2020 Holiday Moratorium Email Template

2020 Holiday Moratorium implemented on the following dates
November 25-29, December 4-6, December 11-13, December 18-27

Here is a Word Template you can copy and paste into a blank email, fill out light blue areas and send out to the CDs and BOE with your projects information to request a Holiday Moratorium Exemption:

To locate the Council Districts on NavigateLA, go to:

http://boemaps.eng.ci.la.ca.us/NavigateLA/

- open the **Table of Contents** tab (left most icon by the search bar) and scroll down to **Boundaries** and open
- Then select **Council Districts** and check the box.

A colored layer will show on the NavigateLA Map. When a cursor is held over the colored layer, it will list the Council District by Number and the name of the Council Person. At this point you can go to the City of Los Angeles https://www.lacity.org/your-government/elected-officials/city-council/council-directory to get that CD’s contact phone number, address, or e-mail.

**2020 BOE DISTRICT HME CONTACTS**

**Central District**
201 N. Figueroa St, 3rd Floor
Los Angeles, CA 90012
Amy Shum
(213) 482-7060
amy.shum@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
**INSTRUCTIONS –**

Copy and Paste the following template into the main body of an empty Email. Then answer or fill in the information requested in **BLUE**. Once the form is complete, email this to the CD and BOE District Office impacted by your project along with your TMP and any other supporting documents you may have. *Do not include the section above this writing on your email.*

**TEMPLATE:**

Mr./Ms. **(name)__________,** Council District **XX** Representative/s –

We are in the process of filing for a Holiday Moratorium Exemption Request with the Bureau of Engineering. The [name of] Project is located at [address/intersection] and within your District. Specifics of the request are listed below and supporting paperwork is attached.

Council District (CD) **XX** review and acceptance is required prior to processing our request. BOE requires an authorization email from CD **XX** showing acceptance, modification or denial of our request. If you would be so kind to “Reply to All” it would be greatly appreciated.

**__(name)__________,** BOE **__________(specify District) District Representative** -

Below is our official request for a 2019 Holiday Moratorium Exemption for [Project Name] at address or intersection of ___ & ___. CD **XX** has also been notified of this request and we are waiting for their review and response.

If you have any questions about this request, I would be happy to answer them. My contact information is **name, phone number, email address.** (must be someone with the technical knowledge to answer project questions)

Thank You,

The contacts “signature”________________

**PROJECT INFORMATION**

a) Project name (if applicable) and address or intersection of the work.

**Project Name**
**Address**
**City, STATE, ZIP CODE**
b) Applicant’s business name, address with zip code, area code and telephone number and a contact person’s name and direct number. The contact person must be able to answer all questions about the project including technical ones.

**Applicant/Business Owners Name**  
**Business Address**  
**City, STATE, ZIP CODE**  

**Business/Contractors Contact:** NAME (213) 123-4567  

**Traffic Control Contact or Subcontractor (if any):** NAME (323) 123-4567  

c) Permit Number and Issuing Department—Specify if it’s a Bureau of Engineering (BOE) and the type of permit with permit number and/or Bureau of Street Services (BSS) type of permit and the permit number.

**BOE Permit:** U, E, S, W, etc. + permit number 000000000  

**Bureau of Street Services Permit:** Material Stores, Overload, etc + permit number 0000-00-0000  

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).

**Requesting the City to approve the requested lane closure(s) during the holiday moratorium period because**  
(Explain the need for the Exemption for your particular project at length. Use as much space as you need).

**The inability for Business/Contractor to employ a [example- lane closure] during the requested holiday moratorium period would**  
(Explain what the delay until January 2018 would do to the project in terms of monetary impact and scheduling impact. Use as much space as you need).

e) Lane Closures required: list the specific lane(s) required for the work & 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 with an attached LADOT reviewed and accepted Traffic Mitigation Plan (TMP).** Failure to list the required lane closure information may delay processing.
Example: Requesting the closure of the #2 N/B lane on Main St., including a sidewalk closure on the east side of Main St. from 1st St. to Temple St.

f) Include your TMP method for the work along with a copy of that method (i.e. WATCH manual [include year] or a DOT reviewed and accepted TMP). An electronic copy of this information is acceptable as long as it includes the LADOT sign off. (check)

___ Provided
___ Not provided and why: (in review, at TCTMC, etc)

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g) Specific date/s and times for the requested exemption. Allowable work hours in the City of Los Angeles are Monday through Friday 9:00 a.m. to 3:30 p.m.; and Saturday 8:00 a.m. to 6:00 p.m. Work outside of those hours may require a Peak Hour Exemption and/or a Noise Variance.

DATE/S AND TIMES REQUESTED (example: 11-25-20 9:00 a.m. to 3:30 p.m.)

h) Tell us if you have applied for or been granted a Peak Hour Exemption from BOE or BSS. If already issued, please include an electronic copy with your Holiday Moratorium Request. Peak Hours are from 6:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 7:00 p.m. Monday through Friday. The Peak Hour of 6:00 a.m. to 7:00 a.m. also requires a Police Commission Noise Variance Exemption (see item I below). (check)

___ Provided
___ Not Provided and why: (in process with __BOE/__BSS as of ______(date) or __(other - state)

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i) Include a copy of any Noise Enforcement Exemption/s granted for Night or Sunday work from the Police Commission or advise us if you are in the process with the Commission for an Exemption. (check)

___ Copy provided
___ No Noise Variance was requested

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j) If in a TCTMC area, please submit a copy of the issued TCTMC Minutes. (check)

___ Copy provided  TCTMC Number _____________
___ In process, TCTMC Minutes not issued
___ Anticipated issuance date ________________

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Send this completed form as an e-mail to the City Council District and the BOE District Office impacted by the worksite. That email will begin the Holiday Moratorium Exemption (HME) process.