

**Duval County Value Adjustment Board  
2011 Timeline**

**\*DATES SUBJECT TO CHANGE\***

|                 |  |
|-----------------|--|
| May             | Ordering of supplies for the year  |
| July            | Send applications out to Special Magistrates (Interested in Serving)   |
| July 1 (Wed)    | <b><u>Greenbelt Denial Filing Period:</u></b> 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 <b><u>VAB Board Organizational Meeting</u></b>   |
| August          | Send out VAB schedule (Preliminary) - Email  |
| August TBA      | <b><u>Public Service Announcement:</u></b><br>Start of Public Service Announcement regarding 2011 VAB filing process and deadline  |
| August 19       | <b><u>Protest Period for Real Property &amp; TPP:</u></b><br>Property Appraiser mails <b><u>TRIM</u></b> notices<br>(25 days to file petitions – <b>8/19/11 thru 9/13/11</b> )   |
|                 | <b><u>Protest Location:</u></b><br>Locations for filing petitions Monday thru Friday, 8:00 am – 5:00 pm<br><br>117 West Duval Street, 3rd Floor<br>City Hall – St. James Bldg., Suite 305<br>Jacksonville, FL 32202  |
| August 24 (Wed) | <b><u>VAB Board Organizational Meeting:</u></b> <ul style="list-style-type: none"><li>• Recommendation on filing fees charged for protest of exemptions and assessments</li><li>• Staff recommendation on staffing Special Magistrates, hiring an Attorney, and fees to be paid for each respective service</li><li>• Announcement of Special Magistrates hearing dates, times and location; State and Local deadlines</li><li>• Discussion on handling petitions filed after the deadline</li><li>• Setting Special Magistrate Hearings</li><li>• Dates to receive reports from Special Magistrates for acceptance or denial by the board</li></ul> |
| September 13    | <b><u>Deadlines and Mail Outs:</u></b><br>Deadline for filing all petitions to VAB   |

August **Legal Notices**  
Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspaper:  
Financial News & Daily Records Publication

August  
Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspapers:  
Florida Times-Union  
Jax Free Press

August  
Legal Notice for Exemptions and Classification Hearings to Appear in the following Newspaper:  
Florida Star Publication

September 30 (Fri) **Special Magistrate Orientation**  
Special Magistrate Orientation  
City Hall - St. James Building  
117 West Duval Street, 1<sup>st</sup> Floor  
Lynwood Roberts Room  
- **Fill out new W-9 for 2011 year**

October – June **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 17 – 20**  
**(Mon – Thurs)**

**October 24 – 27**  
**(Mon – Thurs)**

**October 31 – Nov 3**  
**(Mon – Thurs)**

**November 7 – 10**  
**(Mon – Thurs)**

**November 14 – 17**  
**(Mon – Thurs)**

**November 28 – Dec 1**  
**(Mon – Thurs)**

**December 5 – 8**  
**(Mon – Thurs)**

**December 12 – 15**  
**(Mon – Thurs)**

**January 9 – 12**  
**(Mon – Thurs)**

**January 17, 18 & 19**  
**(Tues – Thurs)**

**January 23 – 26  
(Mon – Thurs)**

**January 30 – Feb 2  
(Mon – Thurs)**

**February 6 – 9  
(Mon – Thurs)**

**February 13 – 16  
(Mon – Thurs)**

**February 21, 22 & 23  
(Tue – Thurs)**

**February 27 – Mar 1  
(Mon – Thurs)**

**March 5 – 8  
(Mon – Thurs)**

**March 19 – 22  
(Mon – Thurs)**

**March 26 – 29  
(Mon – Thurs)**

**April 2 – 5  
(Mon – Thurs)**

**April 9 – 12  
(Mon – Thurs)**

**April 16 – 19  
(Mon – Thurs)**

**April 23 – 26  
(Mon – Thurs)**

**April 30 – May 3  
(Mon – Thurs)**

**May 7 – 10  
(Mon – Thurs)**

**May 14 – 17  
(Mon – Thurs)**

**May 21 – 24  
(Mon – Thurs)**

**May 29, 30 & 31  
(Tues – Thurs)**

**June 4 – 7  
(Mon – Thurs)**

**June 11 – 14  
(Mon – Thurs)**

**June 18 – 21  
(Mon – Thurs)**

**June 25 – 28  
(Mon – Thurs)**

October – July                      **Acceptance of Reports**  
Special Magistrate reports to be turned in to the VAB Attorney

3<sup>rd</sup> Thursday of each month      **Board Meeting(s)**  
Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrates Hearings

October – July                      **Hearing Results**  
Clerk mails to each Petitioner the recommendation of Special Magistrate

TBA                                      **2011 Tax Impact Notice**  
Impact Notice in the Florida Times-Union