 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.

This policy dated November 15, 2022 supersedes any and all previously issued policies regarding the City of Passaic's Winter Moratorium Policies.