

**Duval County Value Adjustment Board
2012 Timeline**

DATES SUBJECT TO CHANGE

May	Ordering of supplies for the year
July	Send applications out to Special Magistrates (Interested in Serving)
July 2 (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 TBA	<u>Public Service Announcement:</u> Start of Public Service Announcement regarding 2012 VAB filing process and deadline
August 24	<u>Protest Period for Real Property & TPP:</u> Property Appraiser mails TRIM notices (25 days to file petitions – August 24 thru September 18)
	<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 22	<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 18	<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: Financial News & Daily Records Publication Florida Times-Union Jax Free Press
August	Legal Notice for Exemptions and Classification Hearings to Appear in the following Newspaper: Florida Star Publication

September 21

Special Magistrate Orientation

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

- **Fill out new W-9 for 2012 year only if information has changed from previous VAB year**

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 17
(Wed)**

**November 13 – 15
(Tue – Thurs)**

**November 26 – 29
(Mon – Thurs)**

**December 3 – 6
(Mon – Thurs)**

**December 10 – 13
(Mon – Thurs)**

**January 7 – 10
(Mon – Thurs)**

**January 14 – 17
(Mon – Thurs)**

**January 22 – 24
(Tue – Thurs)**

**January 28 – 31
(Mon – Thurs)**

**February 4 – 7
(Mon – Thurs)**

**February 11 – 14
(Mon – Thurs)**

**February 19 – 21
(Tue – Thurs)**

**February 25 – 28
(Mon – Thurs)**

**March 4 – 7
(Mon – Thurs)**

**March 11 – 14
(Mon – Thurs)**

**March 18 – 21
(Mon – Thurs)**

**March 25 – 28
(Mon – Thurs)**

**April 1 – 4
(Mon – Thurs)**

**April 8 – 11
(Mon – Thurs)**

**April 15 – 18
(Mon – Thurs)**

**April 22 – 25
(Mon – Thurs)**

**April 29 – May 2
(Mon – Thurs)**

**May 6 – 9
(Mon – Thurs)**

Acceptance of Reports

October – July

Special Magistrate reports to be turned in to the VAB Attorney

Board Meeting(s)

TBA

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

2012 Tax Impact Notice

TBA

Impact Notice in the Florida Times-Union