

Barbara Peebles
Village Clerk/Treasurer
Tax Assessor



January 2024

TAX ASSESSMENT AND GRIEVANCE CALENDAR

- by Feb. 1 PREPARATION AND FILING OF COMPLETED TENTATIVE ASSESSMENT ROLL - Assessor shall prepare tentative assessment roll for upcoming tax levy, undertake an oath, and file roll with clerk. (Real Property Tax Law § 1406(2))

- by Feb. 1 RETURN OF TAX ROLL AND WARRANT AND REPORT OF UNPAID TAXES - The tax collecting officer returns the tax roll and warrant to the board of trustees, and delivers to the board of trustees an account of the unpaid property taxes. (Real Property Tax Law §§ 1426(2), 1436)

- by Feb. 8 PUBLISH NOTICE OF COMPLETED TENTATIVE ASSESSMENT ROLL - Notice shall be published in the official newspaper of the village regarding completion and availability of tentative assessment roll, and grievance day. From this date until grievance day, the village clerk shall make the tentative assessment roll available for public inspection. (Real Property Tax Law § 1406(3))

- by Feb. 15 BOARD'S FILING OF TAX ROLL AND WARRANT WITH CLERK - Within fifteen days after the tax roll and warrant have been returned by the treasurer to the board of trustees, the board shall file the tax roll and warrant in the office of the village clerk, where it shall be permanently retained as a public record. (Real Property Tax Law § 1436(3))

- 3rd Tuesday in February 20, 2024 **GRIEVANCE DAY** – Deadline for village to receive grievance applications. Two printed copies, no electronic copies will be accepted. (Real Property Tax Law §§ 1406(4), 1408)

- Feb 21-Apr 1, 2024 **Review of Grievances** – Board of Trustees (Board of Assessors) Reviews all submissions received prior to Feb 21, 2023.

- Apr 1, 2024 **Final Tax Roll** - Board of Trustees (Board of Assessors) approve.

- Apr 1 – Apr 30, 2024 **SCAR submissions** - the filing period to challenge the Board of Assessor's final assessments.

Inc. Village of Plandome
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