

Duval County Value Adjustment Board 2015 Timeline

DATES SUBJECT TO CHANGE

May	Ordering of supplies for the year
June	Resolution for current year VAB members (Rachel Merritt)
June	Send applications out to Special Magistrates (Interested in Serving)
July 1	<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 2015 VAB filing process and deadline
August 20	<u>Protest Period for Real Property & TPP:</u> Property Appraiser mails TRIM notices (25 days to file petitions: August 20 – September 14) <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 19	<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 14	<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 23

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 2015 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 19 – 22
(Mon – Thurs)**

**October 26 – 29
(Mon – Thurs)**

**November 2 – 5
(Mon – Thurs)**

**November 9 & 10
(Mon & Tues)**

**November 16 – 19
(Mon – Thurs)**

**November 30 – December 3
(Mon – Thurs)**

**December 7 – 10
(Mon – Thurs)**

**December 14 – 17
(Mon – Thurs)**

**January 4 – 7
(Mon – Thurs)**

**January 11 – 14
(Mon – Thurs)**

**January 19 – 21
(Tues – Thurs)**

**January 25 – 28
(Mon – Thurs)**

**February 1 – 4
(Mon – Thurs)**

**February 8 – 11
(Mon – Thurs)**

**February 16 – 18
(Tues – Thurs)**

**February 22 – 25
(Mon – Thurs)**

**February 29 – March 3
(Mon – Thurs)**

**March 7 – 10
(Mon – Thurs)**

**March 14 – 17
(Mon – Thurs)**

**March 28 – 31
(Mon – Thurs)**

**April 4 – 7
(Mon – Thurs)**

**April 11 – 14
(Mon – Thurs)**

**April 18 – 21
(Mon – Thurs)**

**April 25 – 28
(Mon – Thurs)**

October – June

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 notice(s) posted on the VAB website prior to each meeting.

October – May

Hearing Results:

Clerk mails to each Petitioner the recommendation of Special Magistrate

TBD

2015 Tax Impact Notice:

Impact Notice in the Florida Times-Union