

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

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NOTICE OF RULE MODIFICATION OF A PROPOSED RULE

AGENCY: Property Valuation Training and Procedures Commission TITLE NUMBER: 189

CITE AUTHORITY: W. Va. Code §§ 11-10-5 and 11-1C-4(d)

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 5

TITLE OF RULE BEING AMENDED: Tax Map Sales

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULES, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE, IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.



Authorized Signature

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

TITLE 189
LEGISLATIVE RULE
PROPERTY VALUATION TRAINING AND PROCEDURES

SERIES 5
TAX MAP SALES

§189-5-1. General.

1.1. Scope. -- ~~These regulations establish~~ This rule establishes the prices, procedures and locations for the purchase of surface tax maps prepared by the Assessors ~~county assessors~~ of the State.

1.2. Authority. -- W. Va. Code §11-10-5 and 11-1c-4(d).

1.3. Filing Date. -- ~~April 15, 1992~~

1.4. Effective Date. -- ~~April 15, 1992~~

§189-5-2. Purchasing, Location, Ordering Procedures, Price Schedule, and Authority for Sale of Tax Maps.

~~2.1. Where tax maps may be purchased in person or by mail order.~~

~~2.1.1. Tax maps may be purchased in person at each of the fifty five (55) county assessor's offices throughout the State located in the courthouse at each of the county seats (town or cities) listed in Section 189-5-7 of this regulation.~~

~~By Mail Order: See addresses of each of the fifty five county assessor's office in Section 189-5-7 of this regulation.~~

~~2.1.2. Tax maps may also be purchased in person from the State Department of Tax and Revenue at the following location:~~

~~Department of Tax and Revenue
Property Tax Division, Map Sales Unit
Building 1, Capitol Complex
Third Floor, West Wing, Room 329
Charleston, West Virginia 25305~~

~~By Mail Order:~~

~~Department of Tax and Revenue
Property Tax Division, Map Sales Unit
P.O. Drawer 2389
Charleston, West Virginia 25328~~

~~2.2. Ordering procedures for purchase of tax maps. — Tax map purchasers may order and obtain tax maps by mail. Telephone orders cannot be taken because Pre payment is necessary to process an order. Provided,~~

~~That government agencies may order tax maps by telephone. All requests for tax maps must include:~~

~~2.2.1. County name.~~

~~2.2.2. Tax district name.~~

~~2.2.3. Map number.~~

~~2.3. Tax map price and payment requirements. — County assessors or their agents may sell copies of maps at the prescribed price plus State Sales tax. Full map sheet cost shall not be less than five dollars (\$5.00). Parcel reproduction on 8 1/2" X 11" or 14" paper shall be one dollar and fifty cents (\$1.50) each.~~

~~2.4. Who may reproduce and sell tax maps. — Tax maps may be copied, reproduced, distributed, or sold, only by the Assessors of the fifty five (55) counties of the state and their agents. The Assessor may contract the authority to copy, reproduce, distribute and sell copies of tax maps. The State Department of Tax and Revenue is hereby designated as an agent for all counties for the purpose of sale, reproduction and distribution of tax maps. The State Department of Tax and Revenue may withhold an amount for each map copy, which shall cover the cost of materials, sales tax and postage. The amount remaining after deduction for materials, sales tax and postage shall on a semi-annual basis be remitted to the county whose tax map is sold.~~

Definitions.

2.1 Finished Tax Maps or Tax Maps. -- Finished surface tax maps show the property and lot lines, set forth dimensions or areas, and other cadastral and cultural features that county assessors are required by state law to maintain and publish for the public. These scaled tax maps are created by either manual or automated methods and in accordance with the cartographic design, map content and layout specifications mandated by the Property Valuation Training and Procedures Commission and set forth in its rule "Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps" 189CSR3. Finished Tax Maps may be purchased in a paper or digital format.

2.1.a. A digital Finished Tax Map - a scanned image of the paper Finished Tax Map. A digital Finished Tax Map is saved and stored as an image-file.

2.2. Geographic Information Systems (GIS) – A collection of computer hardware and software tools used to enter, store, manipulate and display geographically referenced information. It integrates a wide variety of raster (image) and vector (point, line, and polygon) data and allows for sophisticated overlay and proximity analysis.

2.3 Digital Parcel Files – Digital Parcel Files are electronic files of surface parcel boundaries or parcel centroids that are typically created, edited and maintained using geographic information systems (GIS). These files are typically geo-referenced, edge-matched and topologically validated. Digital Parcel Files are saved in a file format that that allows them to be merged with other layers of data and be displayed on a single map using GIS or similar computer software. Their file format also allows Digital Parcel Files to be linkable to other data, including data from the Integrate Assessment System. Digital Parcel Files include file formats such as ESRI Shapefiles as well as Autodesk Drawing, Microstation or other computer aided design (CAD) files.

2.3.a. Digital Parcel Files do not include mineral files. Mineral files are confidential under West Virginia Code §11-1C-14.

2.4 Integrated Assessment System (IAS). -- The CAMA system for West Virginia. It is an Oracle relational database maintained by the State Department of Tax and Revenue which centrally stores the statewide property tax appraisal and equity evaluation information.

2.5 Computer Assisted Mass Appraisal (CAMA). -- The process of using a computer to assist in property tax appraisal and equity evaluation. A CAMA system will include one or more relational databases and may also have a GIS component. The CAMA system for West Virginia is called the Integrated Assessment System (IAS).

~~§189-5-3. County Assessors Performing own Drafting or with Property Tax Division's Vendor for Drafting.~~

~~3.1. Upon request, county assessors who perform their own drafting work will receive their county's master maps. The Property Tax Division may retain one set of the maps at the State Department of Tax and Revenue clearly marked Department of Tax and Revenue copy.~~

~~3.2. Tax maps are fundamental to the appraisal process of real estate because the maps help determine the location of property, indicate the size and shape of each parcel, and reveal its relations to pertinent features that affect value. Therefore, in order to ensure the continued updating, safekeeping and availability of tax maps, the county assessors, and their agents, must adhere to the following:~~

~~3.2.1. Maintain the master maps minimally on an annual basis.~~

~~3.2.2. Provide appropriate storage for the protection of the master maps.~~

~~3.2.3. Should a master map become lost, destroyed or damaged, the county assessor is responsible for replacing the master map.~~

~~3.3. The State Department of Tax and Revenue, Property Tax Division, will serve as a central receiving location for any county who desires drafting services performed by a drafting vendor under contract with the Property Tax Division. The counties will be billed on a per parcel basis for only those services of the drafting vendor. The Property Tax Division involvement will be at State expense.~~

~~3.3.1. County Assessors who choose to use the Property Tax Division Drafting Vendor Option must forward full size map work copies to the Division office. The Division will perform a pre-draft edit, and forward the map work copies and master maps to the Division drafting vendor. Upon completion of the drafting work by the vendor, the Division will perform a post-edit of the vendor's final drafting work and provide an updated copy of the master map to the County Assessor.~~

~~3.3.2. The Property Tax Division will provide at State expense storage of the master maps for County Assessors who use the Property Tax Division Drafting Vendor Option.~~

General Pricing Guidelines.

3.1. Cost Recovery from Tax Map Sales. -- Tax map sales help to cover costs for consumables like paper and ink, but typically sales will not generate enough revenue to pay salaries of full-time employees.

3.2. Surcharge for Courthouse Facilities Improvement Fund. -- The charges in this rule are in addition to surcharges required by W.Va. Code §11-1c-7(e) for the use of the Courthouse Facilities Improvement Fund.

Tax maps distributed at no fee are not subject to the courthouse facilities surcharge.

3.3. Authority to Set Fees. -- The Property Valuation Training and Procedures Commission sets the fees for tax map sales with sales subject to the Courthouse Facilities Improvement Fund surcharges in accordance with subsection 3.2 of this rule.

3.3.a. Non-Cadastral Map Data. -- The Property Valuation Training and Procedures Commission shall not set fees associated with aerial photography, addresses, road centerlines, elevation contours, digital elevation models, and other mapping layers acquired by county or local governments.

3.3.b. Customized Maps. -- If the public requests services to create customized maps that are over and above the normal mapping requirements of the county assessor's office, then in addition to the charges required in this rule, the county assessor may charge for the employees' time at a reasonable base rate, as well as the cost of consumables like paper and ink. The county assessor may refuse or postpone any map project that would interfere with the statutory duties of the county assessor. An example of a customized map includes combining tax map information with aerial photography.

3.4. Map Sales by the West Virginia Tax Division of the Department of Revenue. -- The Tax Map Sales Office of the West Virginia Tax Division of the Department of Revenue shall charge the same fees set forth in the price schedules for map products that it is authorized to sell.

3.5. Property Tax Division. -- County assessors may not charge the Property Tax Division, of the West Virginia Tax Division of the Department of Revenue, for county tax maps or related mapping files or the tax maps and Digital Parcel Files required for monitoring the county assessor offices on behalf of the Property Valuation Training and Procedures Commission and for the Mineral Lands Mapping and Managed Timberland Programs. The Property Tax Division shall ensure all county assessors have access to the mineral parcels for their county at no cost.

3.6. Tax Maps on the Internet. -- Generally, county assessors charge the public a nominal amount for map services that require human involvement to print or distribute the maps. County assessors may choose not to charge for tax maps displayed on the Internet that allow the public to view parcel maps remotely and which require no interaction of office staff in the printing and distribution of tax maps. In addition, county assessors may permit the public to download their digital Finished Tax Maps via their county website or designated agent at no cost.

3.7. Digital Parcel Web Map Services on the Internet. -- County assessors may authorize agents to allow their parcels to be displayed as web map services which typically allow "viewing only" of parcels.

3.8. Non-Disclosure Agreements. -- A county assessor may choose not to charge tax map sales for other governmental agencies, economic development projects, or for other uses that benefit the public in accordance with non-disclosure agreements set forth in subdivision 7.1.a. of this rule.

~~§189-5-4. County Sales of Maps, Bonding, Contracts, Accounting, Inspection and Sales Deposits.~~

~~4.1. Counties and/or their agents may sell copies of master maps at the prescribed price per sheet.~~

~~4.1.1. The counties' agents must be sufficiently bonded.~~

~~4.1.2. The counties' agents must maintain proper accounting procedures and practices.~~

~~4.1.3. The counties' agents' accounting records pertaining to the sale of tax maps must be available for inspection at any time.~~

~~4.1.4. Any funds received by the several county assessors, or their agents, as a result of such reproductions shall be deposited on a monthly basis to the appropriate account from which payment for reproduction is made.~~

Price Schedule for Paper or Printed Tax Maps (Table 189-5 A).

4.1. Paper Maps 8 1/2" x 11" or 8 1/2" x 14". -- Reproductions or printed tax maps on 8 1/2" x 11" Letter Size or 8 1/2" x 14" Legal Size paper are one dollar and fifty cents (\$1.50) per copy.

4.2. Paper Maps 11" x 17". -- Reproductions or printed tax maps on 11" x 17" Ledger/Tabloid Size paper are three dollars (\$3.00) per copy.

4.3. Full-Sized Paper Map Sheet. -- A fee of five dollars (\$5.00) per sheet applies to full-sized (18" x 24" or larger) tax maps.

4.4. The fees in this section are in addition to the Courthouse Facilities Improvement Authority surcharge.

§189-5-5. Prohibiting Reproduction of Tax Maps and Prescribing Penalty for Violation.

~~5.1. Reproduction of tax maps prohibited. -- No person may reproduce, copy, distribute or sell copies of tax maps prepared by the counties without having first obtained the written permission of the County Assessor.~~

~~5.2. Penalties. -- Any person who, without the written permission of the County Assessor, reproduces, copies, distributes or sells, or who allows the reproduction, copying, distribution or sale of tax maps prepared by the County Assessor, shall be refused permission by the County Assessor or Assessor's agent to purchase tax maps in the future.~~

Price Schedule for Digital Tax Map Files (Table 189-5 B).

5.1. Digital Tax Maps. -- Print-ready digital images or electronic files shall be sold for the same fee as paper maps.

5.1.a. Digital Maps 8 1/2" x 11" or 8 1/2" x 14". -- A portion of a full-sized tax map and designed to be printed to 8 1/2" x 11" Letter Size or 8 1/2" x 14" Legal Size paper is one dollar and fifty cents (\$1.50) per file.

5.1.b. Digital Maps 11" x 17". -- A portion of a full-sized tax map and designed to be printed to 11" x 17" Ledger/Tabloid Size is three dollars (\$3.00) per file.

5.1.c. Full-Sized Digital Maps. -- A fee of five dollars (\$5.00) per file applies to digital tax maps designed to be printed to 18" x 24" or larger paper.

5.2. Digital Parcel Files. -- If the county assessor wants to sell Digital Parcel Files for a portion of the county or the entire county, then the county assessor shall calculate the fee for the buyer based on the total number of tax map sheets at five dollars (\$5.00) per map sheet that covers the area of interest. For example, 400 individual map sheets would compute to two-thousand dollars (\$2,000) for the sale of digital parcel

polygons.

5.2.a. Minimum Attributes. -- At a minimum the digital parcel files shall include the District, Map, and Parcel identifiers.

5.2.b. IAS Data. -- County assessors may charge one dollar (\$1.00) per map sheet for digital parcel mapping files that include attributes from the Integrated Assessment System (IAS) database.

5.3. The fees in this section are in addition to the Courthouse Facilities Improvement Authority surcharge.

§189-5-6. Tax Map Revisions; Revised Copies Provided to Department of Tax and Revenue.

~~6.1. County Assessors shall maintain the tax maps in the manner provided in instructions and guidelines provided by the Department of Tax and Revenue and the Property Valuation Training and Procedures Commission.~~

~~6.2. In order to provide current map copies to the general public, each assessor shall provide, free of charge, one reproducible copy of each revised map sheet to the Department of Tax and Revenue.~~

~~6.3. Map revisions made between January 1 and June 30 should be provided to the Department of Tax and Revenue no later than August 1 of the same calendar year. Revisions made between July 1 and December 31 should be provided no later than immediately succeeding February 1.~~

Ordering Procedures, Authority for Sales and Purchasing Locations.

6.1. Ordering Procedures. -- All requests for tax maps shall include the county name, district or corporation name and map number.

6.2. Authority for Sale of Tax Maps. -- Only the county assessors of the fifty (55) counties of the State and their agents may copy, reproduce, sell or lease.

6.2.a. Agents. A county assessor may contract an agent to copy, reproduce, distribute, sell, or lease tax maps at the prescribed price. The Property Tax Division of the West Virginia Tax Division of the Department of Revenue is an agent for all counties for the purpose of sale, reproduction and distribution of tax maps.

6.2.a.1. Bonding. -- The counties' agents shall be sufficiently bonded.

6.2.a.2. Property Tax Division. -- The Division may sell paper or digital Finished Tax Maps and Digital Parcel Files to the public. It is not the responsibility of the Property Tax Division to provide tax maps to authorized county agents. The Property Tax Division may withhold an amount for each paper or digital Finished Tax Map or Digital Parcel File, which shall cover the cost of materials, overhead, administration, personnel, sales tax and postage. The amount remaining after the deducting the cost of materials, overhead, administration, personnel, sales tax and postage shall on a semi-annual basis be remitted to the county whose tax map is sold.

6.2.b. Accounting Records. -- The county assessors and their agents shall maintain proper accounting procedures and practices.

6.2.c. Inspection Audit. -- The tax map accounting records of the county assessors or their agents shall

be available for inspection at any time.

6.2.d. Deposits. -- Any funds received by the county assessors, or their agents, as a result of the reproductions shall be deposited on a monthly basis to the assessors' re-valuation fund.

6.3. Purchasing Locations. -- Tax maps may be purchased at the following locations:

6.3.a. County Assessors. -- Tax maps may be purchased, in person, at each of the fifty-five (55) county assessor's offices throughout the State located in the courthouse at each of the county seats (town or cities).

6.3.b. West Virginia Tax Division of the Department of Revenue. -- Tax maps may be purchased, in person, ("Walk-in") or by prepaid mail orders from West Virginia Tax Division of the Department of Revenue.

6.3.b.1. Mailing Address if Purchased by Mail Order:

Property Tax Division, Tax Map Sales
1124 Smith St., Room 101
Charleston, West Virginia 25301

6.3.b.2. Physical Street Address if Purchased at State Tax Map Sales Office:

Property Tax Division, Tax Map Sales
Albert T. Summers Center
1124 Smith St., Room 101
Charleston, WV 25301
Phone: (304) 558-4166
Fax: (304) 558-4454

§189-5-7. County Assessors Addresses and Telephone Numbers.

7.1. Assessor of Barbour County

Barbour County Courthouse
Philippi, West Virginia 26416
Phone: (304) 457-2336

7.2. Assessor of Berkeley County

Berkeley County Courthouse
Martinsburg, West Virginia 25401
Phone: (304) 267-3000

7.3. Assessor of Boone County

Boone County Courthouse
Madison, West Virginia 25130
Phone: (304) 369-3925

7.4. Assessor of Braxton County

Braxton County Courthouse
Sutton, West Virginia 26601
Phone: (304) 765-2805

- ~~7.5. Assessor of Brooke County
Brooke County Courthouse
Wellsburg, West Virginia 26070
Phone: (304) 737-3667~~
- ~~7.6. Assessor of Cabell County
Cabell County Courthouse
Huntington, West Virginia 25701
Phone: (304) 526-8672~~
- ~~7.7. Assessor of Calhoun County
Calhoun County Courthouse
Grantsville, West Virginia 26147
Phone: (304) 354-6958~~
- ~~7.8. Assessor of Clay County
Clay County Courthouse
Clay, West Virginia 25043
Phone: (304) 587-4278~~
- ~~7.9. Assessor of Doddridge County
Doddridge County Courthouse
West Union, West Virginia 26456
Phone: (304) 873-1261~~
- ~~7.10. Assessor of Fayette County
Fayette County Courthouse
Fayetteville, West Virginia 25840
Phone: (304) 574-1200~~
- ~~7.11. Assessor of Gilmer County
Gilmer County Courthouse
Glenville, West Virginia 26351
Phone: (304) 462-7731~~
- ~~7.12. Assessor of Grant County
Grant County Courthouse
Petersburg, West Virginia 26847
Phone: (304) 257-1050~~
- ~~7.13. Assessor of Greenbrier County
Greenbrier County Courthouse
Lewisburg, West Virginia 24901
Phone: (304) 645-1585~~
- ~~7.14. Assessor of Hampshire County
Hampshire County Courthouse
Remney, West Virginia 26757~~

Phone: ~~(304) 822-3326~~

~~7.15. Assessor of Hancock County
Hancock County Courthouse
New Cumberland, West Virginia
26047
Phone: (304) 654-3311~~

~~7.16. Assessor of Hardy County
Hardy County Courthouse
Moorefield, West Virginia 26836
Phone: (304) 538-6139~~

~~7.17. Assessor of Harrison County
Harrison County Courthouse
Clarksburg, West Virginia 26301
Phone: (304) 624-8512~~

~~7.18. Assessor of Jackson County
Jackson County Courthouse
Ripley, West Virginia 25271
Phone: (304) 372-2011~~

~~7.19. Assessor of Jefferson County
Jefferson County Courthouse
Charles Town, West Virginia 25414
Phone: (304) 725-9761~~

~~7.20. Assessor of Kanawha County
Kanawha County Courthouse
Charleston, West Virginia 25301
Phone: (304) 357-0250~~

~~7.21. Assessor of Lewis County
Lewis County Courthouse
Weston, West Virginia 26452
Phone: (304) 269-8205~~

~~7.22. Assessor of Lincoln County
Lincoln County Courthouse
Hamlin, West Virginia 25523
Phone: (304) 824-7878~~

~~7.23. Assessor of Logan County
Logan County Courthouse
Logan, West Virginia 25601
Phone: (304) 752-2000~~

~~7.24. Assessor of Marion County~~

~~Marion County Courthouse
Fairmont, West Virginia 26554
Phone: (304) 367-5410~~

~~7.25. Assessor of Marshall County
Marshall County Courthouse
Moundsville, West Virginia 26041
Phone: (304) 845-1490~~

~~7.26. Assessor of Mason County
Mason County Courthouse
Point Pleasant, West Virginia
25550
Phone: (304) 675-2840~~

~~7.27. Assessor of McDowell County
McDowell County Courthouse
Welch, West Virginia 24801
Phone: (304) 436-8328~~

~~7.28. Assessor of Mercer County
Mercer County Courthouse
Princeton, West Virginia 24740
Phone: (304) 425-9571~~

~~7.29. Assessor of Mineral County
Mineral County Courthouse
Keyser, West Virginia 26726
Phone: (304) 788-3753~~

~~7.30. Assessor of Mingo County
Mingo County Courthouse
Williamson, West Virginia 25661
Phone: (304) 235-1850~~

~~7.31. Assessor of Monongalia County
Monongalia County Courthouse
Morgantown, West Virginia 26505
Phone: (304) 291-7220~~

~~7.32. Assessor of Monroe County
Monroe County Courthouse
Union, West Virginia 24983
Phone: (304) 772-3083~~

~~7.33. Assessor of Morgan County
Morgan County Courthouse
Berkeley Springs, West Virginia
25411
Phone: (304) 258-1175~~

- ~~7.34. Assessor of Nicholas County
Nicholas County Courthouse
Summersville, West Virginia 26651
Phone: (304) 872-3630~~
- ~~7.35. Assessor of Ohio County
Ohio County Courthouse
Wheeling, West Virginia 26003
Phone: (304) 234-3626~~
- ~~7.36. Assessor of Pendleton County
Pendleton County Courthouse
Franklin, West Virginia 26807
Phone: (304) 358-2563~~
- ~~7.37. Assessor of Pleasants County
Pleasants County Courthouse
St. Marys, West Virginia 26170
Phone: (304) 684-3132~~
- ~~7.38. Assessor of Pocahontas County
Pocahontas County Courthouse
Marlinton, West Virginia 24954
Phone: (304) 799-4750~~
- ~~7.39. Assessor of Preston County
Preston County Courthouse
Kingwood, West Virginia 26537
Phone: (304) 329-1220~~
- ~~7.40. Assessor of Putnam County
Putnam County Courthouse
Winfield, West Virginia 25213
Phone: (304) 586-0226~~
- ~~7.41. Assessor of Raleigh County
Raleigh County Courthouse
Beckley, West Virginia 25801
Phone: (304) 255-9178~~
- ~~7.42. Assessor of Randolph County
Randolph County Courthouse
Elkins, West Virginia 26241
Phone: (304) 636-2114~~
- ~~7.43. Assessor of Ritchie County
Ritchie County Courthouse
Harrisville, West Virginia 26362~~

Phone: (304) 643-2161

~~7.44. Assessor of Roane County
Roane County Courthouse
Spencer, West Virginia 25276
Phone: (304) 927-3020~~

~~7.45. Assessor of Summers County
Summers County Courthouse
Hinton, West Virginia 25951
Phone: (304) 466-0366~~

~~7.46. Assessor of Taylor County
Taylor County Courthouse
Grafton, West Virginia 26354
Phone: (304) 265-2420~~

~~7.47. Assessor of Tucker County
Tucker County Courthouse
Parsons, West Virginia 26287
Phone: (304) 478-3727~~

~~7.48. Assessor of Tyler County
Tyler County Courthouse
Middlebourne, West Virginia 26149
Phone: (304) 758-4781~~

~~7.49. Assessor of Upshur County
Upshur County Courthouse
Buckhannon, West Virginia 26201
Phone: (304) 472-4650~~

~~7.50. Assessor of Wayne County
Wayne County Courthouse
Wayne, West Virginia 25570
Phone: (304) 272-5101~~

~~7.51. Assessor of Webster County
Webster County Courthouse
Webster Springs, West Virginia
26288
Phone: (304) 847-2110~~

~~7.52. Assessor of Wetzel County
Wetzel County Courthouse
New Martinsville, West Virginia
26155~~

~~7.53. Assessor of Wirt County
Wirt County Courthouse
Elizabeth, West Virginia 26143
Phone: (304) 275-3192~~

~~7.54. Assessor of Wood County
Wood County Courthouse
Parkerburg, West Virginia 26101
Phone: (304) 424-1880~~

~~7.55. Assessor of Wyoming County
Wyoming County Courthouse
Pineville, West Virginia 24874
Phone: (304) 732-8000~~

Prohibiting Reproduction of Tax Maps and Prescribing Penalty for Violation

7.1. Reproduction of Tax Maps and Digital Parcel Files Prohibited. -- No person shall reproduce, copy, distribute or sell copies of paper/electronic tax maps or digital parcel files prepared by the counties without having first obtained the permission of the county assessor.

7.1.a. Non-Disclosure Agreements. -- County assessors may use a non-disclosure agreement as a legal contract between at least two parties to outline confidential material or information that the parties wish to share with one another for cadastral purposes, but wish to restrict access to or by third parties.

7.2. Penalties. -- Any person who, without the written permission of the county assessor, reproduces tax maps in any form, in an electronic retrieval system or otherwise, shall be refused permission by the county assessor or county assessor's agent to purchase tax maps in the future.

7.3. Exemption for West Virginia Tax Division of the Department of Revenue. -- The requirements and penalties set forth in this section do not apply to the West Virginia Tax Division of the Department of Revenue.

§189-5-8. Map Disclaimer and Scope of Surveying Practice

8.1. Map Disclaimer. -- The following map disclaimer shall accompany all tax maps and digital parcel files sold: "This product was developed for taxation purposes and is therefore not suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the appropriate usage of the information."

8.2. Scope of Surveying Practice. -- Tax maps and digital parcel files (GIS files) are not to be included as activities within the practice of surveying in accordance with the "Inclusions and Exclusions of Surveying Practice" cited in W.Va. Code §30-13A-10.

TABLE 189-5 A
Price Schedule for Paper Tax Maps

<u>PAPER TAX MAPS¹</u> <u>(Printed Copies)</u>	<u>Unit</u>	<u>WV 189CSR5 (Base fee)</u>	<u>W. Va. Code §11-1C-7 (CFIA Surcharge)²</u>	<u>Total</u>	<u>% of Total Map Cost Submitted to CFIA</u>	<u>Location to Purchase Map Product</u>
8.5" x 11" or 8.5" x 14"	Per copy	\$1.50	\$1.50	\$3.00	50%	County Assessor or State Tax Sales Office
11" x 17"	Per copy	\$3.00	\$2.00	\$5.00	40%	County Assessor or State Tax Sales Office
18" x 24" or larger (full-sized map sheet)	Per map sheet	\$5.00	\$3.00	\$8.00	37.5%	County Assessor or State Tax Sales Office

TABLE 189-5 B
Price Schedule for Digital Tax Maps and GIS Files

<u>DIGITAL TAX MAPS¹</u> <u>(Print-Ready Images)</u>	<u>Unit</u>	<u>WV 189CSR5 (Base fee)</u>	<u>W. Va. Code §11-1C-7 (CFIA Surcharge)²</u>	<u>Total</u>	<u>% of Total Map Cost Submitted to CFIA</u>	<u>Location to Purchase Map Product</u>
8.5" x 11" or 8.5" x 14"	Per file	\$1.50	\$1.50	\$3.00	50%	County Assessor or State Tax Sales Office
11" x 17"	Per file	\$3.00	\$2.00	\$5.00	40%	County Assessor or State Tax Sales Office
18" x 24" or larger	Per file	\$5.00	\$3.00	\$8.00	37.5%	County Assessor or State Tax Sales Office
<u>DIGITAL PARCEL FILES</u>	<u>Unit</u>	<u>WV 189CSR5 (Base fee)</u>	<u>W. Va. Code §11-1C-7 (CFIA Surcharge)</u>	<u>Total</u>	<u>% of Total Map Cost Submitted to CFIA</u>	<u>Location to Purchase Map Product</u>
Digital Parcel File without IAS Data	Per map sheet	\$5.00	\$3.00	\$8.00	37.5%	County Assessor or State Tax Sales Office
Digital Parcel File with IAS Data	Per map sheet	\$6.00	\$3.00	\$9.00	33.3%	County Assessor or State Tax Sales Office

Notes:¹ An additional processing fee may be applied for customized map services.² CFIA = Courthouse Facilities Improvement Authority