



City and County of San Francisco
 San Francisco Public Works
 Bureau of Street Use and Mapping
 1155 Market Street, Third Floor
 San Francisco, CA 94103
 Tel. (415) 641-2341



NOTICE OF VIOLATION AND ABATEMENT ORDER

**NOTICE TO REPAIR and/or IMPROVE PROPERTY WITHIN FIFTEEN (15) DAYS
 OR FACE ABATEMENT ACTION BY CITY**

To: _____

Date: _____
 Block: _____
 Lot: _____

Service Request # _____

YOU ARE HEREBY NOTIFIED forthwith to repair, reconstruct, and/or improve the property located at:

(ADDRESS/LOCATION) _____

Of which you are the owner, agent, tenant, or occupant. See below for a detailed description of the property violation and condition(s) requiring abatement. The work (including materials) required for the repair, reconstruction, or improvement identified in this notice and abatement order must conform to San Francisco Building Code requirements.

YOU ARE FURTHER NOTIFIED that you have **FIFTEEN DAYS** from the date of this notice of violation and abatement order to commence abatement of the condition(s) described herein. Upon commencement of the work, you must diligently and without interruption pursue the requisite abatement to completion.

Pursuant to Section 80.5 of the San Francisco Administrative Code, any person having any record title or legal interest in the building as described in Section 80.5(e) may request -- within 15 calendar days of the date of this notice -- a hearing before a neutral hearing officer to protest this notice or order of any action taken or required to be taken. Failure to file a written protest or to appear at such hearing will constitute a failure to exhaust administrative remedies. If you request a hearing and the notice of violation is upheld, you may be liable for all hearing-related costs. Requests for administrative hearings should be made by contacting the San Francisco Public Works Bureau of Street Use and Mapping at:

1155 Market Street, Third Floor
 San Francisco, CA 94103
 Tel. (415) 554-5810; Fax (415) 554-5843

Alternatively, you may request an extension of up to 15 additional days (for a total of 30 days) within which to abate the condition(s) described herein, but such extension does not extend the 15-day period for requesting a hearing. Requests for extensions should be made by contacting the San Francisco Public Works' Outreach and Enforcement Division at (415) 641-2635.

YOU ARE FURTHER NOTIFIED that, under Section 80.4 of the San Francisco Administrative Code, if you fail to comply with this notice and abatement order within the time specified herein (or in the time specified by a hearing officer in an appeal hearing under Section 80.5(g)), the Director may take action to enter the property and abate the violation at your expense. If the City must abate the condition(s) described herein, you may be liable for: (a) the greater of \$400 or the actual costs incurred by the City (including enforcement costs and attorneys fees) to abate the condition described herein, (b) administrative penalties up to \$1,000, and (c) additional enforcement action by the City Attorney. Failure to pay City abatement costs and/or administrative penalties may result in initiation of lien proceedings against the property.

THE CONDITION(S) IDENTIFIED BELOW ARE REQUIRED TO BE REPAIRED:

- | | |
|--|--|
| <input type="checkbox"/> Graffiti | <input type="checkbox"/> Temporary Plywood |
| <input type="checkbox"/> Equipment Stored Adjacent to Sidewalk | <input type="checkbox"/> Litter or Accumulated Debris |
| <input type="checkbox"/> Broken Building Windows | <input type="checkbox"/> Damaged / Deteriorated Awning |
| <input type="checkbox"/> Grass or Weeds on Sidewalk / Private Property | <input type="checkbox"/> Exterior Paint Deteriorated |

Posted By: _____

Remarks: _____

Please present a copy of this Notice to the permit agency when applying for any necessary permits in person or by mail. Permits can be obtained weekdays from 8:00 - 9:00 AM, at:

Central Permit Bureau, 1660 Mission Street, San Francisco, CA 94103, (415) 558-6060