

**DUVAL COUNTY VALUE ADJUSTMENT BOARD  
2008 TIMELINE**

March 3 (Mon)	Start of Late Filed Exemption Petitions Process
June	Work on finalizing VAB Guidelines
July 2 (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 16th	Send letters out to Special Magistrates (Interest in Serving)
August	Send out VAB schedule (Preliminary)
	<b><u>Public Service Announcement</u></b>
August 25 (Mon.)	Start of Public Service Announcement regarding 2008 VAB filing process and deadline
August	Send e-mail out for <b><u>Organizational Meeting</u></b>
August 29 (Fri.)	<p style="text-align: center;">VAB Organizational Meeting</p> <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 for Greenbelts and Denials of Homestead, Total Exemptions, etc.</li><li>• Dates to receive reports from Special Magistrates for acceptance or denial by the board</li><li>• Consider 2008 VAB Guideline changes proposed by Counsel</li><li>• Discussion on handling the Law Suit filed by CVS Pharmacy</li></ul>
	<b><u>Protest Period for Real Property &amp; TPP</u></b>
August 15 (Fri.)	Property Appraiser mails <b><u>REAL PROPERTY &amp; TPP TRIM</u></b> notices (25 days to file petitions – <b>8/15/08 – 9/9/08</b> )

**Protest Location**

**August 15 (Fri) thru  
September 9 (Tue.)**

Locations for filing petitions Mon. thru Fri., 8:00 a.m. - 5:00 p.m.

St. James Building  
117 West Duval Street, 1<sup>st</sup> Floor  
City Hall - St. James Bldg., Committee Room "A"  
Jacksonville, FL 32202

**Deadlines and Mail Outs**

September 9 (Tue.)

Deadline for filing **TPP** petitions to VAB

September 9 (Tue.)

Deadline for filing **Real Property** petitions

**November 14 (Fri.)**

Deadline for Filing for Show Cause

**Legal Notices**

September 15 (Mon.)

Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspaper:

Financial News & Daily Records Publication

September 17 (Wed.)

Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspapers:

Florida Times-Union  
Jax Free Press

September 18 (Thurs.)

Legal Notice for Exemptions and Classification Hearings to Appear in the following Newspaper:

Florida Star Publication

**Special Magistrate Training**

September 29 (Mon)

Special Magistrate Training - St. James Building, 117 West Duval Street, Lynwood Roberts Room

**Hearing Schedule**

October-December

**Attorney Special Magistrate Hearings** - on petition filed re:  
Greenbelt Classification, Exemption and Hurricane Emergency Relief  
(117 W. Duval St., M500, Jax, FL – City Hall)

October-December

**Appraiser Special Magistrate Hearings** - on petitions filed re:  
Valuation and Tangible Personal Property (TPP)  
(117 W. Duval St. M500, Jax., FL - City Hall)

**October: 20 – 24**  
**(Mon – Fri)**

**October: 27 – 31**  
**(Mon – Fri)**

**November 3 – 7**  
**(Mon – Fri)**

**November 10, 12, 13, 14**  
**(Mon, Wed, Thurs, Fri)**

**November 17 – 21**  
**(Mon – Fri)**

**November 24**  
**(Mon)**

**December 1 – 5**  
**(Mon – Fri)**

**December 8 – 11**  
**(Mon – Thurs)**

**December 15 & 16 – Show Cause Hearings**  
**(Mon & Tues)**

**January 7, 8 & 9**  
**(Mon, Tues & Wed)**

**January 12 – 16**  
**(Mon – Fri)**

December Order receipts from McBee for 2009

**Acceptance of Reports**

December 12 (Fri.) Special Magistrate reports to be turned in to the VAB Attorney

**Board Meeting(s)**

December 19 (Fri.) Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrate's Hearings.

**Hearing Results**

December- March Clerk mails to each Petitioner the recommendation of Special Magistrate

**2008 Tax Impact Notice**

(TBA) Impact Notice in the Florida Times-Union