

## **2016 - Instructions for Filing for a Holiday Moratorium Exemption (HME)**

### **HOLIDAY MORATORIUM 2016:**

**Starts NOVEMBER 21, 2016 until 11:59 p.m. on JANUARY 1, 2017**

When requesting an exemption to the Holiday Moratorium Exemption (HME), please follow the procedures listed below. This process can be done entirely by e-mail if you have scanned copies of your TMPs, permits, Noise Variance Exemptions and Peak Hour Exemptions.

**Make sure to allow for adequate time for BOE review and processing of your request.**

***REQUESTS ARE PROCESSED IN DATE ORDER RECEIVED - PERIOD.***

**To locate the Council District (CD) and/or Bureau of Engineering (BOE) District Maps:**

go to: <http://boemaps.eng.ci.la.ca.us/NavigateLA/>.

Once on NavigateLA, open the Table of Contents tab (left most icon up by the search bar) and scroll down to nearly the bottom and locate "Boundaries". Open "Boundaries" then scroll down to "Council Districts" or "Bureau of Engineering Districts" and check the box. The selected item will present a color in the streets/centerline that when you hold the curser over it will tell you which CD or BOE District it is. However, since both of these use the centerline you must do them separately or 1 layer may be beneath the other and not be visible.

**CONTACTS:** The BOE District Contact may know which person at the CD is handling Holiday Moratoriums and can give you their name, phone number and e-mail address. If they don't have a contact, please call the CD directly and ask for the contact persons information. In the City you can use 311 to get the phone numbers or go to <https://www.lacity.org/> to get to the CDs website.

- 1) To request an exemption, send an e-mail request based upon the criteria listed below (items 1a – 1j below) to the Los Angeles City Council District Office (CD) impacted by the work requested and cc the BOE District Office contact as well.

BOE Central District contact: Mariann Karish [Mariann.Karish@lacity.org](mailto:Mariann.Karish@lacity.org)

**PLEASE NOTE:** If you fail to "cc" the appropriate BOE District Office when contacting the CD, BOE will not know you have begun the process and they cannot follow up on your filing with the Council District.

**Please include the following REQUIRED INFORMATION on your e-mail request to the Council District & cc to Bureau of Engineering (BOE) in this order:**

- a) Project name (if applicable) and FULL address;
- b) Applicant's business name; business address with zip code; telephone number with area code; a contact person's name with knowledge of the project; direct dial number for the contact as well as a valid e-mail address for that person. *The contact person must be able to answer all technical questions about the project. If answers are not given via phone, they must be sent by e-mail.*

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- c) Permit Number and Issuing Department – Specify if the permit is issued from the Bureau of Engineering (BOE) or Bureau of Street Services (BSS) and the include the complete permit number. *Please include a copy of the issued BSS Permit as BOE does not have access to their Database.*
  - d) 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) 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) & direction(s) 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). Failure to do so will get the application returned as incomplete.
  - f) Include your TMP method for the work along with a copy of a TMP (i.e. WATCH manual page and year with DOT's acceptance] or a DOT reviewed and accepted TMP). An electric copy of the signed LADOT plan is acceptable. **UNSIGNED PLANS ARE NOT ACCEPTABLE FOR PROCESSING.**
  - g) Specific date/s and times for the requested exemption (i.e. 11-26-15 to 11-29-15 9:00 a.m. to 3:30 PM Monday through Friday);
  - h) Tell us if you have 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.**
  - i) Include all pages of any Noise Enforcement Exemption/s granted by the Police Commission for 1) Night work (9:00 pm to 7:00 am M-F); 2) Saturday and/or Sunday work or 3) tell us if you are in the process of applying for a Noise Variance from the Police Commission (include dates and times).
  - j) If required to go to TCTMC for Minutes prior to the start of your project, please submit a copy of those Minutes once they have been issued.  
No Minutes: No processing
- 2) 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.
- 3) If **ACCEPTED**, the CD e-mails BOE's Holiday Moratorium District Coordinator to recommend the exemption be granted.

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- 4) If the request is **DENIED**, work cannot begin in the requested location until the Holiday Street Closure Moratorium is over on January 2, 2017.
- 5) If **CONDITIONS** are placed upon the request by the CD, 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.
- 6) 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.
- 7) 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 specific work. **Please be aware that the application can be DENIED by BOE even with CD approval.**
- 8) 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.
- 9) **The Holiday Moratorium Exemption Letter must be kept at the worksite at all times by the Applicant and must be presented to any City Official upon request.** Other documents that must be onsite at all times 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.