

# PLAP – GRAFFITI DIRECTOR’S DETERMINATION PETITION FREQUENTLY ASKED QUESTIONS



## **Q. What is a Director’s Determination Petition?**

- A. A Director’s Determination Petition is a process that can be used to obtain relief from a Notice of Violation regarding Sec. 751-2. - Duty to keep Premises free of Graffiti.

*Per Sec. 751-1-G, "Graffiti" shall mean any inscription, word, figure, marking or design that is marked, etched, scratched, drawn or painted on any premises, including buildings, structures, fixtures or other improvements, whether permanent or temporary, whether public or private, without the consent of the owner of the property, a person in control, or the owner's authorized agent, and which is visible from the public right-of-way or other public or quasi-public location within the city.*

The owner may file a petition if the owner receives an order to remove graffiti from private property and can demonstrate a bona fide controversy with the violation and remedy prescribed. The applicant must complete the request form prescribed and submit the request to the department in less than 30 days from the Date of Issuance of the Notice of Violation.

## **Q. How do I file a petition?**

- A. The applicant must complete the petition form prescribed and submit the form within 30 days of Date of Issuance by either
- 1) **Email:** [PLAP@cincinnati-oh.gov](mailto:PLAP@cincinnati-oh.gov) or
  - 2) **Mail:** Buildings & Inspections  
PLAP Division  
805 Central Avenue, Suite 500  
Cincinnati, OH 45202

## **Q. How much does it cost to file a petition?**

- A. There are no filing fees.

## **Q. Where do I get the petition form?**

- A. The petition form is available on the Buildings & Inspections website for downloading.

## **Q. Can anyone file a petition?**

- A. Any Property Owner or Person in Control of a private property who receives a Notice of Violation to Remove Graffiti and who has a substantiated relief request or bona fide controversy may file. However, if the violation is subject to a civil or criminal proceeding, the proceeding must be concluded before filing.

## **Q. How long does it take to get an answer?**

- A. The Director will issue an answer within 30 days of receipt of the petition.

## **Q. Can I appeal the Director’s decision about my petition?**

- A. If you do not agree with the Director’s determination you may appeal to the Board of Housing Appeals within 30 days of the date of the decision.

# DIRECTOR'S DETERMINATION PETITION – GRAFFITI



(ANY RELIEF GRANTED MAY BE REVOKED AND CITY ABATEMENT COMMENCE,  
IF ANY CONDITION UPON WHICH THE WAIVER IS GRANTED IS UNMET. )

ADDRESS OF PROPERTY \_\_\_\_\_

DATE APPLIED \_\_\_\_\_ Case # \_\_\_\_\_ (attach the violation notice)

ADDITIONAL TIME REQUESTED TO REMEDY THE VIOLATION? (Y OR N) \_\_\_\_\_ If Y, Amount? \_\_\_\_\_

OTHER RELIEF REQUESTED (other documents may be attached if desired)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DOES THE PETITIONER GRANT THE DEPARTMENT ACCESS ONTO THE PROPERTY FOR INSPECTION OF THE ISSUE OF CONCERN? (Y OR N) \_\_\_\_\_ (refusal may serve as basis for denial)

DOES THE PETITIONER SEEK A MEETING TO DISCUSS THE ISSUE OF CONCERN PRIOR TO FINAL DISPOSITION? (Y OR N) \_\_\_\_\_ PROVIDE GENERAL AVAILABILITY \_\_\_\_\_

RATIONALE FOR RELIEF REQUEST (other documents may be attached if desired)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORKPLAN FOR RESOLVING THE VIOLATION (required if Additional Time is part of request)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The undersigned owner or duly authorized agent hereby certifies that all statements and attachments herein are true and accurate to the best of their knowledge and belief. The undersigned further certifies that he/she is the owner or duly authorized agent and person in control and responsible for the building and the development.*

OWNER/AGENT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ (Not a Post Office Box)

CITY / STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

Total number of pages of this application including attachments: \_\_\_\_\_