

**TITLE 157  
PROCEDURAL RULE  
DEPARTMENT OF HIGHWAYS**

**SERIES 1  
REGULATIONS PERTAINING TO PARTICULAR  
FUNCTIONS OF THE  
COMMISSIONER OF HIGHWAYS**

**§157-1-1. General.**

1.1. Scope. -- These procedural rules and regulations appertain to particular functions of the office of the Commissioner of Highways and are submitted pursuant to the provisions of section three, article three, chapter twenty-nine-a of the West Virginia Code.

1.2. Authority. -- W. Va. Code §17-2A-4b and §8

1.3. Filing Date. -- December 16, 1982

1.4. Effective Date. -- January 1, 1983

**§157-1-2. Commissioner's orders.**

2.1. Purpose. -- The purpose of this section is to establish a system by which all orders of the Commissioner of Highways may be permanently recorded and maintained in such manner that they will be conveniently accessible to interested persons.

2.2. Scope of Commissioner's Order. -- The orders of the Commissioner of Highways are official determinations or decisions which relate to the internal management and organization of the Department of Highways, or to a specific person or group of persons, or to the public in general.

2.3. Commissioner's order book. -- The Commissioner of Highways shall maintain in his office a record of all orders issued by him, which record shall be designated as the Commissioner of Highways' order book. All orders issued by the Commissioner during each day shall be entered therein, and all such orders so entered shall be indexed and cross-indexed so as to afford a method of ready and convenient access to each such order issued by the Commissioner.

2.4. Effective date. -- Each order of the Commis-

sioner of Highways filed in the Commissioner's Order Book as provided in the preceding section, shall become effective immediately upon filing, unless some provision of law or some statement as to the effective date of such decision is stated in the order itself.

2.5. Copies of Commissioner's orders; distribution. -- The Commissioner of Highways shall provide a certified copy of any Commissioner's Order to any person who is directly affected by any such order and who requests a copy thereof. In addition to any person requesting a copy of such order, the Commissioner may furnish copies to any governmental agency or to such other persons, firms or organizations as he may deem suitable or proper in order to provide the most effective notice of the order.

**§157-1-3. Hearing Procedures**

3.1. Purpose. -- The purpose of this section is to provide standards of conduct for all hearings by and before the Commissioner of Highways.

3.2. Scope. -- These rules shall apply to all hearings which may be held by the Commissioner of Highways, whether the same be initiated by the Commissioner or by any citizen, it being the intent hereof that these rules shall be applicable whenever, by any action of the Commissioner of Highways, the rights of any citizen will be adversely and directly affected and it is proper that such citizen have due notice and an opportunity to be heard thereon.

These rules shall also apply to the conduct of all hearings on claims asserted against the Department of Highways, other than claims heard and determined by the Court of Claims.

These rules shall not apply to hearings and public meetings held by the Commissioner for purposes of acquiring information, making findings and deter-

mining courses of action and procedure relative to the location of any road or proposed road, or to the advancement and improvement of the state road system.

These rules shall be applied in harmony with applicable state statutes and in case of conflict, state statutes shall prevail.

3.3. Records pertaining to hearings. -- The executive secretary-planning manager of the Department of Highways shall be responsible for all administrative and clerical duties relating to hearings and for all records and pleadings pertaining to hearings. He shall receive all applications, petitions, protests, claims or other written documents relating to a hearing before the Department of Highways. The executive secretary-planning manager will, upon request, advise any party as to the form or condition of any paper to be filed in any proceeding before the Commissioner. He will maintain a docket book in which shall be entered each formal case on complaint, claim, application or petition, investigation, or protest, with a file number corresponding to the number of the case together with brief chronological notations of the proceedings had in the case. He shall also maintain the Commissioner's order book, in which shall be recorded, on the day of their filing, any orders made or passed by the Commissioner of Highways in the performance of his statutory duties.

(a) All papers or documents, of whatever character, which are received or filed in the office of the executive secretary-planning manager, shall be stamped showing the date of receipt or filing thereof.

3.4. Complaints, claims, applications, petitions, protests. -- Claims, complaints or applications may be either informal or formal.

(a) Informal Pleadings and Procedures - Informal claims, complaints or applications may be made by letter or other writing addressed to the Commissioner of Highways, 1900 Washington Street, East, Charleston, West Virginia 25305, or the office of the District Engineer. Matters thus presented, if their nature warrants, may be negotiated and settled by the Commissioner of Highways, the District Engineer, or some other duly authorized employee, without formal hearings. If the matters cannot be resolved satisfactorily to all parties, the proceeding is held to be without prejudice to the right of any party to file

and prosecute a formal claim, complaint or application, whereupon the informal proceeding will be discontinued. No form of informal complaint, claim or application is prescribed, but the letter or other writing must contain a clear and concise statement of the facts and the specific relief sought. However, the names of all parties affected or involved shall be stated in full, and the address of each party, with the name and address of his attorney, if any, stated therein or thereon.

(b) Formal Pleadings - All formal complaints, claims, applications, petitions and protests shall be in writing and addressed to the Commissioner of Highways. Such papers shall set forth plainly and distinctly the grounds for the relief sought or reasons for protest and should be so drawn as fully and completely to advise the Commissioner of Highways of the nature of the grievances or alleged violations of law.

(1) The names of all parties affected or involved shall be stated in full and the address of each party, with the name and address of his attorney, if any.

(2) Formal pleadings shall be substantially in the form hereinafter prescribed, and verification shall likewise be substantially in the form hereinafter prescribed.

(3) Two copies of all such papers shall be filed with the Commissioner.

3.5. Answers or responsive pleadings by Commissioner of Highways. -- Within thirty (30) days after receipt of a formal pleading or protest, the Commissioner of Highways or the director of the division thereby affected shall file an answer to such pleading or protest. Such answer shall fully and plainly inform the parties involved of the nature of the Commissioner's defense or reason for the decision or action upon the particular matter involved. The Commissioner of Highways shall serve such answer upon the parties either in person or by registered or certified mail to the party or his attorney.

3.6. Stipulations or Agreed Facts. -- The parties to any proceeding before the Commissioner of Highways may, by stipulation in writing filed with the Commissioner, agree upon the facts, or any portion thereof, involved in the controversy, which stipulation shall

be recorded and used at the hearing.

3.7. Hearings; Notices; Evidence. -- When issue is joined by the service of an answer on the complainant upon any matter for which the Commissioner is required by law to hold a hearing or shall pursuant to these rules and regulations determine that a hearing shall be held, the Commissioner will assign a time and place for such hearing, which will be at his offices in the City of Charleston or elsewhere in the state at the discretion of the Commissioner. The hearing will be held by the Commissioner of Highways or by one or more of his employees who shall have been designated by him to hold hearings.

(a) Notices - The Commissioner shall give all parties not less than ten days' notice of the time and place of hearing, which notice may be served upon the parties by personal delivery, or by registered or certified mail, or in any manner by which a notice may be served at law.

(b) Evidence. -- The parties must prove the existence of the facts as alleged in their pleadings. The Commissioner, however, will hear such proof of facts as he may deem proper and reasonable, and may make such investigation and enter such order as the facts justify and the circumstances may require.

(1) The Commissioner of Highways shall not be bound by common law or statutory rules of evidence in conducting hearings. He will admit all testimony or other evidence having reasonable probative value, but will exclude immaterial, irrelevant or unduly repetitious testimony. He shall, however, give effect to any rules of privilege recognized by the law of this state.

(2) All evidence, including records and documents in the possession of the Commissioner of Highways may be duly offered and made a part of the record in a case. Every party to the proceeding shall be afforded adequate opportunity to rebut or offer countervailing evidence.

(3) The Commissioner of Highways, or his duly authorized hearing examiner, may take official notice of any generally recognized fact or any established technical or scientific fact; but parties shall be notified either before or during the hearing or by full reference in preliminary reports or otherwise, of the facts so noticed, and they shall be afforded an opportunity to contest the validity thereof.

(4) At any hearing conducted by the Commissioner, or by a designated employee thereof, witnesses shall be examined under oath in the manner and form, and in the order designated by the presiding officer. If the Commissioner or presiding officer so directs, or any party in interest so requests, the testimony given shall be reduced to writing in the form of shorthand notes or such other form of recording as the Commissioner may direct, and preserved in the Commissioner's files. Should any party in interest request a transcript of the proceedings, or should the Commissioner direct that a transcript be prepared, then sufficient copies shall be made and delivered to each party making such request, and at the expense of the person making the request.

3.8. Depositions. -- The testimony of any witness may be taken by deposition at the instance of a party, in any proceeding or investigation at any time after the same is at issue, by the consent of the Commissioner. The Commissioner may, of his own motion, order testimony to be taken by deposition in any proceeding or investigation pending before him, at any stage of such proceeding or investigation. Depositions shall be taken in a manner consistent with the provisions of Section 3, Series I, of these rules and regulations.

3.9. Subpoenas. -- Subpoenas requiring the attendance of witnesses, from any place in the State of West Virginia, at any designated place of hearing before the Commissioner, or any employee of the Commissioner whom he shall have designated to hold such hearing, for the purpose of taking the testimony of such witness, and subpoenas requiring the production of documentary evidence, will be issued upon the application of either party, by the Executive Secretary-Planning Manager.

3.10. Decisions of the Commissioner of Highways. -- Every decision of the Commissioner of Highways in a contested case shall be in writing accompanied by findings of fact and conclusions of law. The findings of fact shall consist of a concise and separate statement of the ultimate conclusions upon each contested issue of fact without recital of evidence.

3.11. Service of Commissioner's Decision, Subpoenas and Notices. -- Every decision when made by the Commissioner of Highways shall be recorded in the Commissioner's Order Book, and a copy thereof shall be served forthwith by personal delivery or by registered or certified mail to each adversary party to the

proceeding or to his attorney of record; and all subpoenas for parties or witnesses and all notices shall be served by personal delivery or by registered or certified mail to each adversary party to the proceeding or to his attorney of record, or as provided by law.

FORM 1  
STATE OF WEST VIRGINIA  
Commissioner of Highways  
Charleston

TO THE COMMISSIONER OF HIGHWAYS:

Your petitioner, (name of petitioner), respectfully states:

- 1. That (Here state occupation, or business of petitioner, and address).
- 2. That petitioner (Here state form of relief sought from Department of Highways, i.e., whether an application, claim, complaint, or protest to a ruling or decision of the Commissioner, together with a brief statement setting forth plainly the grounds therefor)
- 3. That (Here state names of all parties, and their addresses, who may be involved, if any).

WHEREFORE, the petitioner, or complainant, request that (Here set forth specifically the relief sought or action desired to be taken by the Commissioner).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Petitioner

Attorney for Petitioner

Address

FORM 2  
VERIFICATION

(To be added to all complaints, answers, applications and petitions.)

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, to-wit:  
, the (Petitioner, etc.) named in the foregoing (petition, etc.) being duly sworn, says that the facts and

allegations therein contained are true, except so far as they are therein stated to be on information, and that, so far as they are therein stated to be on information, he believes them to be true.

Affiant

Taken, sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

My commission expires .

Notary Public in and for said County

§157-1-4. Scholarships for Prospective West Virginia Department of Highways Personnel

4.1. General. -- Pursuant to the provisions of Chapter 17, Article 2A, Section 4b, Code, the West Virginia Commissioner of Highways is authorized to award scholarships to competent persons whether employed by the West Virginia Department of Highways or not for the purpose of enabling and encouraging them to attend a college or university to pursue such course of study as may be approved by the West Virginia Commissioner of Highways, with the end in view of attracting and holding competent personnel for the West Virginia Department of Highways. No more than twelve persons may hold such scholarships at any one time.

4.2. Application. -- Any person who is eligible to attend any accredited college or university may apply for a West Virginia Department of Highways scholarship. Application blanks shall be furnished at the Commissioner's office and when completed shall be returned to the Commissioner's office.

4.3. Certified Copy of Academic Grades. -- Any person applying for a West Virginia Department of Highways scholarship shall provide the Commissioner, as a part of his application, a certified copy of his grades, and the subjects studied for all previous institutions of higher learning attended by the applicant. Where the applicant has attended high school only, a certified copy of his high school grades shall be sent to the Commissioner.

4.4. Written Essay. -- Each applicant shall submit to the West Virginia Commissioner of Highways a

written essay of not more than one thousand (1,000) words explaining why he is interested in the Department's scholarship program.

4.5. Personal Interview. -- If after receiving the application and other papers required by the preceding sections, the Commissioner feels that the applicant is entitled to further consideration, a personal interview will be arranged and the applicant will be notified of the time and place at least ten days in advance.

4.6. Award of Scholarship. -- Upon the basis of the information and personal impressions which the Commissioner has received from the information requested by virtue of the preceding subdivisions of this section, the Commissioner may award a scholarship to such person or persons as he considers competent and entitled thereto. Any such scholarship shall carry a stipend in an amount fixed by the Commissioner, but not to exceed a total of \$4,000.00. The sum so awarded will be paid to the recipient of the scholarship in equal installments at the beginning of each quarter or semester wherein the recipient has agreed to pursue his course of study.

4.7. Execution of Notes. -- The recipient of a scholarship shall execute negotiable promissory notes for the full amount of the scholarship stipends awarded him by the West Virginia Commissioner of Highways and each such note shall be in the amount actually received from the State Road Fund and shall be payable on demand to the order of the State Treasurer.

4.8. Employment Credited Against Notes. -- If, upon graduation, or completion of the approved course of study, the person awarded the scholarship herein described enters the employ of the West Virginia Department of Highways and remains so employed, the West Virginia Commissioner of Highways will credit the oldest outstanding note of such person in the amount of \$400.00 for every six months period that such person is employed by the West Virginia Department of Highways.

4.9. Failure to Graduate or Complete Education. -- If for any reason, except death or physical or mental disability or being drafted into the armed services, the recipient of the scholarship fails to successfully complete the course of study for which the scholarship was granted, or if after the completion of the approved course of study such person does not become or contin-

ue to be an employee of the West Virginia Department of Highways, or ceases to be an employee before all such notes have been paid or cancelled, the West Virginia Commissioner of Highways shall demand payment of all such unpaid notes, and shall transmit them to the State Treasurer for immediate collection.

#### §157-1-5. Location, Relocation, Classification or Reclassification of State Roads

5.1. General. -- Pursuant to the provisions of Chapter 17, Article 2-A, Section 8(3) of the Code of West Virginia as amended the Commissioner of Highways may conduct investigations and experiments, and he may hold formal or informal hearings or other public meetings and conferences for the purpose of acquiring information from which he can determine future courses of action and procedure relative to the state road system.

5.2. Commissioner's Order; Distribution. -- When the Commissioner has received the results of any engineering study or survey, or investigation, or when as the result of any hearing, public meeting or conference, he determines the location, relocation, classification or reclassification or designation by number of any road in this state, he shall set forth his conclusions in an order and spread such order upon the pages of the Commissioner's Order Book to be retained as a permanent record of his conclusions and his actions regarding any such road. All such orders of the Commissioner shall become effective immediately upon being signed and entered in the Commissioner's Order Book by the Executive Secretary- Planning Manager of the Department of Highways.

(a) Copies of Commissioner's Order - Copies of any such order of the Commissioner shall be sent to the office of the District Engineer of the District wherein any such road is located and shall be kept available for public inspection during all normal business hours. The Commissioner may also send copies of any such order to such public officials or private persons or groups as he may feel will provide adequate public notice of his action.

5.3. Petition of Interested Persons. -- Any group of twenty-five or more persons interested in the location, relocation, classification or reclassification of any road or proposed road may file a petition in writing with the Commissioner of Highways setting forth therein the request, complaint or demand of the per-

sons signing such petition, and the Commissioner shall immediately designate one or more employees of the Department of Highways to investigate the situation described in the petition. All such petitions shall be directed to the Commissioner of Highways, 1900 Washington Street, East, Charleston, West Virginia 25305, and shall contain at least the following information:

(a) A description of the road or proposed road in as definite terms as possible, with references to route numbers and approximate distances from intersections with other roads or from city limits where possible.

(b) A concise and clear statement of the problem or situation which the petitioners are asking the Commissioner to resolve.

(c) A concise and clear statement of the action the petitioners want the Commissioner of Highways to take to remedy the situation described in the petition.

(d) Signatures and mailing addresses of the petitioners.

5.4. Investigation by Department. -- Upon receipt of any such petition, the Commissioner of Highways shall immediately forward a copy thereof to the District Engineer of the District wherein the road problem or road situation described in the petition is located, and request that a complete investigation be undertaken. The District Engineer shall then immediately commence such investigation, and during the course thereof, no less than two of the persons who have signed their names to the petition shall be personally interviewed by the District Engineer or his duly authorized representative. Where possible, the first two persons who have signed the petition will be interviewed.

5.5. Hearing. -- If, after completing his investigation, the Commissioner of Highways believes that a hearing should be held, or if the petitioners request a hearing, the Commissioner shall set a time and place for the hearing and shall notify all persons who have signed the petition and any other person he feels may be interested in order that all such persons may appear at the hearing and express their views. The Commissioner may, if in his opinion the situation warrants, cause a notice of the hearing to be published in some newspaper of general circulation in the

county in which the road to be affected is situated.

5.6. Commissioner's Determination. -- Upon the completion of his study of the results of the investigation provided for herein, and after reviewing the evidence presented at the hearing provided for herein, if such hearing be held, the Commissioner shall decide whether the relief requested by the petition shall be granted and will notify at least the first five (5) persons whose signatures and mailing addresses appear on the petition of his conclusions, unless the petitioners have designated some other person or group of persons to receive such notice. If the Commissioner's decision is such that it must be put into effect by means of a formal Commissioner's Order as provided for herein, the Commissioner shall send copies of the order to at least the first five (5) persons whose signatures and mailing addresses appear on the petition.

#### **§157-1-6. Regulations Relating to Roads to be Incorporated into the State Highway System.**

6.1. General Purposes. -- These regulations prescribe guidelines for standards for roads to be considered by the Department of Highways for incorporation into the West Virginia State Highway System, which regulations must be consistent with all other statutes and regulations pertaining to the incorporation of roads generally into the State Highway System.

6.2. Requests for Incorporation - Procedure. -- Initial requests for the Department to accept a proposed new road into the State Highway System shall be submitted to the West Virginia Department of Highways' District Engineer who has jurisdiction in the area of the facility.

The District Engineer will coordinate with the person or persons making the request and various Divisions of the Department in the determination of applicable standards, specifications and plan requirements. Coordination meetings may be required.

Final approval to accept the facility into the State System shall be made by the Commissioner.

#### **DISTRICT ENGINEERS**

District One  
1334 Smith Street  
Charleston, West Virginia 25301  
Phone: 348-3001

District Two  
 Post Office Box 880  
 2224 5th Avenue  
 Huntington, West Virginia 25712  
 Phone: 523-8476

District Three  
 120 Scott Street  
 Princeton, West Virginia 24740  
 Phone: 425-2155

District Four  
 Post Office Box 2570  
 Meadowbrook Exit 121, I-79  
 Clarksburg, West Virginia 26301  
 Phone: 623-3791

District Five  
 Post Office Box 99  
 Junction US Routes 220 and 50  
 Burlington, West Virginia 26710  
 Phone: 289-3521

District Six  
 3rd & Jefferson Streets  
 Moundsville, West Virginia 26041  
 Phone: 845-4155

### 6.03. Definitions. --

(1) AASHTO - The American Association of State Highway and Transportation Officials.

(2) Adverse Possession - Adverse possession is the occupying and possession of land by a person or persons other than the legal owner thereof. If such possession is open, continuous, visible, distinct and hostile to all other claimants for a sufficient period of time, such occupants may acquire title to such land. A sufficient period of time for purposes of this directive will be 10 years.

(3) Average Daily Traffic - Number of vehicles using the road on an average 24-hour day, being the total volume during a stated period divided by the number of days in that period. The term is commonly abbreviated ADT.

(4) Commissioner's Order - The Orders of the Commissioner of Highways are official determinations or decisions which relate to the internal management and organization of the West Virginia De-

partment of Highways, or to a specific person or groups of persons, or the public in general.

(5) Dollar Deed - A dollar deed is a simplified version of a standard form deed of the West Virginia Department of Highways, which conveys certain right of way and easements for state road purposes in, upon or over lands of the grantor.

(6) Easement - An easement is the right to use or control the property of another for designated purposes.

(a) Drainage Easement: An easement for directing the flow of water.

(b) Planting Easement: An easement for reshaping roadside areas and establishing, maintaining, and controlling plant growth thereon.

(c) Scenic Easement: An easement for conservation and development of roadside views and natural features.

(d) Sight Line Easement: An easement for maintaining or improving the sight distance.

(e) Slope Easement: An easement for cuts or fills including at times ditches.

(f) Utility Easement: An easement to be occupied by one or more utilities.

(7) Encroachment - An encroachment is a building, structure, or part of a building or structure or any other obstruction which intrudes upon or invades upon property of another, including a highway or sidewalk.

(8) Existing Highway System - Existing highway system shall mean and include all highways and roads shown on the official maps and records of the West Virginia Department of Highways at the particular time of request for an addition is received.

(9) Orphan Roads - Orphan roads shall mean those roads used by the traveling public not under control of any Governmental Agencies.

(10) Petition - A petition is a request by the property owner or owners along a specific section of a public road not on the state road system for the road to be incorporated into the state road system.

(11) Public Dedication - Public dedication is setting apart by the owner and the acceptance by the public of the property for public use in accordance with statutory or common law provisions.

(12) Right of Way - A property right or interest in land usually acquired for or devoted to a roadway and being of sufficient width to maintain the road and its appurtenances. The minimum width should be forty (40) feet, however, thirty (30) feet may be accepted in areas where forty (40) feet may not be feasible or necessary for maintenance purposes.

(13) Roadway - The portion of a highway, including shoulders, for vehicular use.

(14) Subdivision Roads - Subdivision roads are those roads indicated by a recorded or unrecorded plat where a landowner has subdivided a tract of land into lots, streets and alleys and sells lots by reference to plat, whether such plat is duly recorded or not. Purchasers of such lots become entitled to the use of its streets and alleys as necessary to complete their enjoyment of the lot.

(15) Traveled Way - The portion of the roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

(16) Unrecorded Plats - Unrecorded plats are those plats that have not been recorded in the Office of the Clerk of the County Commission. Mere existence of the plat with reference to the sales of lots is sufficient providing that it has been certified by a registered Professional Engineer or licensed Land Surveyor.

(17) Water Course - An established natural drainage course that leads to a drainage basin, stream, creek, river, watershed or waterway.

6.4. Methods of Determining Eligibility. -- New roads constructed outside of incorporated places, which are proposed for inclusion in the State Highway System shall be constructed in accordance with Department of Highways guidelines and specifications:

(1) New roads for the purpose of public access may be taken into the state highway system two years after completion or after a substantial part of the development in the particular subdivision is completed, whichever is longer. Necessary maintenance will

be provided by the developer in the interim during construction until acceptance into the State System.

(2) Ten years of dedicated and active public use may be required for consideration for inclusion of the roadway into the state highway system without justification being presented showing public necessity.

#### 6.5. Right of Way and Utilities. --

(1) Widths - Right of way in accordance with Department's Policy, is required to be dedicated to public use. If the dedication is not legally implemented, then in such instances, the developer shall provide the Department of Highways with proper and acceptable deeds, transferring easements and right of way for a public road, free and clear of all encumbrances. Right of way width shall be sufficient to maintain the road and its appurtenances.

If a sidewalk is to be provided, additional right of way width will be required to the extent necessary to accommodate the sidewalk. Maintenance of the sidewalk will be the responsibility of the adjacent property owner.

(2) Utilities - It is the policy of the Department to require an unencumbered dedication of right of way on all additions to the system. Therefore, any easements or other interests within the platted right of way must be quitclaimed to the Department of any prior rights therein, in exchange for a permit to occupy the area. The permit shall be initiated by the parties involved once the acknowledgement of the street has been received and a route number assigned.

(a) All longitudinal underground activities shall be located outside of the public right of way with the exception of situations where it is impractical. In those cases, utilities shall be placed under the shoulder of the road conforming with the Department's "Policy on the Accommodation of Utilities on State Highway Rights of Way."

(b) The Department's Policy restricts the open-cutting of paved roads. Therefore, all lateral underground utilities to be installed prior to the acceptance of the street should be made prior to the final surface application.

(3) Restrictive Strips - The Department will not approve plans that include reserved areas which prohibit the use of streets by adjacent properties, wheth-

er within or outside the development proper.

(4) Drainage - Drainage easements shall be provided from all drainage outfalls to extend to a watercourse as defined by the Department, and said easements shall include a release for damages to the residue of lands that may be occasioned by reason of the construction and maintenance of the facilities or an acceptable agreement to save the Department harmless from future claims.

(5) Monuments - Any right of way to be dedicated to the Department shall be monumented by permanent right of way markers. These markers shall be shown on all plats, plans or other documents and shall be adequate in number and location to permit location of the street or road right of way limits by field survey.

#### 6.6. Design Criteria. --

(1) Widths and Typical Sections - Widths and Typical Sections for the various road requirements based on the average daily traffic are shown in Figures 1 and 2. Additional lanes may be required on approaches to intersections and where traffic volumes or roadside development warrant. It shall be the prerogative of the West Virginia Department of Highways to require the construction of these lanes.

(2) Drainage - Drainage facilities including off-site facilities when necessary to provide adequate drainage, shall be provided in accordance with the Department's current drainage design practices.

In instances where developments divert more intensified runoff into existing Department facilities to the extent that the facilities must be adjusted, such adjustments shall be at the developer's expense, and the developer shall be required to furnish any additional easements that are required.

Drainage design and the criteria to be used, shall be in accordance with the Department's design criteria and methods of analysis and subject to approval by the Department. A copy of the drainage design data and computations shall be submitted to the Department at the time that the plans are submitted for review. Peak discharges shall be determined by methods appropriate for the size, location and character of the watersheds involved. Appropriate design storm frequencies will be utilized depending upon the risk of damage to both adjacent property and the roadway.

Minimum design criteria applicable to the roadway may not be applicable to the adjacent property damage potential, thus requiring higher design criteria.

In the design of drainage structures, the following risk evaluations should be considered:

- (a) Damage to adjacent property
- (b) Damage to the roadway and/or structure
- (c) Traffic interruption
- (d) Hazard to human life
- (e) Damage to stream flood plain environment

Design and analysis techniques shall be appropriate for the type of structure or system of structures involved and may require flood profiles and water surface profile analysis. In areas involving flood plains, the Federal Flood Insurance requirements relative to zoning and hydraulic design to accompany the hundred (100) year flood shall be considered.

(3) Pavement Thicknesses - The Pavement Thickness shall be designed to meet current Department design requirements.

All new pavements shall be constructed as specified by and in conformance with the Department's procedures for roadway improvements.

On existing pavements the structural adequacy shall be determined and the thickness increased if required to carry the roadway traffic loads.

(4) Curb - Roll-type or mountable curb may be considered on an individual case-by-case basis. When considering such curb sufficient storm sewer receptacles (drop inlets), shall be provided to make the installation comparable to the Department's design drainage requirements. At intersections where curbs are used and where sidewalks are constructed or contemplated, provisions for curb ramps for the handicapped are to be made.

(5) Grades - The minimum grade, essential for adequate drainage shall not be less than 0.5 percent. It is desirable that the maximum grade be 12 percent, however, for short distances a steeper grade may be

utilized.

(6) Structures and Retaining Walls - All bridges, culverts and retaining walls shall be designed in accordance with current AASHTO specifications. The live loading on bridges shall be HS20-44.

Design calculations for each structure and retaining wall shall be submitted to the Department of Highways for review.

Clear widths shall be provided on all structures to be compatible with the approach roadway section. Approach guardrail in accordance with Department Standards shall be provided at bridges.

(7) Intersections - The safety and efficiency of operation of the street system will depend on the intersections. The following guidelines are for intersections within the subdivisions as well as for intersections with through highways.

At all intersections, adequate sight distance along the through street is required for safety. Sight distance for traffic controlled by a STOP sign should not be less than shown in Figure 3.

Intersections to be controlled by STOP signs should be at right angles and shall be at no less than 60 degrees. Closely-spaced offset intersections are to be avoided. Where a subdivision is constructed on one side of a through highway, the entrance should be lined up with a major street or major entrance across the highway, if one exists.

At all intersecting streets a relatively flat landing should be provided on the side streets which have STOP or YIELD situations. It should be of sufficient length to accommodate at least one vehicle, with additional length depending upon the projected traffic volume of the side street. Where volumes of turning traffic warrant, additional lanes should be constructed to accommodate these vehicles. It shall be a Department prerogative to require these lanes or additional length of landing area when needed.

A minimum turning radius of 30 feet should be provided at all major intersections with larger radii recommended for commercial and industrial areas. In all cases, it should be possible for the vehicle to turn without forcing the vehicle to stop and back up or "track" outside the street or shoulder area. On low-volume streets, a tighter turning radius may be used

and the vehicle allowed to encroach on adjacent lanes while turning.

(8) Driveways - Driveways should be constructed in accordance with the current edition of the Department of Highways publication, "Rules and Regulations for Constructing Driveways on State Highway Rights of Way."

Particular care should be taken to assure adequate sight distance at driveways. Cut slopes, retaining walls or landscaping which restrict sight distance from driveways should be avoided.

(9) Sidewalks - If a sidewalk is provided immediately adjacent to the curb section the sidewalk must be constructed in accordance to the Department's requirements. The sidewalk must be at least four (4) wide on an appropriate grade so as to be compatible with the curb.

(10) Railroad Grade Crossings - Construction of a new railroad grade crossing or upgrading of an existing crossing will require that the developer have an appropriate agreement with the railroad company involved. It will be necessary for the developer to supply documentation of the legal status of the crossing to the Department. Contacts with the railroad company will ordinarily be through the Office of the Chief Engineer of the respective railroad.

The grade crossing surface type and construction will be recommended by the railroad to provide adequate service under the train and highway traffic anticipated. The surface width shall be, as a minimum, curb to curb where curbs are present and pavement plus shoulders where curbs are not used. If sidewalks are provided, the railroad crossing surface should be extended to provide a walking surface for pedestrians.

The need for active warning devices (flashers, or flashers and gates) at grade crossings will be determined on a case-by-case basis. If active warning devices are not installed, sight distance should be in accordance with Figure 4. This table defines the minimum "sight triangle" at the crossing. Inability to provide this sight triangle indicates that active warning devices may be advisable.

All traffic control devices at railroad grade crossings are to comply with the current edition of the Manual on Uniform Control Devices. The use of

STOP at railroad crossings is discouraged.

Crossings should be compatible with highway design speed and located to avoid steep or "hump-backed" approaches. Roads should cross the tracks as nearly at right angles as possible.

(11) Construction Cuts and Fills - When terrain conditions permit, foreslopes, backslopes, and roadside drainage channels should have gentle well-rounded transitions. The embankment slope guide indicates the slope for various fill heights. Cut slopes are to be constructed to minimize future maintenance costs and protect the roadway and safety of the traffic. Cut sections should be designed with adequate ditches and provide an average slope of no steeper than 1 1/2' horizontal to 1' vertical (See Figure 5.)

(12) Dead End Streets - Provision shall be made for turning vehicles. Several types of CUL-DE-SACS and Dead End Streets are shown in Figure 6.

Other variations of shapes of CUL-DE-SACS as necessary to fit right of way and site controls may be used to permit vehicles to turn around by backing once.

#### 6.07. Plans. --

(1) The plans shall include a title sheet, typical sections, road layout, profiles and appropriate special details.

(2) Generally accepted nomenclature or wording should be used wherever possible.

(3) The scale to be used for plan and profile sheets shall be adequate to show the necessary details as governed by the topography and the complexity of the work. Plans should be drawn to a horizontal scale of 1" = 50' or 1" = 100'. Profiles should be drawn to the same horizontal scale as the plan but the vertical scale may be five to ten times that of the horizontal scale. (4) The general road plan shall show the centerline of the survey which, if practical, should be the centerline of the proposed road bed. In a subdivision the road plan can be shown upon the subdivision map providing that it is 1" = 50' or 1" = 100' scale. (5) Right of way lines shall be shown on the plans with the widths acquired or to be acquired appropriately tied to centerline. Stationing, intersecting property lines and changes in right of way widths shall be shown. Parcels shall be identified by owner's names

and if in a subdivision, also by lot number and subdivision name. (6) Format of the plans shall be as simple as possible.

(7) For filing purposes it is desirable that the original drawings be not more than 22 inches in width and 36 inches in length.

(8) Plans and Specifications shall be certified by a registered Professional Engineer of West Virginia.

#### §157-1-7. Abandonment and Discontinuance of State Roads

7.1. General. -- Pursuant to the provisions of Chapter 17, Article 2A, Section 8(12) of the West Virginia Code, the Commissioner of Highways may discontinue, vacate and close any road or highway, or any part thereof, where he finds the continuance and maintenance of any such road unnecessary and improper.

7.2. Petition of Interested Persons. -- Any person whose property or property interests are affected by any road or highway subject to the control and jurisdiction of the Commissioner of Highways may petition the Commissioner for the abandonment and discontinuance of any such road. The petition shall describe the road, or portion of the road, in such a fashion and by reference to some form of land marks so that it can be readily located by Department of Highways personnel; the petition shall state the reasons why the petitioner wants the road abandoned; and the petitioner shall sign his full name and provide his mailing address.

7.3. Hearing. -- Upon receiving a petition for the abandonment of a road, the Commissioner may, if he deems it necessary or desirable, or shall, if the petitioner so requests, set the matter for a hearing as provided in Section 3 of Series 1 of these regulations, and upon the basis of the evidence produced at the hearing, the Commissioner shall determine whether the road or portion of the road should be abandoned. If requested by the petitioner or if the Commissioner in his discretion deems it advisable, a notice of the proposed abandonment of said road shall be advertised in a newspaper of general circulation in the county in which the road is located as a Class I legal advertisement advising any person having objections to the proposed abandonment to notify the Commissioner by registered letter at least ten days prior to said date of the proposed abandonment of his desire for a hearing in which event the Commissioner shall set a hearing

at the earliest convenient time. If a public hearing is requested, the time and place of said hearing shall be advertised in the same manner as above set forth.

7.4. Investigation by Commissioner. -- The Commissioner of Highways may on his own motion, cause an investigation to be made of any road or highway, and upon the basis of the information so produced, determine whether it is in the best interests of the state for a road, or a part of a road, to be abandoned and discontinued, and if he finds that it is in the best interests of the state so to do, he may abandon and discontinue the same. Where such an investigation is made by the Commissioner prior to a hearing, as provided for in the preceding section, the Commissioner shall produce the findings of his investigation at the hearing and allow all other interested parties to either rebut or support his findings.

7.5. Abandonment by Commissioner's Order. -- In every case where the Commissioner of Highways determines that it is in the best interests of the state to abandon and discontinue a road or portion of a road, he shall abandon, discontinue, vacate or close the same by a formal Commissioner's Order, duly entered in the permanent Commissioner's Order Book as provided for in Section 1 of Series I of these regulations. Any such road or portion of a road, shall be abandoned as of the date the Commissioner's Order is entered in the Commissioner's Order Book.

7.6. Copies of Commissioner's Order of Abandonment. -- The Commissioner shall send a certified copy of any order wherein a road or a part of a road is abandoned, discontinued, vacated or closed to the following persons:

(1) The office of the District Engineer of the District wherein any such road is located, which order shall be available for public inspection during all normal business hours;

(2) The Clerk of the County Court of the county wherein the abandoned road is located;

(3) Any person who has notified the Commissioner that his personal or property interests may be affected by the abandonment, discontinuance, vacating or closing of the road in question.

**§157-1-8. Procurement Procedures for Negotiated Contracts.**

8.1. Purpose. -- To set forth procedures for negotiated contracts to insure that a qualified contractor is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner at a just and reasonable cost pursuant to 23 U.S.C. 104(f), 114(a), 307(c), 315 and 402; 49 CFR 1.48(b), Office of Management and Budget (OMB) Circular No. A-102 and FHPM 1-7-2.

8.2. Application. -- The procedures outlined here are applicable only to contracts where funds are made available under Title 23 U.S.C. for the following types of service:

- (1) Planning research and development,
- (2) Preliminary engineering,
- (3) Construction engineering; and,
- (4) Highway related safety program.

8.03. Procedures. --

(1) When service under this procedure, except as excluded in Section (27), is desired, the Department will advertise for statements of interest from firms and develop an interest list for the specific project.

(2) Advertising shall appear once each week for at least two successive weeks in two newspapers of opposite politics, if there be such, but if not, then in one newspaper published in each county or municipality in which the road lies, if the project has no significant relation to a specific site the City of Charleston shall be considered the locale for "in which the road lies", and once in at least one daily newspaper published in the City of Charleston are considered minimum requirements for publicizing of the service. (See Exhibit A).

(3) Firms to be solicited for the specific service will be selected from the interest list, provided they meet Department qualifications, by the Director of the Division requiring such service. Master Agreements for inspection service, subsurface investigation, or any combination thereof, will be negotiated with as many qualified firms as practical.

(4) Firms will be selected on the basis of past experience and reputation, expertise for the particular project under consideration, including demonstrated ability, capability Page 47 Department of

Highways Section 8.03 WV Adm. Reg. 17-2A Series 1 to meet requirements, location, distribution of work to individuals and other firms, specifically Minority Business Enterprises, time frame proposed by contractors or required by the Department and past performance both administratively and technically. Other criteria may be required in special cases.

(5) An adequate number of unpriced prospectus shall be solicited from the list of interested contractors to permit reasonable competition consistent with the nature and requirements of the procurement.

(6) An adequate number of qualified sources will be determined by the size, scope of the work and the number of firms on the interest list, qualified to perform the service. An adequate number will not be less than five, unless approved by the Commissioner.

(7) The Commissioner, or his delegate, (in no case will any member of the Division requiring the service be the delegate) shall concur in the Division Director's list of selected firms prior to request for prospectuses.

(8) It is the policy of the West Virginia Department of Highways that Minority Business Enterprises, as defined in these procedures, shall have the maximum opportunity to participate in the performance and award of contracts financed in whole or in part with Federal funds in accordance with the West Virginia Department of Highways' Minority Business Enterprise program.

(9) For the purpose of these procedures Minority Business Enterprise or "MBE" means a small business concern, as defined pursuant to eleven (11) of these procedures, which is owned and controlled by one or more minorities or women. For the purpose of the MBE program minorities also include firms which have been certified under the Small Business Administration 8(a) program.

Owned and controlled means a business -

(a) which is at least fifty-one (51) per centum owned by one or more minorities or women or, in the case of a publicly owned business, at least fifty-one (51) per centum of the stock of which is owned by one or more minorities or women; and

(b) whose management and daily business operations are controlled by one or more such individ-

uals.

(10) All Small and Minority Business Enterprises who are qualified with the Department will be so identified on the list of interested contractors.

(11) Firms with fifty (50) employees, or less, and an annual billing of less than two hundred thousand (\$2,000,000) are considered "small" under these procedures.

(12) In order to be classified as a Minority Business Enterprise a firm must submit Form HL-475, Schedule A, for Certification as a Minority Business Enterprise. In addition, Form HL-476, Schedule B, must be submitted and approved by the EEO Division of the Department prior to being identified an MBE.

(13) The award of negotiated contracts financed with Federal funds will be included in the Department's annual MBE goals.

(14) Solicitation of prospectuses shall include a clear and accurate description of the service to be required and contain no features which unduly restricts competition.

(15) The solicitation for prospectuses (see Exhibit B) shall identify all significant evaluation factors, including price or cost feature where appropriate, and their relative importance including the date to be submitted.

(16) All prospectuses received from the contractors will be reviewed by the Director of the Division initiating the request for prospectuses to assure that all pertinent information and data, including consideration of MBE's have been submitted.

(17) Should the interview indicate that an interview with any or all of the firms be appropriate to further the review then such interviews will be scheduled.

(18) The interview should be scheduled based on mutual consideration; however, any reluctance on the part of the firm to attend an interview may be considered adequate justification to delete the firm from further consideration.

(19) Upon completion of this review the Division Director will submit a list of the prospectuses with his analysis to the Commissioner for further review for

selection of the contractor for continuation of negotiations.

(20) The Commissioner, or his delegate, (in no case will any member of the Division requiring the service be the delegate) will then select no less than three (3), if there be that many qualified, of the firms whose prospectuses will be the most advantageous to the Department for continuations of negotiations. The firms selected by the Commissioner for further negotiations will be listed numerically with the preference in ascending order.

(21) All firms who have submitted prospectuses will be notified promptly of this determination.

(22) The Director of the Division initiating the request for service will be responsible for negotiating an agreement with the contractor selected number one (1).

(23) The contractor so selected will be furnished a draft of an agreement for this service; be requested to attend a scope of work meeting, and to submit a comprehensive proposal.

(24) In the event that agreement is unable to be reached the negotiator shall advise the Commissioner, or his delegate, (in no case will any member of the Division requiring the service be the delegate) and initiate action to begin negotiations with the contractor that was listed number two (2) by the Commissioner and so through the list, if necessary.

(25) Should it be impossible to reach an agreement with any contractor on this list the Commissioner will be so advised.

(26) The Commissioner will then make a reassessment to determine whether or not to extend the list, to begin negotiations over with the existing list, to accomplish the service "in-house" or to remove the work from the program.

(27) Noncompetitive negotiations is procurement through solicitation of a prospectus from only one source, or after solicitation of a number of sources, competition is determined inadequate.

(28) Circumstances under which a contract may be awarded by noncompetitive negotiations are limited to the following:

(a) The item is available only from a single source; or

(b) public exigency or emergency where the urgency for the requirement will not permit a delay incident to competitive solicitation; or

(c) after solicitation of a number of sources, competition is determined inadequate; or

(d) when it is determined appropriate to use available services of a public agency or educational institution; or

(e) small purchase when the service whose procurement is \$10,000 or less.

(29) Comprehensive prospectuses will be subjected to technical and price evaluations in accordance with 23 CFR 172.7(c). (See Exhibit E).

(30) Contract provisions shall be in accordance with 23 CFR 172.9. (See Exhibit F).

(31) After notice to proceed is given to a contractor, the responsible Department Division meets regularly with the contractor to discuss progress and problems as they may occur. These meetings are usually held every month. At these meetings a complete review of the progress to date is made, as well as the next phases of the work to be performed. Periodic submission of data is also made in accordance with the applicable type project involved. All phases of contract work are reviewed by the Division of the Department of Highways concerned with that particular type of work and that Division's opinion of the contractor's expertise in their field is considered for future work.

#### APPENDIX

I Code of Conduct

II Fee Structure

III Certification of Contractor

IV Certification of West Virginia

Department of Highways

#### EXHIBITS

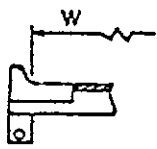
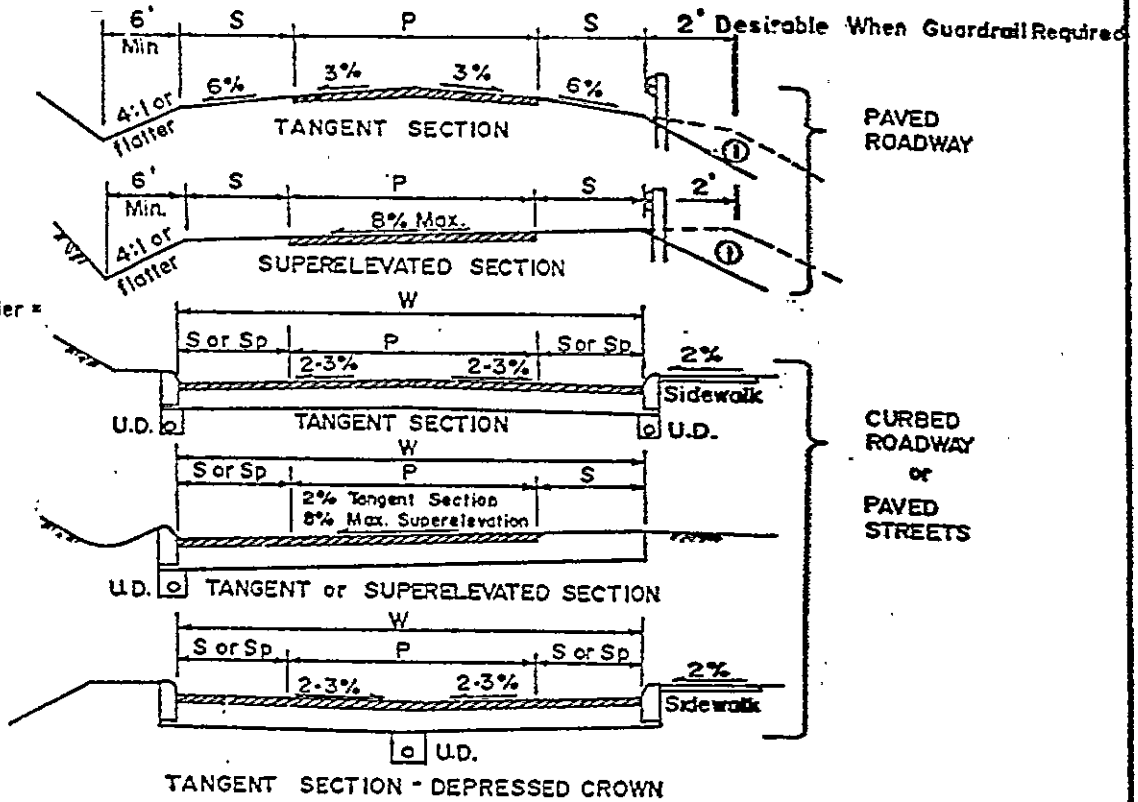
- A Publication Notice . . . . . 23 CFR 172.7(c)
- B Solicitation of Unpriced Prospectus . . . . . F Contract Provisions -  
23 CFR 172.9
- C Minority Business Enterprise  
Eligibility, Form EO-475, Schedule A
- D Information for Determining Joint  
Venture Eligibility, Form EO-476,  
Schedule B
- E Procurement Standards -

Ed. Note: As permitted by W. Va. Code §29  
7(g) the above appendix and exhibits are not included  
in this publication. They relate to this rule and stat-  
ute. They are available from the Secretary of States  
Office or the Department of Highways.

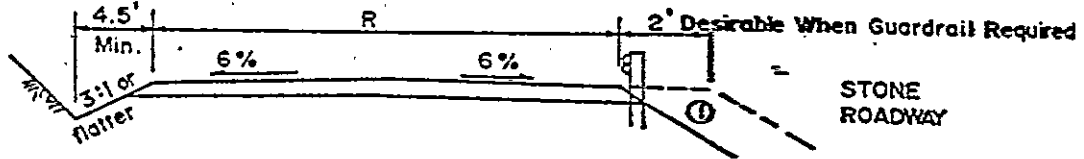
# TWO LANE ROADWAY TYPICAL SECTIONS

## LEGEND

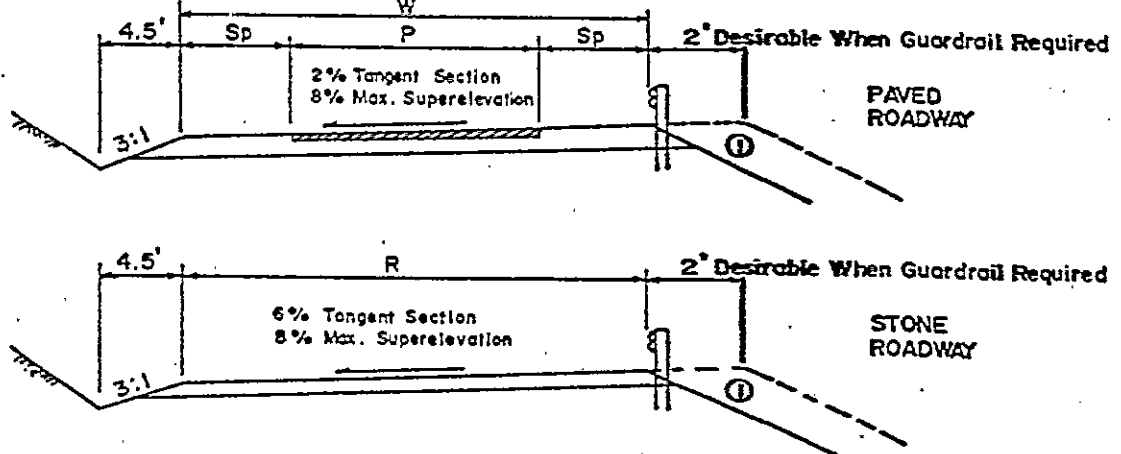
- P - Pavement
- S - Shoulder
- Sp - Parking Lane
- W - Total Roadway Width
- R - Stone Roadway Width
- U.D. - Underdrain
- S<sub>B</sub> - Bridge Shoulder =  $\frac{W-P}{2}$



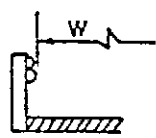
Detail for use of combination curb and gutter instead of plain curb.



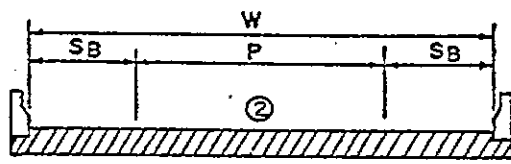
# ONE LANE ROADWAY TYPICAL SECTIONS



# BRIDGE TYPICAL SECTION



Detail for use of guardrail railing instead of concrete parapet.



② Slope same as roadway pavement. S<sub>B</sub> Slope same as P.

① See Item K, Construction Cut And Fills.

FIGURE 1

# GUIDE FOR MINIMUM ROADWAY WIDTH

TWO LANE ROADWAY								
		PAVED		CURBED ROADWAY			BRIDGE	STONE
ADT <sup>①</sup>	DESIGN SPEED MPH	P	S	W	W	W	W	R
		NO PARKING		NO PARKING	ONE SIDE PARKING	TWO SIDE PARKING	NO PARKING	NO PARKING
				P+2S	P+StSp	P+2Sp	P+2S	
<250	20-30	18'	2'	22'	28'	34'	22'	22
250-400	20-30	20'	2'	24'	30'	36'	24'	24
400-750	20-30	20'	4'	28'	32'	36'	26'	28
<400	40-50	20'	2'	24'	30'	36'	24'	—
400-750	40-50	22'	4'	30'	32'	38'	28'	—

① For ADT greater than 750, or for Design Speed greater than 50, consultation with DOH required.

ONE LANE ROADWAY <sup>②</sup>								
ADT < 250	PAVED ROADWAY			PAVED STREETS			BRIDGE	STONE
	P	S	S	W	W	W	W	R
		DESIRABLE	MINIMUM	NO PARKING	ONE SIDE PARKING	TWO SIDE PARKING		
				P+2'	P+Sp	P+2Sp	P+4'	
2-WAY TRAFFIC	10'	6"	4'	—	18'	26'	14'	18'
2-WAY TRAFFIC <sup>③</sup> WITH PULLOUTS	10'	2'	—	12'	—	—	14'	10'
ONE WAY TRAFFIC	10'	2'	—	12'	18'	26'	14'	10'

② One Lane Roadway may be used for low volume roads where topography restricts the use of a two-lane roadway.

③ Pullouts should be provided at all blind vertical and horizontal curves. Other spacing not to exceed 700 feet. The pullouts should be inter-visible for obvious safety and convenience reasons. The minimum length of pullouts should be 100 feet with a minimum roadway width of 22 feet at the pullouts.

## GENERAL NOTES

### A. ADT ESTIMATION

For new facilities which service single family units the ADT may be estimated by multiplying the number of units by eight.

New facilities to commercial buildings will require a traffic projection analysis based on individual use and employment requirements.

B. Use of raised (normal) or depressed crown or single pavement slope dependent on drainage considerations and /or super-elevation requirements.

C. Where underdrain is required for drainage of base course, fabric underdrain or perforated slotted drain is acceptable.

D. Curb may be required on either or both sides of roadway as conditions dictate. Sidewalk or slope behind curbs dependent on adjacent conditions.

E. Curbs should be 6" to 8" in height, except where 2" drop curbs are provided for driveways.

FIGURE 2

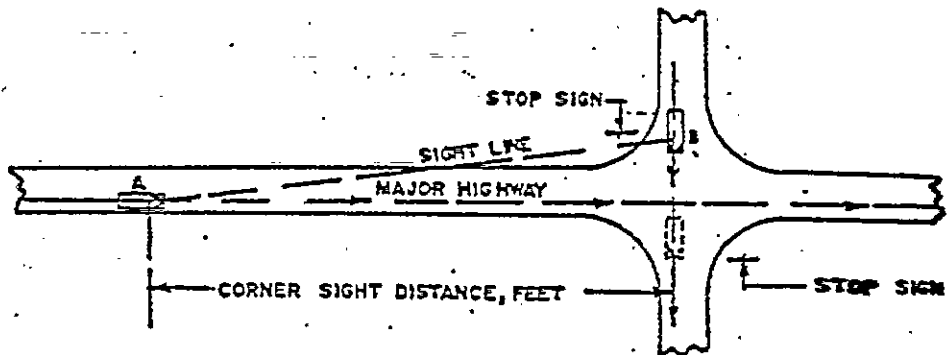
## SUGGESTED CORNER SIGHT DISTANCE

Speed of Through  
Traffic, MPH

Corner Sight Distance, Feet

25  
35  
45  
55

250  
350  
450  
550



SIGHT DISTANCE AT INTERSECTIONS  
FIGURE 3

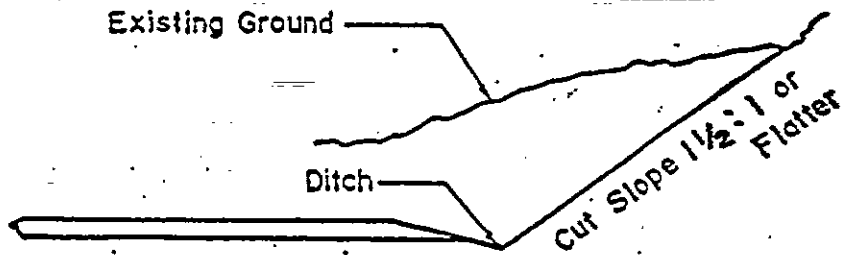
SIGHT DISTANCES FOR COMBINATIONS  
OF STREET AND TRAIN SPEEDS

Maximum Train Speed

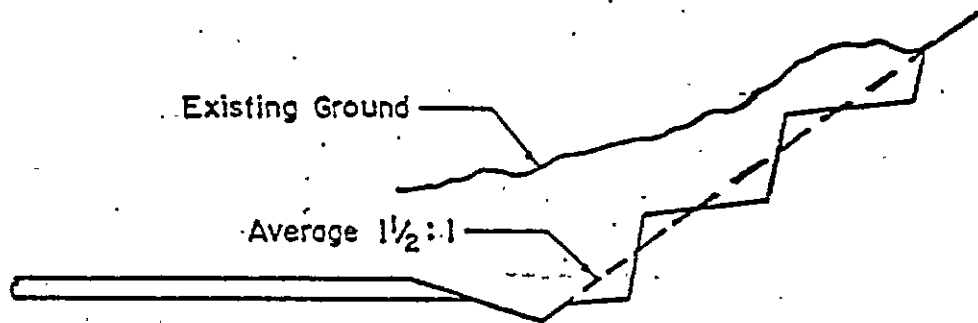
Highway Speed

	10	20	30	40	50
	<u>Distance Along Railroad from Crossing</u>				
10	126	94	94	99	107
20	252	188	188	197	214
30	378	281	281	295	321
40	504	376	376	394	428
50	630	470	470	492	534
60	756	562	562	590	642
	<u>Distance Along Highway from Crossing</u>				
	65	125	215	330	470

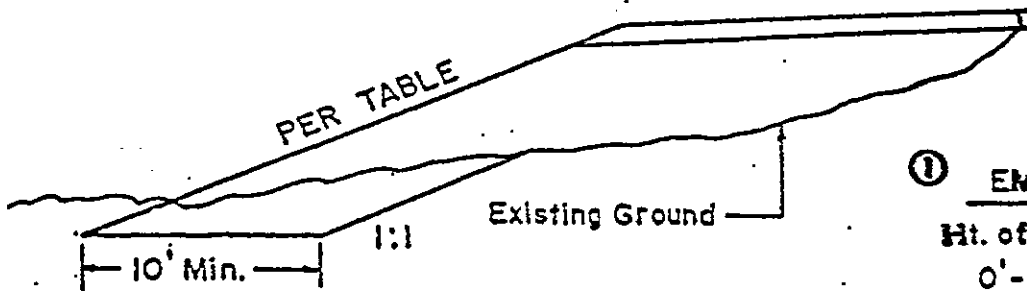
FIGURE 4



TYPICAL CUT IN EARTH



TYPICAL CUT IN ROCK



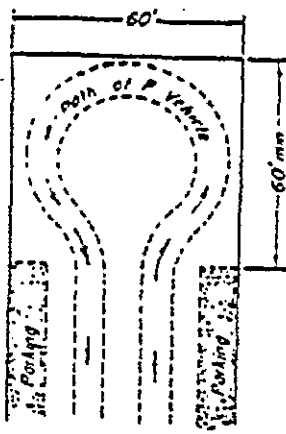
FILL TO BE CONSTRUCTED ON ROCK FOUNDATION

① **EMBANKMENT SLOPEGUIDE**

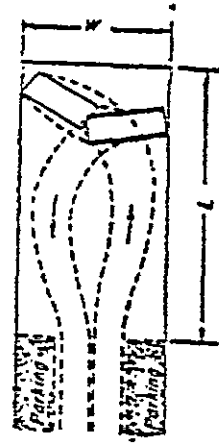
Ht. of Emb.	Slope
0' - 10'	2:1 Max. 4:1 Desirable
> 10'	2:1 Desirable 1 1/2:1 Max.

CONSTRUCTION CUTS AND FILLS

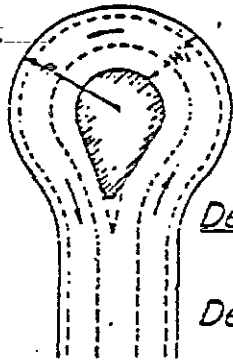
FIGURE 5



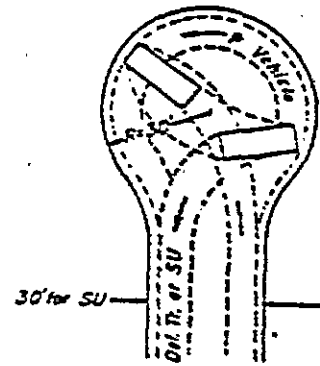
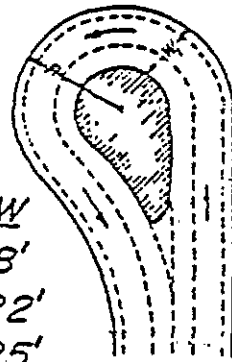
<u>Des. Vehicle</u>	<u>W</u>	<u>L</u>
P	30'	60'
Del. Truck	40'	80'
SU	50'	100'



SQUARE END



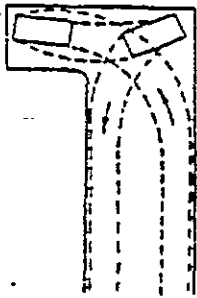
<u>Des. Vehicle</u>	<u>R</u>	<u>W</u>
P	30'	18'
Del. Truck	37'	22'
WB-40	42'	25'
SU & WB-	50'	47'
	30'	30'



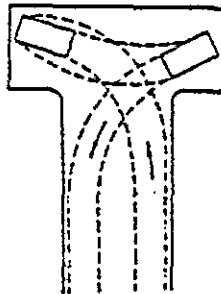
CIRCULAR

CIRCULAR-OFFSET

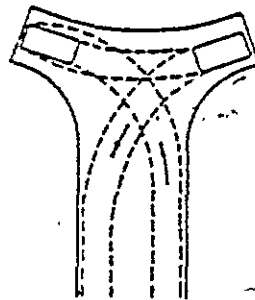
CIRCULAR-ALL PAVED



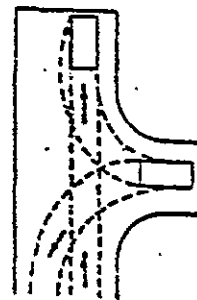
L-TYPE



T-TYPE



Y-TYPE



BRANCH

CUL-DE-SACS AND DEAD END STREETS

FIGURE 6

DISTRICT ENGINEERS

District One  
1334 Smith Street  
Charleston, West Virginia 25301  
Phone: 348-3001

District Two  
Post Office Box 880  
2224 5th Avenue  
Huntington, West Virginia 25712  
Phone: 523-8476

District Three  
120 Scott Street  
Princeton, West Virginia 24740  
Phone: 425-2155

District Four  
Post Office Box 2570  
Meadowbrook Exit 121, I-79  
Clarksburg, West Virginia 26301  
Phone: 623-3791

District Five  
Post Office Box 99  
Junction US Routes 220 and 50  
Burlington, West Virginia 26710  
Phone: 289-3521

District Six  
3rd & Jefferson Streets  
Moundsville, West Virginia 26041  
Phone: 845-4155

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