Environmental Control Board
Appeals Unit
66 John St., 10th Floor
New York, NY 10038
Telephone: (212) 560-6270
Fax: (212) 436-0714

CITY OF NEW YORK
OATH **The Environmental Control Board**
A Division of the Office of Administrative Trials and Hearings

Request For Appeal Extensions And Hearing Recordings

USE THIS FORM TO REQUEST:

- **MORE TIME TO APPEAL, OR**
- **THE HEARING AUDIO RECORDING (TO REVIEW BEFORE APPEALING)**

ECB and the agency responsible for the violation must receive copies of this request no more than 30 days after the mailing date of the decision. This date is below the ALJ's signature on the front of your hearing decision.

To show that you sent a copy to the city agency, complete the statement below. This statement must be signed and notarized. Petitioners' addresses are printed on the back of the hearing decision.

VIOLATION NUMBER(S) *(use an extra page if needed)*: _____ **HEARING DATE:** _____

THIS REQUEST IS FOR *(check one only)*:

☐ **MORE TIME TO APPEAL. UNDER ECB RULES, YOU MAY REQUEST AN EXTRA TWENTY DAYS TO SERVE AND FILE YOUR APPEAL.**

☐ **AN AUDIO RECORDING OF THE HEARING. WHEN THE RECORDING IS MAILED, YOU WILL BE GIVEN AN EXTRA TWENTY DAYS TO SERVE AND FILE YOUR APPEAL.**

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ **E-MAIL ADDRESS:** _____

DATE OF REQUEST: _____

MAIL: ONE COPY TO ECB APPEALS AT THE ADDRESS ABOVE AND ANOTHER COPY TO THE AGENCY RESPONSIBLE FOR THE VIOLATION

NOTARIZED STATEMENT THAT A COPY OF YOUR REQUEST WAS SENT TO PETITIONER

I _____ *do swear or affirm that on* _____,
(your name) *(date)*

I sent a copy of this request to (name and address of agency responsible for the violation):

_____

_____

_____

by placing it in a U.S. Postal Service mailbox.

_____
(your signature)

_____
(Notary Public)