



**City and County of San Francisco**

San Francisco Public Works · Bureau of Street Environmental Services

2323 Cesar Chavez Street · San Francisco, CA 94124

sfpublicworks.org · tel 415-641-2341 · fax 415-641-2640



Service Request #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Owner's Name: \_\_\_\_\_ **TO BE NOTIFIED** \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ **FIRST CLASS MAIL** \_\_\_\_\_

Your property located at \_\_\_\_\_ in San Francisco has been identified by the Department of Public Works, Bureau of Street Environmental Services & Urban Forestry, as bearing **graffiti**.

**Graffiti Location:** \_\_\_\_\_

This Notice informs you that you are in violation of Article 23 of the San Francisco Municipal Code (Public Works Code), which deems it unlawful for the owner of any real property within the City and County of San Francisco bearing graffiti to allow the graffiti to remain on the property.

Article 23 defines "graffiti" as any inscription, word, figure, marking, or design that is affixed, marked, etched, scratched, drawn, or painted on any building, structure, fixture, or other improvement, whether permanent or temporary, including signs, banners, billboards, and fencing surrounding construction sites, without the consent of the property owner or the owner's authorized agent, and which is visible from the public right-of-way.

**YOU ARE HEREBY NOTIFIED THAT IT IS YOUR RESPONSIBILITY  
TO REMOVE GRAFFITI ON SAID PROPERTY**

- 1. You must either remove the graffiti from your property or request a graffiti hardship hearing on this Notice of Violation within **thirty (30)** calendar days from the date of this Notice of Violation.

After graffiti is removed, you must call to report that graffiti has been abated. **To report this graffiti abated, email us: [GraffitiUnit@sfdpw.org](mailto:GraffitiUnit@sfdpw.org), call:(415) 641-2341, or Fax to (415) 641-2640. Please include Service Request number that is listed above.**

To request for a hardship hearing, you may send your request within (30) days of this notice:

- Write to: Director of Public Works, DPW  
1 Dr. Carlton B. Goodlett Place  
Room 348, City Hall  
San Francisco, CA 94102

To view photos go to  
[bsm.sfdpw.org](http://bsm.sfdpw.org)

If you believe either that your property does not contain graffiti, or that your property is burdened with a disproportionate share of graffiti vandalism, based on factors such as the frequency and extend of the graffiti, and that requiring you to remove the graffiti yourself would impose an unfair hardship, you can present such evidence in person to the hearing officer at a property requested hearing.

- 2. Following the hearing, if the Notice is upheld, or if you do not request a Hearing and fail to remove the graffiti within thirty (30) calendar days of this Notice of Violation, the Director of Public Works may initiate proceedings to enter your property and remove the graffiti. If you do not provide such authorization, the Director may obtain a court order authorizing the City to enter upon your property to remove the graffiti.

After the graffiti is removed from your property, an abatement accounting (billing) will be sent to you for the greater of either \$500 or the actual cost (including overhead and administrative costs as well as attorney's fees where the Director had elected to seek recovery of Attorney's fees) of removing the graffiti. If payment is not received within thirty (30) days from the date of the mailing of Abatement Accounting, the Director may initiate proceedings to place a lien on your property in accordance with Article 10 of the San Francisco Administrative Code.

Posted by: \_\_\_\_\_ Date Posted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_