



Collin Central Appraisal District

POLICY NUMBER: 100

POLICY NAME: ESTABLISHMENT OF APPRAISAL DISTRICT OFFICE

Section 6.01 of the Property Tax Code established the Central Appraisal District of Collin County. The Board of Directors, as required by Section 6.05 of the Property Tax Code, shall establish an appraisal office, within Collin County.

The Board of Directors mandates that the District's appraisal office shall be located in Collin County and should be in a geographic location that provides centralized access to all taxpayers in the District. The District's office will be open to the public Monday – Friday, except on District holidays or for emergency closures. The District will open to the public for all public meetings and public hearings. The open to the public schedule does not change the work schedule for District staff.

Scheduled Timeframe	Opens to Public	Closes to Public
From January 1 st until Notices of Appraised Value are mailed	8:00 a.m.	4:00 p.m.
From mailing of Notices of Appraised Value to the date the Appraisal Review Board approves the Appraisal Records	8:00 a.m.	5:00 p.m. (7:00 p.m. on Thursdays during 30-day Notice period)
From date Appraisal Review Board approves the Appraisal Records to December 31 st	8:00 a.m.	4:00 p.m.

The District was established officially as the Central Appraisal District of Collin County, in January 1982 and shall conduct business either as the Central Appraisal District of Collin County or Collin Central Appraisal District.

Additionally, the District will perform the duties of the appraisal office for the District and elects not to contract with an appraisal office in another district, or with a taxing unit to perform the duties of the District.

Property Tax Code Section: 6.01 & 6.05

Date Adopted: September 24, 2009

Resolution #: 2009-1

Date Amended: August 25, 2022

Resolution #: 2022-71