

**Environmental Control Board**  
**Snow and Ice Removal: 16-123 / AS21**

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*To support a defense to the charge of failure to remove snow and ice, please submit a sworn, notarized statement containing the relevant information and supporting documentation requested below.*

- If you are not the respondent named on the Notice of Violation, submit a written statement explaining: (a) your relationship to that named respondent, and (b) whether you are authorized to represent that party.
  
- What was the amount of snow or ice on the sidewalk at the time the Notice of Violation was issued?
  
- What efforts were made to clear the sidewalk of snow and ice? Was this done within four hours of when the snow stopped?
  
- When was the sidewalk finally cleared?
  
- If no efforts were made to clear the snow and ice from the sidewalk, why not?
  
- By what means was the path cleared? Was it shoveled? Was a snow blower used?
  
- Was salt used in an effort to clear the area?
  
- If you were not the person doing the clearing the snow and ice, how are you aware of what efforts were made?