



# Notice of Violation/Revocation Form

Last updated October 2023

Plot #:
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Community garden: \_\_\_\_\_

Gardener name: \_\_\_\_\_

Infractions resulting in <b>Two notices &amp; revocation</b>	Infractions resulting in <b>Immediate revocation*</b>
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Notices must be given to the gardener on paper via garden mailbox, bulletin board, or in person.

<p><b>Date of written notice #1:</b> _____</p> <p><b>Date of written notice #2:</b> _____</p> <p><b>Date of revocation notice:</b> _____</p>	<p><b>Date of revocation notice:</b> _____ (Paper copy in mailbox or in person)</p> <p><b>Date letter was sent:</b> _____ (Certified mail)</p>
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\*Members may appeal in writing within fourteen (14) days of the date on the revocation letter. Send appeal letter to 50 N. Vineyard Blvd Honolulu, HI 96817 ([CCH DPR Memo dated 2/1/2016](#))

<ul style="list-style-type: none"> <li><input type="checkbox"/> Aisle and/or fencing needs maintenance or is obstructed (<a href="#">1.3e p.24</a>)</li> <li><input type="checkbox"/> Bringing/feeding animals (<a href="#">ROH 10-1.2(a)(10) and 10-1.7</a>)</li> <li><input type="checkbox"/> Plot mailbox nonfunctional or missing (<a href="#">Good Gardener Agreement #5</a>)</li> <li><input type="checkbox"/> Invasive, diseased or infested plants (<a href="#">1.3e p.24</a> and <a href="#">Good Gardener Agreement #3</a>)</li> <li><input type="checkbox"/> Plants growing outside plot boundary (<a href="#">1.3e p.24</a> and <a href="#">CCH DPR Memo dated 8/13/21</a>)</li> <li><input type="checkbox"/> Plants or structures over 5 ft (<a href="#">CCH DPR Memo dated 8/13/21</a>)</li> <li><input type="checkbox"/> Plot appears abandoned (<a href="#">1.3e and 1.3i p.24</a>)</li> <li><input type="checkbox"/> Unattended watering (<a href="#">1.3g p.24</a>)</li> <li><input type="checkbox"/> Inaccurate contact information (<a href="#">Good Gardener Agreement #2</a>)</li> <li><input type="checkbox"/> Pesticide/herbicide use (<a href="#">1.3f and 1.3h p.24</a>)</li> <li><input type="checkbox"/> Standing water in plot (<a href="#">State DOH Law §11-26-22</a>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unpaid water fee (<a href="#">IIIb p.28</a>)</li> <li><input type="checkbox"/> Unlawful activity (failure to abide by City, State and Federal laws)</li> <li><input type="checkbox"/> Falsifying documents (State law)</li> <li><input type="checkbox"/> Harassment/threatening behavior (State law)</li> <li><input type="checkbox"/> Use or possession of illegal drugs or alcohol at the garden (State law)</li> <li><input type="checkbox"/> Attendance requirements of meetings and workdays per year not met (<a href="#">Good Gardener Agreement #2</a>)</li> <li><input type="checkbox"/> Commercial activity (selling garden produce) (<a href="#">1.3d p.24</a>)</li> <li><input type="checkbox"/> Stealing or destroying property (including plants in common areas) (<a href="#">ROH 10-1.2(a)(1)</a>)</li> <li><input type="checkbox"/> Illegal dumping (State law)</li> <li><input type="checkbox"/> Use of fire (<a href="#">ROH 10-1.2(a)(4)</a>)</li> </ul>
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Other: \_\_\_\_\_

**For notice of violation only, please amend the infraction by:** (date) \_\_\_\_\_

**Recommendations for amending the infraction:**

Officer/monitor (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**For revocation, at least one of the following must sign:**

CG President (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

CG Coordinator (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

# FAQs when receiving a revocation letter:

## Who do I contact if I feel I've been unfairly revoked?

If you would like to appeal a revocation, you may do so within 14 days of receipt of the revocation letter (see page 2 for the appeal process) by submitting an appeal in writing. Remember, revocation is not permanent. One year after the revocation date, you may re-apply for a plot ([3.1a](#)).

## What if I cannot tend to my garden?

If a gardener is sick or on vacation, they should notify the president of their garden in writing and/or email to avoid misunderstandings as soon as possible, ideally before a notice is written. In the case of extended illness, incapacitation, or personal hardship, a helper should be appointed and their name and contact information added *temporarily* to the plot application. If this gardener has a co-gardener who can help, that's great! However, the co-gardener cannot inherit the plot should the primary gardener choose not to return.

## Will the City approve my appeal?

In addition to considering the reasons stated in your written letter of appeal, the City reviews the Garden revocation process for completeness, including any photos and records of communications. A good appeal letter addresses all notices and sticks to the issues. The Community Garden Coordinator is available to assist if needed.

