

**INSTRUCTIONS ON HOW TO PROCESS
AN
EXEMPTION/APPEAL REQUEST**

- 1. Receive form**
- 2. Review form to see that all necessary data is entered.**
 - A. If any data missing then contact person submitting form.**
 - B. Get necessary data.**
- 3. Make sure parcels listed are not already on exception list.**
- 4. Look up parcels listed on County Assessors system.**
(placer.ca.gov/departments/assessor/assessment-inquiry)
 - A. Record parcel size on form.**
 - B. Confirm listed owner is same as on form**
 - C. Determine if parcel is improved or not and list on form.**
 - D. Record assessed value of parcels.**
 - E. Determine the number of structures on the parcel and the total square feet for each structure. Record any over 3000 sq. feet.**
 - F. Print parcel map showing all parcels listed.**
- 5. Look up parcels on County Tax Collectors website.**
(Placer.ca.gov/departments/tax/taxes/taxbillsearch)
 - A. Determine if tax has been paid. Record on form.**
- 6. Contact property owner.**
 - A. Acknowledge receipt of the form.**
 - B. Ask if any efforts made to combine parcels yet, and results. List on form.**
 - C. Review with property owner exact nature of their request and why they think it should be approved.**
- 7. If parcels are listed on parcel map with a *LAND HOOK* then discuss with owner if the parcels were all considered as one piece. Discuss with owner if they know why the parcels were split.**
- 8. Review the topography of the parcels.**
 - A. Print off Google Earth overview of parcel(s).**

**INSTRUCTIONS ON HOW TO PROCESS
AN
EXEMPTION/APPEAL REQUEST**

- 9. Determine your recommendation, and reasons. List that on the form.**
- 10. Enter data on exemption sheet & calculate results (tax owed or refund) if approved.**
- 11. Schedule for the next available Board Meeting.**
- 12. Contact owner and advise them of the meeting date and time and invite them to attend.**
- 13. Make copies of parcel map(s) and request form and spread sheet for meeting.**
- 14. Present at Board Meeting.**
- 15. Enter results on the spread sheet.**
 - A. If an exemption or combining approved by Board enter the proper parcel numbers and dispos on the spread sheet and the Exemption spread sheet.**
- 16. If a change to the taxes is approved and it is well before the December 1st payment**
 - A. Prepare letter to the County Tax Collector for changes.**
 - B. If property owner not at Board meeting prepare a letter explaining Board results.**
 - C. If a refund is approved of already paid taxes then send an email to the Chief to process for payment.**