



# The Environmental Control Board

A Division of the Office of Administrative Trials and Hearings

**Environmental Control Board  
Appeals Unit**

66 John St., 10th Floor  
New York, NY 10038  
Telephone: (212) 436-0617  
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## 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)