WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: Property Valuation Training and Procedural Comm. TITLE NUMBER: 189

CITE AUTHORITY: W. Va. Code § 11-1C-4(d)

RULE TYPE: PROCEDURAL X INTERPRETIVE ____

EXEMPT LEGISLATIVE RULE X
CITE STATUTE(s) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code § 11-1C-4(d)

AMENDMENT TO AN EXISTING RULE: YES____, NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: ____

TITLE OF RULE BEING AMENDED: ____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 3

TITLE OF RULE BEING ADOPTED: Guidelines For Neat, Final Drafting of Surface Tax Maps

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THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE EFFECTIVE DATE OF THIS RULE IS September 27, 1990

Robert A. Hoffman

Robert Hoffman
Acting Chairman

WEST VIRGINIA PROCEDURAL REGULATIONS
PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION
TITLE 189
SERIES 3
1990

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GUIDELINES FOR NEAT, FINAL MANUAL DRAFTING OF SURFACE TAX MAPS

Filed: September 27, 1990

§ 189-3-1. General.

1.1 Type of Regulation. - These regulations are procedural regulations as defined in W. Va. Code § 29A-3-1 et seq.

1.2 Scope. - These procedural rules provide guidelines for the neat drafting of surface tax maps.

1.3 Authority. - These procedural regulations are authorized by W. Va. Code § 11-1C-4(d).

1.4 Filing Date. - September 27, 1990

1.5 Effective Date. - These procedural regulations are effective immediately upon filing in the State Register.

1.6 Citation. - These procedural regulations may be cited as 189 C.S.R. 3, § ________ (1990).

§ 189-3-2. Introduction.

- The construction of the original tax maps varied in techniques and procedures from county to county. Each county, in effect, has a unique overall standard. Therefore, before a county's maps are final drafted, a cursory review of the maps in that particular county should be performed. After that review, the drafter shall follow the general methods, techniques and procedures that were used originally in that particular county to be updated, except where standards are specifically directed in this document. In short, the techniques and procedures already established shall apply to the amending of the original linens or polyester film and the creation of subdivision insert and municipal annexation maps.

§ 189-3-3. General Information.

3.1 Tax maps are fundamental to the appraisal (valuation) of real estate. They help determine the location of property, indicate the size and shape of each parcel, and reveal its relation to pertinent features that affect value. It is, therefore, necessary that tax maps represent what is actually owned by the taxpayer.

3.2 The (cartographic) drafter shall review each map that is assigned to be amended for pen sizes to be used for:

3.2.1 Linear Features

3.2.1.1 Property lines

3.2.1.2 Political boundary lines (municipal)

3.2.1.3 Roadway edge lines

3.2.1.4 Water or water edge lines (creeks, rivers, lakes, ponds)

3.2.2 <u>Letter Annotations and Symbols</u>

3.2.2.1 "DWELLING"

3.2.2.2 "CHURCH"

3.2.2.3 "CEMETERY"

3.2.2.4 "HOSPITAL"

3.2.2.5 "PUBLIC SCHOOL"

3.2.2.6 "POST OFFICE"

3.2.2.7 "AIRPORT"

3.2.3 <u>Numerical Data</u>

3.2.3.1 Property line dimensions

3.2.3.2 Parcel acreage

3.2.3.3 Parcel number within circle

3.2.4 <u>Parcel Circle</u>. - Parcel circle size and pen weight used varies from map to map within counties and districts.

3.2.5 <u>Marginal Information</u>. - The information to be drafted in the margin is prescribed (partially pre-drafted on the new map polyester film) and should be printed as close in design as possible to the original design of that particular county.

KEN HECHLER
Secretary of State

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(Plus all the volunteer help we can get)

TO: John Montgomery

AGENCY: Property Valuation Training & Procedures Comm.

FROM: JUDY COOPER, DIRECTOR ADMINISTRATIVE LAW DIVISION

DATE: November 15, 1990

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF YOUR RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 3 TITLE Guidelines for Neat, Final Manual Drafting of Surface Tax Maps

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: ______________________

TITLE OF PERSON SIGNING: ______________________

DATE: ______________________

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* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: John Montgomery

TITLE OF PERSON SIGNING: ______________________

DATE: 7-30-91