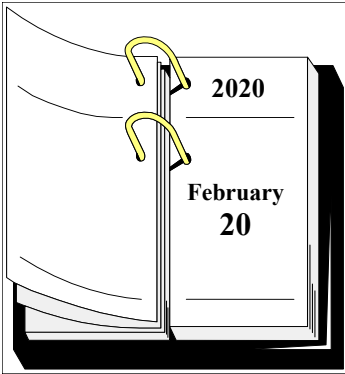


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# Application and Meeting Deadlines



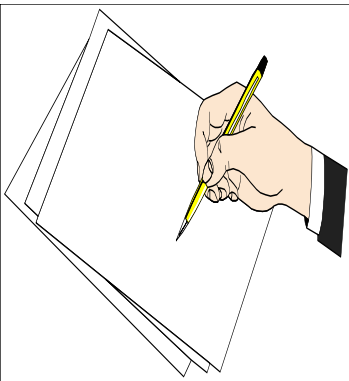
Pursuant to Public Act 95-283, property owners wishing to appeal their assessment before the Board of Assessment Appeals must submit a written application to the Board **on or before February 20.**

The Board will review the written application, determine their meeting dates and inform owners of a hearing date and time. The Board of Assessment Appeals will mail a written notice of the date, time and place of an appeal hearing to each applicant.

The notice of the hearing date will be mailed by the Board no later than **March 1**, and at least seven calendar days before the date of the hearing.

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## A Written Application to Appeal



A written application to appeal an assessment is required. This application must be submitted to the Board of Assessment Appeals **on or before February 20.** It may be delivered by mail, hand delivered to the Assessor's Office, or faxed (the original must follow by mail). Only those submitting an application will be given a hearing date by the Board of Assessment Appeals

The application must contain certain information about the appellant, the owner, and the property for which the application is being submitted (see next section for details). An application must be submitted for each property to be appealed before the Board.

For the convenience of the appellant, applications to appeal an assessment to the Board of Assessment Appeals will be available in the Assessor's Office on **February 1, 2020.**

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## Information to Include on the Application to Appeal

Public Act 95-283 requires that the application to appeal an assessment must contain certain information and items. The minimum requirements are:

- Property owner's name
- Name and position of the person signing the appeal application
- Description of the property
- Name and address of the person to whom correspondence is to be sent
- Reason for the appeal
- Appellant's estimate of value

**Applications to appeal assessments to the Norwich Board of Assessment Appeals will be available in the Assessor's Office February 1, 2020**

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# Board of Assessment Appeals



During the 1995 legislative session, Public Act 95-283 was passed and signed by Governor Rowland. This act changed the name of the Board of Tax Review to the Board of Assessment Appeals and it made some important changes to meeting dates and to the appeals process.

The date the Board of Assessment Appeals meets is now March. The meeting dates are determined by the number of applications for appeals submitted to the Board.

These written applications for appeals must be submitted to the Board on or before February 20, 2020 for assessments on the October 1, 2019 grand list. The written application must contain certain information about the appellant, the owner, and the property for which the application is being submitted.

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## If you wish to appeal your assessment do the following:



File an application to appeal on or before February 20. (Application forms are available in the Assessor's Office.)



Include all the required information on the application to appeal.



Appear before the Board of Assessment Appeals at the date, time and place shown in your notification from the Board.



You may appeal the decision of the Board of Assessment Appeals to the superior court.

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## Norwich Board of Assessment Appeals

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