

GUIDELINES FOR HEARING ATTENDEES

Thank you for attending a hearing of the Board of Standards and Appeals. The Board appreciates your interest in land use in the City of New York. As the Board hears many cases during a hearing session, all of which require its full attention, attendees are kindly asked to observe the following guidelines:

If you are in the hearing room while hearing is in session, please:

1. Be quiet when entering, exiting and sitting, so that everyone may hear what is said by the Board members and speakers.
2. Turn off all cell phones and other electronic devices.
3. Do not speak or shout out, applaud, or make any other noise in response to anything said by a Board member or speaker.
4. Do not exhibit any signs of any type as they may be distracting to the Board.

If you are not part of the application team and would like to testify, please:

1. Wait until the Chair announces taking testimony from the public (outside the application team).
2. Wait until the Chair directs you to approach the podium to speak.
3. Speak clearly into the microphone. State your name and address and respect the three minute time limit.
4. Hand any materials you would like the Board to review to the transcriber.
5. Wait for a moment at the podium after testifying, in case a Board member has a question.
6. Do not ask to speak again. If you have something more to add into the record, you may submit it in writing at a later time. Also, do not ask the Board general questions about law or procedure. If you have such a question, you may ask a staff member at the Board's offices on the 9th floor. Alternatively, please visit the Board's web-site (www.nyc.gov) to access general information, including a copy of the Board's Rules of Practice and Procedure.

Please understand that the applicant has paid a fee and is prosecuting the application. So applicants and their witnesses are entitled to speak longer than three minutes. The Board may also make exceptions to the three minute limit for elected officials, Community Board or civic association representatives, and counsel for opposition groups.

Thank you in advance for your cooperation.