



870 MAIN AVENUE
PASSAIC, NJ 07055

CITY OF PASSAIC
DIVISION OF ENGINEERING

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**Notice of Winter Moratorium on Street Openings and Excavations
Permit Application Procedures and Compliance Requirements**

The City of Passaic enforces a Winter Moratorium on street and sidewalk excavations beginning **November 15** and ending **April 1** of each year. This policy applies to:

- All permit holders and/or contractors with active street openings, utility plates, or excavation work on any city roadway or sidewalk during the Winter Moratorium period.
- All permit holders and/or contractors seeking to apply for new street opening permits during this time.

Permit Application Requirements:

All permit applications and required documentation must be submitted to the Passaic Division of Engineering. Applications submitted during the Winter Moratorium period must include a formal request letter addressed to the City Engineer, clearly outlining:

- The purpose of the proposed work;
- Justification for performing the work during the Winter Moratorium period;
- The estimated completion date.

All applications will be subject to review and approval by the City Engineer. A minimum of two (2) business days is required for processing. If approved, an Official Approval Letter will be issued, detailing the required safety and performance measures for the proposed street or sidewalk work.

Restoration Requirements:

During the Winter Moratorium period, permit holders and/or contractors are required to:

- **Temporarily restore** the base and wearing course of any street or sidewalk opening using temporary pavement materials; **or**
- **Complete final restoration** of the site, as long as a valid permit is in place.

If final restoration is not completed before the expiration of the last issued permit, a **new permit must be obtained** from the Division of Engineering and will be subject to City Engineer approval.

**All street and sidewalk openings must be permanently restored
NO LATER THAN APRIL 1.**

Temporary Repairs – Requirements:

Street Openings and Excavations:

- Repairs must be flush with the surrounding surface; and
- All temporary patches must be regularly monitored to ensure they are free of defects and remain safe for both pedestrians and vehicles.

Steel Plates Covering Excavations:

- Require an active permit from the Passaic Division of Engineering to maintain any utility plate(s) on city roadways or sidewalks during the Winter Moratorium Period.
- Plates must be recessed or countersunk and skid-resistant, ensuring a smooth transition with the surrounding pavement.
- Appropriate signage must be posted at each location where plates are installed, including “Plate(s) Ahead” or “Raise Plow” warnings. These signs must be removed at the conclusion of the Moratorium period.

We appreciate your understanding and cooperation during this seasonal period. If you have any questions regarding the application process or the status of your request, please contact the Engineering Division at (973) 365-5624 or engineering@cityofpassaicnj.gov.

Sincerely,

Division of Engineering
City of Passaic