



BUREAU OF ADMINISTRATIVE ADJUDICATION

NOTICE OF APPEAL

TOWN OF BABYLON

County of Suffolk, State of New York

RESPONDENT: [add name]

MAILING ADDRESS: [add address]

PLACE OF OCCURRENCE: [add address]

DATE OF HEARING: [add date]

DATE OF DECISION: [add date]

THE RESPONDENT HEREBY APPEALS FROM THE ADVERSE DECISION IN THE ABOVE-REFERENCED MATTER:

SIGNATURE: _____ **DATE:** _____

TO FILE AN APPEAL YOU MUST SUBMIT THIS NOTICE OF APPEAL TOGETHER WITH THE DOCUMENTS SPECIFIED IN THIS NOTICE, EITHER ELECTRONICALLY, IN PERSON, OR BY MAIL OR OVERNIGHT DELIVERY SERVICE AS SPECIFIED BELOW:

- You may file electronic copies of the documents online by following the instructions at [TownofBabylon/BAA](#) within 30 days of the date of the decision from which you are appealing.
- You may file the documents in person by visiting the Bureau of Administrative Adjudication at 456 Albany Avenue, North Amityville, NY 11701 within 30 days of the date of the decision from which you are appealing.
- You may mail the documents to the Bureau of Administrative Adjudication, 456 Albany Avenue, North Amityville, NY 11701 within 35 days of the date of the decision from which you are appealing, or send them via overnight delivery service within 30 days of the date of the decision.

INSTRUCTIONS

You may appeal the adverse decision against you on the law and/or the facts. When filing your appeal you must include the following documents, in addition to this Notice of Appeal.

- A supporting memorandum containing a concise statement of the issues presented and written arguments presenting clearly the points of law and/or the facts relied on in support of the position taken on each issue.
- A date-stamped receipt or other documentary proof showing that copies of this Notice of Appeal and the supporting memorandum have been served upon the Babylon Town Attorney’s office, as attorney for the issuing agency, at 200 E. Sunrise Highway, Lindenhurst, NY 11757, either personally or by regular mail or overnight delivery service.
- Proof that the monetary penalty and surcharge for administrative costs have been paid in full or that a cash or surety bond has been posted. If you are exempt from this requirement as a license or permit holder, or if you are seeking a hardship waiver, you must submit a written request for an exemption or application for a waiver (as set forth in the Notice of Adverse Decision and Judgment).

APPLICATION FOR PERMISSION TO FILE A LATE NOTICE OF APPEAL FOR GOOD CAUSE SHOWN:

BASIS OF REQUEST: _____

(ADDITIONAL PAGES MAY BE ATTACHED)

SIGNATURE: _____ **DATE:** _____