Polk County Tax Administration

Melissa O'Loughlin, Tax Administrator

Memorandum

TO: Polk County Board of Commissioners
Marche Pittman, County Manager

FROM: Melissa O'Loughlin, Tax Administrator

DATE: September 16, 2024

RE: Schedule of Values – 2025 Revaluation

In preparation for the completion or the 2025 Revaluation Project please find attached the proposed Market and Present Use Schedule of Values to you for your consideration. N.C.G.S. 317(c) governs the adoption of the Schedule of Values and the required procedure is as follows:

1) The Assessor must submit the proposed Schedules, Standards, and Rules to the Board of County Commissioners not less than 21 days before the meeting at which they will be considered for adoption.

2) Upon receipt of the proposed Schedules the Board shall publish a statement in the newspaper stating:

    a) That the proposed Schedules to be used in the appraisal of real property in the County have been submitted and are available for public inspection in the County Assessor's Office.
    b) The time and place of a public hearing on the proposed Schedules that shall be held by the Board of County Commissioners at least seven days before adopting the final Schedules.

3) When the Board approves the final Schedules, it shall issue an Order adopting them. Notice of this Order shall be published once a week for four successive weeks in the newspaper. The last publication being not less than seven days before the last day for challenging the schedules. The notice shall state:

    a) That the Schedules, Standards, and Rules to be used in the next scheduled reappraisal of real property in the County have been adopted and are open to examination in the Office of the County Assessor; and
    b) That a property owner who asserts that the Schedules, Standards, and Rules are invalid may except to the Order and appeal there from to the Property Tax Commission within 30 days of the date when the Notice of the Adoption Order was first published.

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Therefore, I recommend the following timetable for this process:

1) September 16, 2024 – Board of County Commissioners receives the proposed Schedule of Values from the County Assessor.
2) September 17, 2024 – Publish statement of receipt and announcement of public hearing in the newspaper.
3) October 7, 2024 – Public Hearing.
4) October 21, 2024 – Adopt Schedule of Values.
5) October 22, 2024 – First notice of adoption advertised in the newspaper.
6) October 30, 2024 – Second notice advertised.
7) November 6, 2024 – Third notice advertised.
8) November 13, 2024 – Final notice advertised.
9) November 15, 2024 – Final day in which an appeal to the Order adopting the Schedules may be filed with the Property Tax Commission.