



RWIP11 Form: NOTICE OF VIOLATION RESPONSE

Submit typewritten form to LRetainingWalls@buildings.nyc.gov

LOCATION:

BOROUGH:

BLOCK:

LOT #:

BIN#:

VIOLATION #:

Dear Sir/Madam:

You have been issued this violation because our records indicate you have failed to file an acceptable inspection report for the above-referenced retaining wall. This report is required to be filed by the New York City Administrative Code §28-305.4 and 1RCNY §103-09.

Please submit the **TR16: Periodic Inspection of Retaining Walls** form with the report in the format described in the attachment to:

Mail: NYC Department of Buildings
Attn: Retaining Wall Unit
280 Broadway, 4th Floor
New York, NY 10007 **OR** **Email:** LRetainingWalls@buildings.nyc.gov

If either of the statements listed below is applicable to you, please check the appropriate box and forward the requested documentation to the address listed above.

I have not owned the building since _____.

The new owner's name and address is: _____

In support of the above claim, please forward all deed change information electronically to the Retaining Wall Unit at LRetainingWalls@buildings.nyc.gov.

I am the owner; however, there is no retaining wall on my property.

I am the owner; however, the retaining wall on my property does not meet the Local Law requirements (height and/or facing public right of way).

*In support of the above claim, you **must** forward a property survey that is signed and sealed by a NYS licensed land surveyor with representative photographs of the property including, but not limited to: all exterior spaces (all lot line conditions) and all buildings on lot. Please send this evidence electronically to the Retaining Wall Unit at LRetainingWalls@buildings.nyc.gov.*

Name (please print)

Owner's Signature

Address _____

Date _____

Phone No. _____