

Duval County Value Adjustment Board 2013 Timeline

DATES SUBJECT TO CHANGE

May	Ordering of supplies for the year
July	Send applications out to Special Magistrates (Interested in Serving)
July 1 (Mon)	<u>Greenbelt Denial Filing Period:</u> Start of filing Greenbelt petitions on denial of Agricultural Classification (a petitioner has 30 days from the receipt of their letter to protest the Property Appraiser's denial of Greenbelt Classification)
July	Resolution for current year VAB members (Jeff Clements)
July	Send e-mail out for <u>VAB Board Organizational Meeting</u>
August	Send out VAB schedule (Preliminary) Email
August	<u>Public Service Announcement:</u> Start of Public Service Announcement regarding 2013 VAB filing process and deadline
August 19	<u>Protest Period for Real Property & TPP:</u> Property Appraiser mails TRIM notices (25 days to file petitions: August 19 – September 13)
	<u>Protest Location:</u> Locations for filing petitions Monday thru Friday, 8:00 am – 5:00 pm City Hall – St. James Building, 3rd Floor 117 West Duval Street, Suite 305 Jacksonville, FL 32202
August 14	<u>VAB Board Organizational Meeting:</u> <ul style="list-style-type: none">• Recommendation on filing fees charged for protest of exemptions and assessments• Staff recommendation on staffing Special Magistrates, hiring an Attorney, and fees to be paid for each respective service• Announcement of Special Magistrates hearing dates, times and location; State and Local deadlines• Discussion on handling petitions filed after the deadline• Dates to receive reports from Special Magistrates for acceptance or denial by the board
September 13	<u>Deadlines and Mail Outs:</u> Deadline for filing all petitions to VAB
August	<u>Legal Notices:</u> Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspaper: Florida Times-Union

September 18

Special Magistrate Orientation

Special Magistrate Orientation
City Hall - St. James Building
117 st Duval Street, 1st Floor
Lynwood Roberts Room

- **Fill out new W-9 for 2013 year only if information has changed from previous VAB year or if they are a new hire**

October – May

Hearing Schedule (All dates are subject to change)

Special Magistrate Hearings – on petitions filed
(117 W. Duval Street, Suite 305, Jax, FL – City Hall)

**October 14 – 17
(Mon – Thurs)**

**October 21 – 24
(Mon – Thurs)**

**October 28 – 31
(Mon – Thurs)**

**November 4 – 7
(Mon – Thurs)**

**November 12 – 14
(Tues – Thurs)**

**November 18 – 21
(Mon – Thurs)**

**December 2 – 5
(Mon – Thurs)**

**December 9 – 12
(Mon – Thurs)**

**January 6 – 9
(Mon – Thurs)**

**January 13 – 16
(Mon – Thurs)**

**January 21 – 23
(Tues – Thurs)**

**January 27 – 30
(Mon – Thurs)**

**February 3 – 6
(Mon – Thurs)**

**February 10 – 13
(Mon – Thurs)**

**February 18 – 20
(Tues – Thurs)**

**February 24 – 27
(Mon – Thurs)**

**March 3 – 6
(Mon – Thurs)**

**March 10 – 13
(Mon – Thurs)**

**March 24 – 27
(Mon – Thurs)**

**March 31 – April 3
(Mon – Thurs)**

October – July

Acceptance of Reports:

Special Magistrate reports to be turned in to the VAB Attorney

TBA

Board Meeting(s):

Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrates Hearings

Hearing Results

October – July

Clerk mails to each Petitioner the recommendation of Special Magistrate

TBA

2013 Tax Impact Notice:

Impact Notice in the Florida Times-Union