

# TOWN OF GROTON, CT: APPEALING YOUR ASSESSMENT

## What You Need To Know

1. File the “Application to Board of Assessment Appeals” application **on or before February 20, 2024** for appeals on the October 1, 2023 Grand List. Appeal forms are available at the Assessor’s Office and online at [www.groton-ct.gov](http://www.groton-ct.gov) under the Assessment page.
2. Complete the appeal form in its entirety. An incomplete application may prevent you from receiving a hearing with the board.
3. Appear before the Board of Assessment Appeals at your designated appointment date & time.
4. Complete a separate application for each account being appealed.

Pursuant to CGS §12-111, property owners wishing to appeal their assessment before the Board of Assessment Appeals must submit the written application to the board **on or before February 20, 2024**. **Postmarks are not considered as timely filings.**

The board will determine the meeting dates for appeals and mail written notices to each appellant with their specific hearing date(s) and time(s). This notice of hearing will be mailed no later than **March 1, 2024** and at least seven calendar days prior the hearing date.

### WRITTEN APPLICATION TO APPEAL

The written application, “Application to Board of Assessment Appeals”, is required to request an appeal. This application may be mailed to the address below, hand delivered to the Assessor’s Office or **emailed to the Assessor at [mgardner@groton-ct.gov](mailto:mgardner@groton-ct.gov)**. Only those submitting an application will be assigned a hearing date.

### INFORMATION THAT MUST BE COMPLETED ON THE APPLICATION TO APPEAL

CGS § 12-111 requires that the application must contain the following information and items:

- Property owner’s name
- Name and position of the person signing the appeal application
- Property location and Unique ID
- Name, address, phone number and email of the person to whom correspondence is to be sent
- Reason for the appeal
- **Appellant’s estimate of appraised value**
- Signature of the property owner or that of the duly authorized agent (attach authorization)
- Date the appeal application is signed

**Failure to complete the appeal application in its entirety may prevent an appeal with the board.** Fill in each item when information is requested. **For REAL ESTATE: within revaluation cycles, the board may not reduce assessments until the next revaluation where prior appeals have been granted (CGS 12-111).**

If you have any questions about the form or require further information, please contact the Assessor’s Office at (860) 441-6660. Office hours are Monday through Friday, 8:30 am to 4:30 pm.