



HOLIDAY CONSTRUCTION MORATORIUM

Last Revised 6/22/18

Overview

Seattle Department of Transportation (SDOT) does not allow construction work during winter holidays in streets or sidewalks in the Downtown Retail Core, Pioneer Square, and the Chinatown-International District (CID)—this is known as the “Holiday Construction Moratorium.” By restricting construction for the winter holidays, we support Seattle businesses during the peak shopping season and reduce traffic congestion during this busy time of year.

Exceptions to the moratorium are sometimes allowed—SDOT evaluates each request on a case-by-case basis and grants exceptions under special conditions authorized by the SDOT Director. Typically, only a few exceptions are granted each year. This CAM provides instructions on how to apply for an exception to the holiday construction moratorium that will allow you to continue working through the winter holidays in a Holiday Construction Moratorium area.

Moratorium Boundaries and Holiday Dates

There are two moratorium areas in Seattle, each with a different restriction period:

- (1) **The Downtown Retail Core, which includes Pioneer Square.** The moratorium period here is from Thanksgiving Day through New Year’s Day (January 1).
- (2) **The Chinatown-International District (CID).** The moratorium period here is the 6 weeks around Lunar New Year, starting three weeks before Lunar New Year and ending three weeks after. (Note: The exact date of the Lunar New Year holiday changes each year. Consult SDOT Street Use Construction

Permits webpage for more information.
www.seattle.gov/transportation/permits-and-services/permits/construction-use-in-the-right-of-way)

Maps of the moratorium areas are on pages 4 and 5 of this CAM.

In addition to restricting work within the Holiday Construction Moratorium areas, sometimes we restrict construction adjacent to moratorium boundaries if it impedes public mobility getting to and from designated Holiday Construction Moratorium areas.

Moratorium Exceptions

To work in or occupy the right of way in Holiday Construction Moratorium areas during holiday restriction periods, you must submit an exception request. Please note: A few types of work are excluded from this rule. Refer to the Excluded Work section of this CAM.

In general, SDOT grants construction exceptions for short-term work. Short-term work lasts from one to several nights, and the work occurs in the evening hours from the period after stores and businesses are closed until 6 AM. This work may occur only when there is no significant noise impact, and the right of way must be clear and restored for public access by 6 AM.

Long-term exceptions (those lasting longer than several nights) may be granted if your use of the right-of-way does not significantly impede traffic or pedestrian flow.

Exceptions are also allowed for emergencies that pose immediate threat of property damage, personal injury or loss.

Excluded Work

Certain types of low-impact, short-duration work are allowed within Holiday Construction Moratorium areas during restriction periods. You do not need to submit an exception request for the following types of work:

- Walk-through scaffolding in the right of way. Walk-through scaffolding does not require submittal of an exception request if the scaffolding is erected **prior to the** holiday moratorium restriction period and is the only impact to the right of way. Requests to install walk-through scaffolding **during** a moratorium period **will not be granted**.
- Work under an Annual Vehicle Permit. Annual Vehicle work does not require that you submit an exception request. However, Annual Vehicle work in Hubs does require coordination of work dates.
- Other short-duration, low-impact occupation of the ROW, such as moving pods or ladders on sidewalks is allowed during moratoriums and you do not need to submit an exception request for these types of work.

When to Submit

Submittal dates for exception requests depend on the moratorium area. The submittal deadlines for each area are listed below.

DOWNTOWN AND PIONEER SQUARE

- Priority submittal deadline: August 31
- Final submittal deadline: September 30
Requests will not be considered after this date.

CHINATOWN-INTERNATIONAL DISTRICT (CID)

- Final submittal deadline: December 1
Requests will not be considered after this date.

How to Submit

To request an exception, please submit the following documents:

- **Holiday Construction Moratorium Exception Request form.** The form is available at: www.seattle.gov/Documents/Departments/SDOT/Services/Permits/Holiday_Moratorium_Form_FILL.pdf.
- Site plan
- Traffic Control Plan (TCP)

There is no fee for submitting an exception request form; however, standard permit fees for your use of the right of way will apply.

To submit your request, you may submit the form via email, mail, fax, or in person to the Street Use division of SDOT.

Email:

- ROW Management permits:
SDOTPermits@seattle.gov (Construction Use)
SDOTUtilPermits@seattle.gov (Minor Utility)
- Utility Major or Street Improvement permits:
directly to the project manager

Mail:

Seattle Department of Transportation
Street Use Permit Services
Attn: Holiday Construction Moratorium
700 5th Ave, Suite 2300
P.O. Box 34996
Seattle, WA 98124-4996

Fax:

(206) 470-6988

In Person:

Street Use Permit Counter
Seattle Municipal Tower
700 5th Ave, 23rd Floor

Hours: Monday, Wednesday, Friday 8 AM – 5 PM
Tuesday, Thursday 10:30 AM – 5 PM
Please note: Payments are not accepted after 4:30 PM.

EMERGENCY WORK DURING THE HOLIDAY MORATORIUM

This work is broadly defined in the Seattle Municipal Code Title 15 as work that could not have been anticipated and is necessary for the protection of the public's health and safety. If emergency work needs to be conducted within or adjacent to the moratorium boundaries, please follow the steps below.

1. Temporary traffic control must conform to the City of Seattle Traffic Control Manual for In Street Work.
2. SDOT must be notified of an emergency at the earliest possible opportunity:
 - During working hours: Street Use Division at (206) 684-5270 (Job Start Line) or at SDOTJobStart@seattle.gov
 - During non-working hours: Charles Street Shop at (206) 386-1218

3. A Street Use permit application must be submitted by the end of the next business day
 - Online at www.seattle.gov/transportation/permits-and-services/permits.
 - In Person by visiting the Street Use Counter on the 23rd floor of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, WA 98104.

Note: Special event/film permits could be subject to the moratorium. More information is available at the Special Events Office website at www.seattle.gov/special-events-office.

Question about the Holiday Construction Moratorium process?

Email: SDOTPermits@seattle.gov

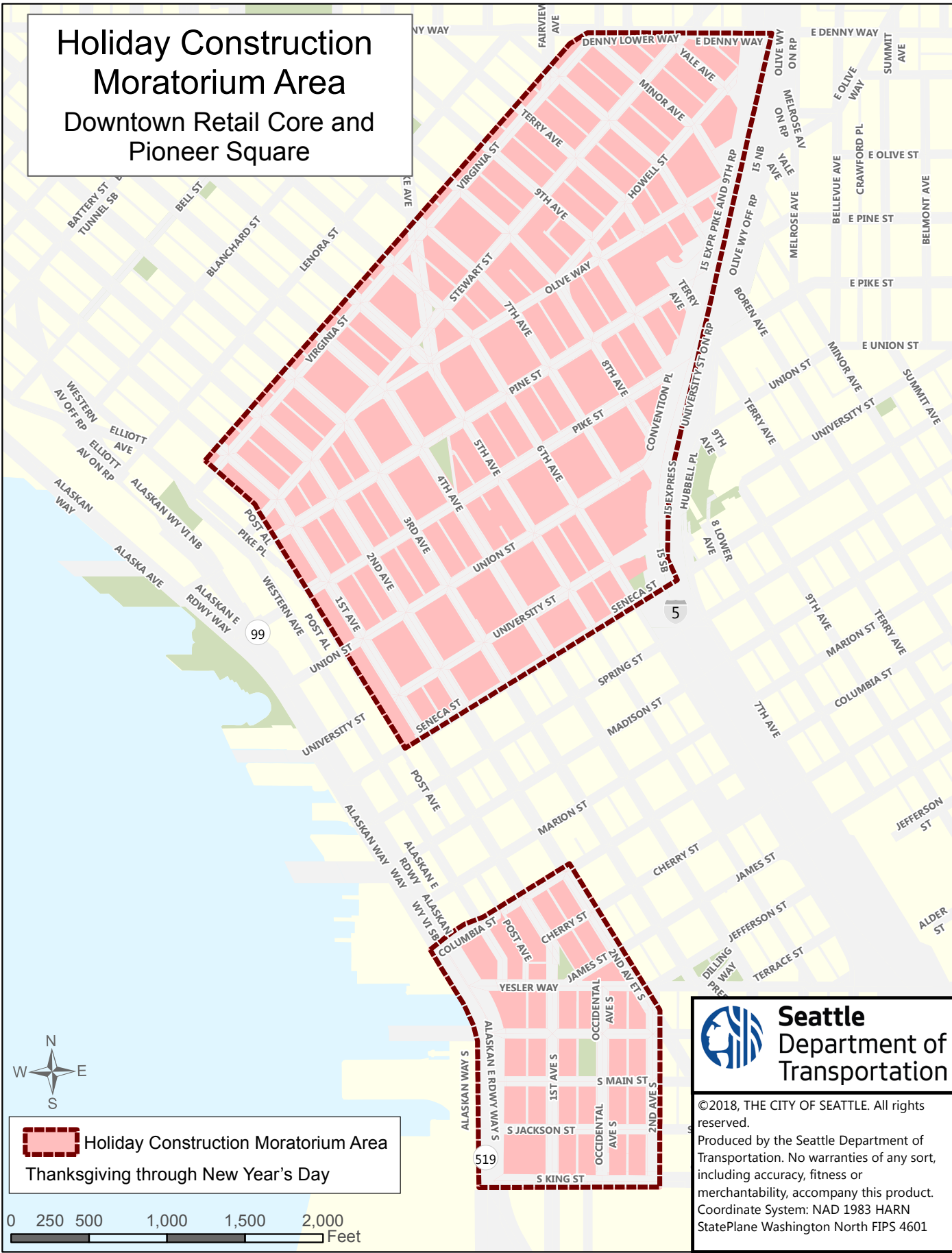
Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

Holiday Construction Moratorium Area

Downtown Retail Core and Pioneer Square




Seattle
Department of
Transportation

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