

## **GRAFFITI PROCEDURE-CODE ENFORCEMENT**

“Graffiti” means any inscription, design, word, figure or mark of any type drawn, marked, painted, tagged, etched, scratched, or written upon any building, fence, gate, rock, structure, tree, wall or other property that defaces, damages or destroys any public or private, real or personal property, without the privilege to do so.

### **Occupied Structure (Graffiti on a building, accessory structure, fence, gate, or business building.)**

1. Code Enforcement receives complaint from 311 re: graffiti on an occupied structure.
2. Code Officer makes site inspection to verify complaint and take pictures of the violation.
3. Code Officer sends owner of property a Notice of Violation accompanied by a waiver form allowing the City to remove the graffiti at no cost to the owner. (Service of Notice will follow guidelines as set forth in the Housing Code Section 4509.02.)
4. Owner will be required to do the one of the following:
  - Appeal the Notice of Violation within 15 days of receipt;
  - Remove the graffiti within 30 days;
  - Sign a waiver to allow City Code Enforcement to schedule graffiti abatement at no cost to the owner within 30 days.
5. If the owner does not appeal the Notice of Violation, does not remove the graffiti themselves within 30 days (as verified by an inspection of a code officer), and does not sign a waiver for the City to remove the graffiti, the Code officer will file a civil case in Environmental Court ordering the owner to remove the graffiti. If the owner fails to comply with order from the court,

the City may ask the court for permission to enter upon the property and remove the graffiti. All costs incurred by the City for the graffiti removal resulting from court order shall be certified to the County Auditor as a special assessment against the property taxes.

**Occupied structure (Graffiti not on a building, accessory structure, fence, gate, or business building.)**

1. Code Enforcement receives complaint from 311 re: graffiti on an occupied structure.
2. Code Officer makes site inspection to verify complaint and take pictures of the violation.
3. Code Officer sends owner of property a Notice of Violation. (Service of Notice will follow guidelines as set forth in the Housing Code Section 4509.02.)
4. Owner will be required to do the one of the following:
  - Appeal the Notice of Violation within 15 days of receipt;
  - Remove the graffiti within 30 days.
5. If the owner does not appeal the Notice of Violation, and does not remove the graffiti themselves within 30 days (as verified by an inspection of a code officer), the Code officer will file a civil case in Environmental Court ordering the owner to remove the graffiti.

**RIGHT OF ENTRY FOR GRAFFITI REMOVAL REQUEST**

The CITY of COLUMBUS has established a Free Graffiti Removal Program that is managed by the Department of Development. The products used by the City will either cover or remove illegal graffiti. The City will use the least invasive method to remove your graffiti. However, the City will not guarantee a perfect color match in cases where paint is being used to cover the graffiti. If you wish to participate in this FREE Program, please complete and sign this form. Return the completed form to the following address:

**Graffiti Coordinator  
Dept. Of Development  
757 Carolyn Ave, Columbus OH 43224**

**RIGHT OF ENTRY CONSENT**

Permission is hereby granted to the City of Columbus, its officials, employees, agents and volunteers (hereinafter "City") to enter the property located at:

Exact Street Address: \_\_\_\_\_

for the purpose of eliminating graffiti in accordance with the terms and conditions of this Right of Entry.

1. The City is authorized to enter upon the Premises for the purpose of eliminating graffiti from all exterior walls and other surfaces.
2. All graffiti elimination work shall be coordinated with the operations of Owner wherever possible and all reasonable precautions will be taken to safeguard Owner's property.
3. Owner hereby releases City from any and all claims and liability for injury or damage, of whatever kind or nature, resulting from City's entry upon and use of the Premises. Owner waives any claim for property damage or for any bodily injury that Owner has or may have against the City resulting from the activities undertaken by City pursuant to this Right of Entry.
4. All graffiti elimination work done by City pursuant to this Right of Entry shall be performed at the sole discretion of City, at no direct cost to Owner and subject to resources available to City.
5. Owner understands and agrees that execution of the Right of Entry shall not constitute an on-going obligation by City to remove graffiti at the Premises.

OWNER has caused this Right of Entry to be executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

NAME (please print): \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Department of Development Use Only			
Surface Graffiti is On	Location of Graffiti	Type of Location	Extent of Damage
<input type="checkbox"/> Unpainted Brick	<input type="checkbox"/> Front of Structure	<input type="checkbox"/> Business	<input type="checkbox"/> Small Area (Initials)
<input type="checkbox"/> Painted Brick	<input type="checkbox"/> Rear of Structure	<input type="checkbox"/> Residence	<input type="checkbox"/> Large Area
<input type="checkbox"/> Unpainted Concrete	<input type="checkbox"/> Side of Structure	<input type="checkbox"/> Garage or	<input type="checkbox"/> Other _____
<input type="checkbox"/> Painted Concrete	<input type="checkbox"/> Below 12'	<input type="checkbox"/> Accessory Structure	
<input type="checkbox"/> Painted Wood	<input type="checkbox"/> Between 12' & 36'	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Unpainted Wood			
<input type="checkbox"/> Painted Metal			
<input type="checkbox"/> Unpainted Metal			
<input type="checkbox"/> Other _____			
Date Inspected by Code Enforcement: _____			