



TOWN OF ST. JOHNSBURY

Town Clerk/Treasurer Office
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Fire 802-748-8925
Public Works 802-748-4408
Assessor 802-748-4272

Property Assessment Appeal Information Sheet

The purpose of this information sheet is to give the appellant information concerning the process and the current changes due to the declared state of emergency.

Your appeal will be heard by at least 3 members of the Board of Civil Authority.

You will receive notice of the hearing date, time and place. •

- Your presence (physical or virtual) is **NOT** required at the hearing. You may be represented by counsel or other person and/or may submit evidence/arguments in writing. **If you would like to have your hearing via telephone please make sure the Town Clerk has a phone number to reach you at.**

The Hearing:

- The chair will open the meeting, explaining the process: The hearing will begin with all participants being sworn in.
- The Assessor will then introduce the property and state how they arrived at the current assessment.
- The board and appellant will be allowed to ask questions of the Assessor.
- The appellant will then be asked to state their reasons and present evidence to show why they believe their assessment to be incorrect.
- The board and assessor will be allowed to ask questions of the appellant.
- The Assessor will then be allowed to rebut the appellant testimony.
- The chair will then assign an inspection committee.

NOTE: Temporary Law (Act 106): Notwithstanding 32 V.S.A. § 4404(c), during a declared state of emergency under 20 V.S.A. chapter 1 due to COVID-19, a board of civil authority **shall not be required to physically inspect** any property that is the subject of an appeal.

If the appellant requests in writing that the property be inspected for purposes of the appeal, a member or members of the board shall conduct the inspection through electronic means.

“Electronic means” means the transmittal of video or photographic evidence by the appellant at the direction of the board members.

If the appellant does not facilitate the inspection through electronic means, then the appeal shall be deemed withdrawn.

Important Notes:

- If appearing in person please do not arrive until 10 minutes before your hearing.
- Masks are required.
- When you enter sanitize your hands.
- Wait quietly until your appeal is called.
- Bring at least **five (5)** copies of any documents you intend to submit for the Boards consideration.

If you have any questions please call or email the Town Clerk at 802-748-4331 ext. 1 or townclerk@stjvt.com.