

Steps That Must Be Taken In Order To Have the Hearings Division Consider the Response

1) Will this response be received by the Hearings Division in time?

YES ☐NO ☐

The response must be received within 30 days of the appeal date or 35 days if the appeal was mailed to you. If this response form is not received by the deadline, the appeal will be decided without the response.

Vehicle for Hire and Taxi Cases: If the appeal involves the suspension or revocation of a TLC issued license, the response must be received within 7 days of the appeal date or 12 days if the appeal was mailed to you.

The response must be sent to both the Hearings Division Appeals Unit and the party who appealed the decision. Respondents must complete Steps 2 below. Enforcement agencies must follow Step 3 below.

RESPONDENTS ONLY – YOU MUST COMPLETE PROOF OF SERVICE BELOW

2a) I am sending a copy of the response to (check the box next to the agency that you are sending the copy of the response to):

☐ **Building Cases:**
Dept. of Buildings
Administrative Enforcement Unit 280
Broadway, 5th Floor
New York, NY 10007

☐ **Sanitation, Recycling, Posting
& Abandoned Vehicle Cases:**
Department of Sanitation
Bureau of Legal Affairs
125 Worth Street, 7th Floor
New York, NY 10013

☐ **Fire Code Cases (including fireworks):**
FDNY Legal Enforcement Unit
Bureau of Legal Affairs
9 Metrotech Center, 4th Floor
Brooklyn, NY 11201

☐ **Health Code, Restaurant, Food Vendor,
& SRO Cases**
DOHMH General Counsel
42-09 28th Street, 14th Floor CN-30
Long Island City, NY 11101-4132

☐ **Air, Noise, Water, RTK, HazMat
& Sewer Cases:**
DEP General Counsel
59-17 Junction Blvd, 19th Floor
Flushing, NY 11373-5108

☐ **Transportation Code & Newsrack Cases:**
Dept. of Transportation
c/o Asst. Commissioner, HIQA
55 Water Street, 7th Floor
New York, NY 10041

☐ **Parks Department, Hudson River Park &
Battery Park City Cases:**
Parks Dept. Counsel's Office
The Arsenal, 830 5th Avenue
New York, NY 10065

☐ **Public Pay Telephone Cases:**
DOITT Customer Service Coordinator
Public Pay Telephones
75 Park Place, 9th Fl.
New York, NY 10007

☐ **Markets Cases:**
Business Integrity Comm., Gen. Counsel
100 Church Street, 20th Floor
New York, NY 10007

☐ **Consumer & General Vendor Cases:**
Dept. of Consumer Affairs, General Counsel
42 Broadway, 8th Floor
New York, NY 10004

☐ **Landmarks Cases:**
Landmarks Preservation Commission
Municipal Bldg., 1 Centre St., 9th Fl., North.
New York, NY 10005

☐ **Taxi & For-Hire Vehicle Cases:**
NYC Taxi & Limousine Commission
Falchi Bldg., 31-00 47th Ave.
Long Island City, NY 11101

The response will not be considered unless you send a copy of the completed response, including any attachments, to the enforcement agency responsible for the summons(es)/notice(s).

2b) You can prove that you sent a copy of the response to the agency by checking the box next to the enforcement agency in Step 2a above AND completing and signing the statement below.

I [print your name] _____, RESIDING AT [your address] _____,

CERTIFY UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO SUBMIT THIS RESPONSE, THAT TO THE BEST OF MY KNOWLEDGE ALL INFORMATION I INCLUDED ON THIS FORM AND IN THE ATTACHMENTS, IF ANY, IS TRUE, AND THAT ON

[date] _____ I SENT A COPY OF THIS RESPONSE TO THE ENFORCEMENT AGENCY RESPONSIBLE FOR THE SUMMONS(ES)/NOTICE(S) AT ITS ADDRESS LISTED ABOVE BY PLACING IT IN A U.S. POSTAL SERVICE MAILBOX OR BY OTHER MAILING SERVICE.

YOUR SIGNATURE: _____

ENFORCEMENT AGENCIES ONLY

3) Enforcement agencies must attach a separate affirmation indicating service on the respondent.