

Filing for a Holiday Moratorium Exemption

HOLIDAY MORATORIUM 2018: NOVEMBER 19, 2018 to JANUARY 2, 2019

***ALL REQUESTS ARE PROCESSED IN DATE ORDER RECEIVED.
THERE IS NO EXPEDITE PROCESS.***

This process can be done entirely via email.

When filing for a Holiday Moratorium Exemption (HME), please follow the procedures below. If you have scanned copies of your Traffic Mitigation Plans(TMPs), permits, Peak Hour Exemptions(PHE), Noise Variance Exemptions from the Police Commission, and/or TCTMC Minutes, please attach them to the email you are sending to both the CD and BOE.

Make sure to allow for adequate time for review and processing of your request by the Bureau of Engineering (BOE), the Department of Transportation (DOT) and the local Council District (CD).

HOW TO FILE

You can find all the information here - <http://eng.lacity.org/permits>

To request an exemption, send an e-mail request to the Los Angeles City Council District Office (CD) impacted by the work and cc the impacted BOE District Office. Listed below are the BOE District Contacts for the HME Exemptions.

2018 BOE DISTRICT HME CONTACTS

Central District

201 N. Figueroa St, 3rd Floor
Los Angeles, CA 90012

Karan Patel

(213) 482-7056

Karan.patel@lacity.org

Harbor District

638 S. Beacon St, Suite 402
San Pedro, CA 90731

Pablo Vasquez

(310) 732-4667

pablo.vasquez@lacity.org

Valley District

6262 Van Nuys Blvd, 3rd Floor
Van Nuys, CA 91401

Carolina Hare

(818) 374-4623

carolina.hare@lacity.org

West Los Angeles District

1828 Sawtelle Blvd, 3rd Floor
West Los Angeles, CA 90025

Kevin Azarmahan

(310) 575-8617

kevin.azarmahan@lacity.org

and

Oscar Gutierrez

(310) 575-8388

Oscar.gutierrez@lacity.org

To locate the CD, DOT Districts and/or Bureau of Engineering (BOE) Districts on NavigateLA, go to: <http://boemaps.eng.ci.la.ca.us/NavigateLA/> and open the "Table of Contents" tab (left most icon up by the search bar) and scroll down to "**Boundaries**" and open. Then select one (1) layer to open at a time – "**Council Districts**" or "**Department of Transportation Districts**" or "**Bureau of Engineering Districts**" and check the box. A colored layer will show. When a cursor is held over the colored layer, it will list the Council District by number and Office Holder. If searching for multiple Districts, activate each layer individually. Otherwise they will stack layer upon layer and you may not be able to see the data.

The following **REQUIRED INFORMATION** must be on your email request to the CD & BOE. There is a Word template available on the BOE website <http://eng.lacity.org/permits> that you can copy and paste into a blank email and then simply provide all the required information listed below.

You also may need to attach documents to your email such as your Traffic Mitigation Plan (TMP). Failure to provide the requested information may stop the processing cycle until the missing information is provided.

REQUIRED INFORMATION – STEP 1

- a) Project name and COMPLETE address including zip code;
- b) Applicant's business name; business address with zip code; a contact person's name, phone number with area code and email address. *The contact person must be able to answer all technical questions about the project.*
- c) The Permit Issuing Department (BOE or BSS), the Permit or Application Number and a copy of the permit or application if available.
- d) State the Reason(s) for the requested exemption: why the work needs to be done during the Moratorium period and cannot wait until the Moratorium is over (i.e. non-emergency repair of sewer, cure time, installation of a needed service, etc).
- e) What specific Lane Closures you are requesting: list the name of the impacted street/s, the specific lane(s) required for the work (i.e. curb lane,etc) & direction(s) (N,E,S,W) of travel of those lanes (i.e. north bound curb lane of Vine Street between Selma Avenue & Hollywood Boulevard). You must state the lanes you are requesting even if you have attached a LADOT reviewed and accepted Traffic Mitigation Plan (TMP).
- f) Include a copy of your DOT signed and reviewed TMP/TCP or 2016 WATCH manual page number(s) with DOT's written acceptance. An electric copy of the signed LADOT plan is acceptable. **UNSIGNED PLANS ARE NOT ACCEPTABLE FOR PROCESSING.** List specific date/s and times for the requested exemption (i.e. 11-26-15 to 11-29-15 from 9:00 a.m. to 3:30 PM Monday through Friday).

- g) Have you been granted or filed for a **Peak Hour Exemption (PHE)** from BOE or BSS? If already issued, please include an electronic copy with your application. Peak Hours are from 7:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 7:00 p.m. Monday through Friday and required a Peak Hour Exemption Letter.
- h) If you have been granted a **Noise Enforcement Exemption/s** by the Police Commission, include all pages of the Exemption. Have you filed for a Noise Variance from the Police Commission that is still in process?
- i) If in a **TCTMC** area, please submit a complete copy of the issued TCTMC Minutes. If still in process and you have been issued a number, please provide that number. HME's cannot be issued prior to issuance of the TCTMC Minutes.

This is the end of the information needed on the email to CD and BOE to file for a HME

THE PROCESS – STEP 2

- 1) The impacted Council District (CD) will review your request. Based upon the information provided, the CD's knowledge of their district and its trends, special events, etc the CD will accept, deny or place conditions on your request.
 - A) If **ACCEPTED** by the CD, the CD will e-mail BOE's Holiday Moratorium District Coordinator to recommend the exemption be granted. **Please be aware that the application can be DENIED by BOE even with CD approval.**
 - B) If the request is **DENIED**, work cannot begin at the requested location until the Holiday Street Closure Moratorium is over on January 2, 2019.
 - C) If **CONDITIONS** are placed upon the request by the CD, LADOT or BOE those conditions will be reflected on the issued Holiday Moratorium Exemption Letter and must be complied with. Failure to comply with the terms may result in the Exemption being withdrawn.
- 2) Once BOE is in receipt of the CD's e-mail, the BOE Coordinator will review the request. If further information is needed, BOE will contact the applicant and request the required information. It may be determined at this point that the request be denied based upon engineering aspects or street conditions. You will be informed of this decision as soon as possible.
- 3) A LADOT reviewed and accepted Traffic Mitigation Plan (TMP) or Traffic Control Plan (TCP) must be submitted by the applicant. In cases that the applicant needs to attend TCTMC, the TCTMC Minutes will include the LADOT accepted conditions for traffic control.
- 4) If there are no issues or questions with the application/s, the BOE Coordinator will issue a Holiday Street Closure Moratorium Exemption Letter to the applicant for a

specific amount of time and for a specific type of work. The TMP or TCP will be attached to the final issued Exemption

- 5) A copy of the Exemption Letter will be sent via e-mail to the applicant, the CD, the President of the Board of Public Works, the Bureau of Contract Administration (Con Ad), the Bureau of Street Services (BSS), the Bureau of Engineering (BOE) and the Department of Transportation (DOT) to comply with the regulations and for enforcement purposes.
- 6) **The Holiday Moratorium Exemption Letter must be kept at the worksite always by the Applicant and must be presented to any City Official upon request.** Other documents that must be onsite always are the LADOT signed Traffic Mitigation Plan (TMP); any issued Peak Hour Exemption/s; and/or Noise Variance (Night Work) Exemptions issued by the Police Commission.
- 7) If the CD or BOE issues **CONDITIONS** on the request, those conditions will be on the Exemption letter when issued (see #1C above).
- 8) If **DENIED**, you will be notified by email of the denial and told why consent was not given. This denial will prevent the work from taking place on the Holiday Moratorium Street until the Holiday Moratorium is lifted on January 2, 2019 (see #1B above).