

## PUTNAM COUNTY VALUE ADJUSTMENT BOARD INFORMATION PACKET TAX YEAR 2010

### **Value Adjustment Board :**

The Board is comprised of five members – two County Commissioners, one School Board member, and two citizen members, one of whom shall be appointed by the Board of County Commissioners and must own homestead property in the county and one of whom shall be appointed by the School Board and must own a business occupying commercial space located within the school district. Their purpose is to determine whether or not the appraisal of your property was made in accordance with Florida Law.

### **Discussion with Property Appraiser:**

Although not mandatory, all petitioners are strongly advised to meet with the Property Appraiser or his staff prior to filing a petition. Disputes over values frequently are the result of a lack of complete information about a property either on the part of the Petitioner or the Property Appraiser. Disputes can sometimes be resolved on this basis.

### **Petition Forms are available at:**

- The Clerk of Courts office at 107 N. 6<sup>th</sup> Street in Palatka and on their website at <http://www.putnam-fl.com/coc/> under Value Adjustment Board in the Clerk Divisions Section. The clerk to the Board's fax number is 386-329-0889 and the clerk's e-mail address is [dwheeler@putnam-fl.com](mailto:dwheeler@putnam-fl.com)
- The Property Appraiser office at 312 Oak Street in Palatka and on their website at <http://www.putnam-fl.com/app/> under Value Adjustment Board in the Documents and Forms Section
- The Department of Revenue website at <http://dor.myflorida.com/dor/property/vab/>

### **Valuation Adjustment Board Procedures:**

Petitions are subject to the procedures adopted by the Department of Revenue for the tax year which the petition was filed. Uniform Procedures can be found at:

- <http://dor.myflorida.com/dor/property/vab/>
- <http://www.putnam-fl.com/coc/>
- <http://www.putnam-fl.com/app/>

### **Petition Filing Fee:**

There is a \$15 filing fee per parcel filed upon. Multi-parcel petitions can qualify for the \$15 filing rate if they are similar in type/size. The Property Appraiser's office will determine if multi-parcel petitions meet the type/size criteria and will receive the \$15 filing rate.

### **Petition Filing Period:**

Petitions, as to valuation issues, for the current tax year must be received by the Clerk of the Circuit Court's office not later than the date on the bottom of your Notice of Proposed Taxes which coincides with the 25<sup>th</sup> day following the mailing.

If filing by mail, send the petition to:  
Putnam County Clerk of the Circuit Court  
Attn: Donna Wheeler  
PO Box 758  
Palatka, FL 32178-0758

If filing in person, deliver to:  
Putnam County Clerk of the Circuit Court  
Attn: Donna Wheeler  
107 N. 6th Street  
Palatka, FL 32177

**Exchange of Informaiton:**

The exchange of information shall be by regular or certified U.S. mail, personal delivery, overnight mail, fax or e-mail. If using U.S. mail, a party will have complied with the time requirements if the information is deposited in the U.S. mail 3 days prior to the day it is due.

The following shall be used for the Property Appraiser:

mailing address: Putnam County Property Appraiser  
PO Box 1920  
Palatka, FL 32178

physical address: Putnam County Property Appraiser  
312 Oak St.  
Palatka, FL 32177

e-mail address: appraiser@putnam-fl.com

phone number: 386-329-0296

fax number: 386-329-0447

If you wish to make an appearance before the Board, a personal appearance by you or an authorized agent is required. Telephone appearances are not allowed.

**Withdrawing a Petition:**

If at any time after the petition is filed the petitioner decides to withdraw it, he may do so by completing the appropriate form. The original should be sent to the clerk of the Value Adjustment Board. Also, please either fax or hand deliver a copy to the Property Appraiser's office.

**UNIFORM VALUE ADJUSTMENT BOARD**  
**EVIDENCE LIST AND SUMMARY FOR ALL PARTIES**

For Petition # \_\_\_\_\_ Scheduled Hearing Date \_\_\_\_\_

My email address: \_\_\_\_\_

My phone number: \_\_\_\_\_ My fax number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**1. Documentary Evidence and Exhibits. Please provide a copy of all documents.**

Date	Author	Subject

(attach additional sheets if necessary)

**2. The following witnesses will testify to the information below.**

**Witness**

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Summary of Testimony

\_\_\_\_\_

\_\_\_\_\_

**Witness**

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Summary of Testimony

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\_\_\_\_\_

**Witness**

Name

Address

Summary of Testimony

**Witness**

Name

Address

Summary of Testimony

**Witness**

Name

Address

Summary of Testimony

**Witness**

Name

Address

Summary of Testimony

(attach additional sheets if necessary)

