

2025 CBOE HEARING REQUEST

Residential and Personal Property

PLEASE RETURN THE NOTICE OF DETERMINATION (NOD), COMPLETED AND SIGNED PETITION TO COUNTY BOARD OF EQUALIZATION, AND THIS CBOE HEARING REQUEST. HEARINGS WILL BE HELD IN PERSON AT 200 W. OAK STREET, FORT COLLINS, CO or VIRTUALLY VIA ZOOM.

PROPERTY OWNER NAME: _____

AGENT NAME (IF APPLICABLE): _____

A letter from the property owner to designate an agent must be submitted with the HEARING REQUEST.

SCHEDULE/PARCEL NUMBER: _____

PHONE NUMBER: _____ EMAIL ***REQUIRED***: _____

Please check SPAM for emails from Larimer County

DATES/TIMES YOU (OR YOUR AGENT) ARE UNAVAILABLE: _____

CHOOSE YOUR HEARING TYPE: ☐ **IN PERSON** ☐ **VIRTUAL**

If you do not choose a hearing type, you will automatically be assigned an IN-PERSON hearing.

****VIRTUAL REQUIRES PHONE AND EMAIL ADDRESS****

Provide as much information as you can and PLEASE WRITE LEGIBLY.

Call or email our office if you have not received confirmation about scheduling a hearing.

SCHEDULING A HEARING

Scheduling of hearings begins August 18 and goes through September 15, 2025. Hearings will be conducted virtually or in person September 15 through October 3, 2025, in accordance with C.R.S. 39-8-101.

- **If you have a preferred date and time, you must schedule your hearing either in person or at larimer.gov/boe. Requests submitted by mail will be assigned a hearing date and time based on availability. Scheduling requests cannot be accepted by phone or fax. You may schedule your hearing using one of the following methods:**
 - Electronically: larimer.gov/boe
 - In person at the Larimer County Recording Department (200 W. Oak St, Fort Collins)
 - By mail to: County Board of Equalization at P.O. Box 1280, Fort Collins, CO 80522

Due to statutory deadlines, hearings cannot be rescheduled. If you fail to appear for any reason, the hearing will proceed, a decision will be made, and you will be notified of further appeal options.

DOCUMENTS TO BE SUBMITTED WHEN SCHEDULING A HEARING

- All Notice of Determinations (if the appeal includes multiple properties)
- Completed and signed Petitions to County Board of Equalization
- For requests submitted by mail, a CBOE Hearing Request Form
- If applicable, a letter from property owner to designate an agent
- Evidence to be presented in support of your position

Failure to include required forms will result in delays and/or cancellation of your hearing and affect ability to schedule preferred date/time.

DEADLINES TO SUBMIT DOCUMENTS

For both Real Property (including vacant or improved land, residential homes, and commercial buildings) and Personal Property (such as furnishings, machinery, and office equipment), the following submission deadlines apply:

- If submitted by mail, the form must be postmarked no later than September 15, 2025
- If submitted in person or electronically, it must be received by 5:00 p.m. on September 15, 2025

HEARING NOTICES

Hearing notices will include the date, time, and location of your hearing and will be delivered by mail and by email.

If scheduled by mail: Notice will be mailed to the address on the NOD and to the email address provided on the Hearing Request.

Please provide an alternative address if you do not want the notice mailed to the address on your NOD

If scheduled electronically: Notices will be electronically mailed using the originating email address and to the email address provided on the Hearing Request, if one is provided

If scheduled in-person: Notice will be provided to you at the time of delivery of the documents to our office

If you do not receive your hearing notice within **7 BUSINESS DAYS** from submission, please email us at cbocadmin@larimer.gov.

To ensure you are scheduled for a hearing for the date and time most convenient for you, please return your documents early.

Hearings are scheduled on a first-come, first-served basis.

For more information, visit our website at larimer.gov/boe, call 970-498-7838, or email cbocadmin@larimer.gov.