

**Duval County Value Adjustment Board
2014 Timeline**

DATES SUBJECT TO CHANGE

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| May | Ordering of supplies for the year |
| June | Resolution for current year VAB members (Jeff Clements) |
| June | Send applications out to Special Magistrates (Interested in Serving) |
| July 1 (Tues) | <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 | 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 2014 VAB filing process and deadline |
| August 21 | <u>Protest Period for Real Property & TPP:</u> Property Appraiser mails TRIM notices (25 days to file petitions: August 21 – September 15) |
| | <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 13 | <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 15 | <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 24

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 2014 year only if information has changed from previous VAB year or if they are a new hire**

October – April

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 20 – 23
(Mon – Thurs)**

**October 27 – 30
(Mon – Thurs)**

**November 3 – 6
(Mon – Thurs)**

**November 12 & 13
(Wed & Thurs)**

**November 17 – 20
(Mon – Thurs)**

**December 1 – 4
(Mon – Thurs)**

**December 8 – 11
(Mon – Thurs)**

**December 15 – 18
(Mon – Thurs)**

**January 5 – 8
(Mon – Thurs)**

**January 12 – 15
(Mon – Thurs)**

**January 20 – 22
(Tues – Thurs)**

**January 26 – 29
(Mon – Thurs)**

**February 2 – 5
(Mon – Thurs)**

**February 9 – 12
(Mon – Thurs)**

**February 17 – 19
(Tues – Thurs)**

**February 23 – 26
(Mon – Thurs)**

**March 2 – 5
(Mon – Thurs)**

**March 9 – 12
(Mon – Thurs)**

**March 23 – 26
(Mon – Thurs)**

**March 30 – April 2
(Mon – Thurs)**

October – May

Acceptance of Reports:

Special Magistrate reports to be turned in to the VAB Attorney

Monthly

Board Meeting(s):

Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrate Hearings. Meeting schedule available on the VAB website at: [2014 VAB Meeting Notices](#)

Hearing Results

October – May

Clerk mails to each Petitioner the recommendation of Special Magistrate

TBA

2014 Tax Impact Notice:

Impact Notice in the Florida Times-Union