



STATE OF WEST VIRGINIA  
Department of Revenue  
State Tax Department

Earl Ray Tomblin  
Governor

Craig A. Griffith  
State Tax Commissioner

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July 20, 2012

TO ALL COUNTY ASSESSORS  
STATE OF WEST VIRGINIA

Dear Assessor:

This letter is to notify all county assessors regarding important information for the maintenance, compliance, and submission of tax maps. The Property Valuation Training and Procedures Commission (PVC) is recognized by the State of West Virginia as the agency to establish and carry out guidelines for tax map standards and publishing procedures. Thus, all county assessors and their staff are required to follow the tax map procedural rule: *Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps*, Title 189, Series 3. To ensure that all county assessors are following this mandate, the PVC appointed the West Virginia Property Tax Division (PTD) as the supervisory agency for county guidance and monitoring efforts.

It has come to the PVC's attention that a select number of counties are not submitting their final draft tax maps. Each county is required to submit copies of their revised tax maps on or before February 1<sup>st</sup> of the subsequent calendar year after transfers occur. If counties do not comply with this directive, this will negatively reflect the PTD's monitoring reports that are reviewed by the PVC. We have sent each assessor an official memorandum relating any concerns regarding PTD's stewardship and release of county tax maps (see attached).

TY2013 county monitoring is quickly approaching and assessors and their mappers should review the exchange specifications guidelines attached to this letter. These copies should be easy to reproduce either from hardcopy or digital formats and they should meet quality assurance measures for content and design specifications. Ultimately, this will ensure that end-users may have access to county tax maps.

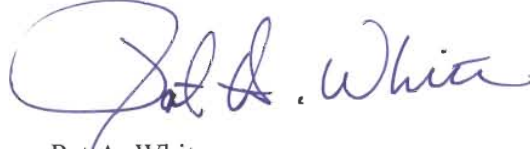
Property Tax Division  
P. O. Box 2389  
Charleston, WV 25328-2389  
Phone (304) 558-3940 FAX (304) 558-1843

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TO ALL COUNTY ASSESSORS  
STATE OF WEST VIRGINIA  
July 20, 2012  
Page Two

If you have any questions or concerns regarding the statements contained within this letter, you may contact me at (304) 558-3940.

Sincerely,

A handwritten signature in blue ink that reads "Pat A. White". The signature is written in a cursive style with a large initial "P" and "A".

Pat A. White  
Assistant Director  
Property Tax Division

PAW/rlj

Attachments

cc: Members, Property Valuation Training  
and Procedures Commission



## Tax Map Submission Guidelines

As defined by the *Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps*, §189CSR3, there are two important county monitoring benchmarks assessed by the West Virginia Property Tax Division (PTD). Please review the following standards for both digital and manual tax maps:

- 1) **Map Content and Design:** Map content (§189-3-6) and design (§189-3-7) requirements.
  - a. Black and white or greyscale only. If using color, feature elements (e.g. roads, rivers, boundaries) must be identifiable when scanned and re-printed in greyscale.
  - b. Follow regular mapping guidelines such as font sizes and symbolology.
  - c. All map elements should be legible when reduced to 50%.
  - d. Maps should be free of clutter and only include necessary elements for tax map purposes.
  
- 2) **Map Maintenance and Submission:** Final drafts are to follow revision protocols and PTD submission guidelines (§189-3-11).
  - a. Maintenance
    - i. Tax maps must be current and have revision dates on each map.
  - b. Submission
    - i. Tax map revisions due to transfers are required to be sent to PTD anytime between July 1<sup>st</sup> and June 30<sup>th</sup> of the following year, but no later than February 1<sup>st</sup> of the following calendar year (§189-3-11.8.b).
    - ii. Manual tax maps can be mailed in tubes.
    - iii. Digital formats (e.g. Adobe PDF, JPG, etc...)
      1. Each revised tax map must be print-ready following the guidelines previously mentioned in Section 1.a-e.
      2. Mailed using digital media packaging.
      3. Digital mapping programs that do not want to submit print-ready digital formats are required to print the tax maps and mail them in a tube.
    - iv. Only send one copy for each revised tax map.
  - c. All tax maps are to be mailed or hand-delivered to the Property Tax Division.