**County Tax Map Style Guide and Documentation (D-R-A-F-T)**

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**Purpose**

This guide details the file name standards for the WV tax maps found on the WV GIS Technical Center website. Consistent files names are necessary to build dependable links to individual tax map files. Those links are built using alpha-numeric codes linked to specific parcels. The intended goal is to link a specific parcel to its associated tax map. The standardization allows for users to web link to nearly 23,000 full-version tax maps in PDF format.

Furthermore, the county assessor’s published full-version tax maps are the primary authoritative source for surface tax maps and should be consulted if there are questions about the accuracy of the digital parcels on web applications. A PDF file of any full-version tax map in West Virginia can be accessed by a web browser using the following URL parameters:

**Short URL format:**
[https://www.mapwv.gov/taxmaps/?m=**02-04-037M**](https://www.mapwv.gov/taxmaps/?m=02-04-037M) (County Code - District No. - Map ID).

The example above links to Map Number 037M, Hedgesville District (04), Berkeley County (02). This shorter URL format consisting of alpha-numeric codes is then expanded with county and district names to link to the map files on the Data Clearinghouse:

**Long URL format** to link to PDFs on Data Clearinghouse:
<http://data.wvgis.wvu.edu/pub/Clearinghouse/planningLanduseCadastres/wv_tax_maps/PDF/02_Berkeley_County/04_Hedgesville_Dist/04-037M.PDF>

The file naming conventions are standardized for web links to full-version tax map PDF files located on the State Data Clearinghouse and for the district parcel zoom function in web map applications.

Tax map PDF files in bulk can be downloaded from the State Data Clearinghouse at <http://wvgis.wvu.edu/data/dataset.php?ID=371>.

The direct connections are as follows:

(HTTP): <http://data.wvgis.wvu.edu/pub/Clearinghouse/planningLanduseCadastres/wv_tax_maps/PDF/>

(FTP): ftp://ftp.wvgis.wvu.edu/pub/Clearinghouse/planningLanduseCadastres/wv\_tax\_maps/PDF/

**Style Standard**

**General guidelines**

1. Folder and file names should contain only letters and numbers
2. Spaces should be replaced with a single underscore: \_
3. Folders should begin with a two-digit numeric code
4. Files should be in PDF format

**County folder guidelines**

 General form: NN\_<county name>\_County

1. Folders should be alphabetized by county name with the first letter capitalized
2. Folders should begin with a two-digit code before the county name (NN above)
3. The first folder should begin with 01 and the last should begin with 55
4. A capitalized ‘County’ should follow the county name.

Example: /04\_Braxton\_County/

Example: /28\_Mercer\_County/

**District/Corporation folder guidelines**

 General form: NN\_<district or corporation name>\_<Dist/Corp>

1. Folders should be alphabetized by name with the first letter capitalized
2. All words in the district or corporations name should be capitalized
3. Folders should begin with a two-digit code before the folder name (NN above)
4. The first folder should begin with 01 through the number of districts or corporations in the county
5. A capitalized ‘Dist’ or ‘Corp’ should follow the name as applicable. The full words should not be used

Example: /07\_Frankford\_Dist/

Example: /08\_Valley\_Grove\_Villiage\_Corp/

**Tax Map file name guidelines**

 General form: NN-MMMM.PDF

1. All files should be in PDF format. The TIFF format should not be used since it is more problematic in viewing and has varying TIFF format specifications.
2. All files should begin with the two-digit district or corporation number to which they belong followed by a dash -
3. All files should then have a 4 digit for the map name. Leading zeros should be use to pad the number if the tax map number is less than 4 digits. E.G., map number 23 would become 0023.
4. If the map contains a letter, as in map 41a, then the letter will be capitalized and added to the end of the number. E.G., map 41a would become 041A.
5. All the GIS map numbers should match the IAS entries for map number. The IAS map number should be the authoritative source.

Example: /07-045A.PDF

Example: /23-0110.PDF

**Current County Variations from Guidelines (as of 8/1/2017)**

**Barbour County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Districts-map number. Map numbers are 1 or 2 digits |
| Examples | 01-1.tif, 05-17A.tif |
| Notes | Contains “New Maps” folders |

**Berkeley County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Map number, first letter of district name starts the number |
| Examples | 02.tif, 02P.tif, A02.PDF |
| Notes |  |

**Boone County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Map number |
| Examples | 02.tif, 03.PDF, 28A.tif |
| Notes |  |

**Braxton County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Map numbers are 1 or 2 digits. A – between map number and letter |
| Examples | 01.PDF, 1-L.tif, 06.tif |
| Notes |  |

**Brooke County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Map numbers are 1 or 2 digits |
| Examples | 31.PDF, 8.PDF |
| Notes |  |

**Cabell County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Follows standards |
| Examples |  |
| Notes | Contains Inset maps |

**Calhoun County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 01.tif, 06a.tif |
| Notes |  |

**Clay County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit district number – two digit map number |
| Examples | 01-05.tif |
| Notes |  |

**Doddridge County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit map numbers |
| Examples | 02.PDF, 01.tif |
| Notes |  |

**Fayette County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Three digit map number, some district names in files |
| Examples | 033n.tif, 100,tif, FAYETTEVILLE-36L.PDF |
| Notes | Contains “New Maps” folders |

**Gilmer County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map numbers |
| Examples | 01.tif |
| Notes |  |

**Grant County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Three-digit map numbers. Some have districts before name |
| Examples | 130.tif, 386a.PDF, 02-001.PDF |
| Notes | Contains “New Maps” folders |

**Greenbrier County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district number – one or two digit map number |
| Examples | 01-1.PDF, 02-24N.PDF |
| Notes |  |

**Hampshire County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district number – two digit map number |
| Examples | 01-10.PDF |
| Notes |  |

**Hancock County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | District name letter before two digit map number |
| Examples | B 30.PDF, B 35P.PDF |
| Notes |  |

**Hardy County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Single digit district number-three digit map number |
| Examples | 1-211.PDF, 1-231A.PDF |
| Notes |  |

**Harrison County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit district number – three or four digit map number |
| Examples | 01-0110.PDF, 07-267B.PDF |
| Notes |  |

**Jackson County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number |
| Examples | 08a.tif |
| Notes |  |

**Jefferson County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | One or two digit district number-two digit map number |
| Examples | 2-10.PDF, 2-10A.PDF |
| Notes |  |

**Kanawha County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 12b.tif |
| Notes | Contains “New Maps” folders |

**Lewis County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Districts-map number. Map numbers are 1 or 2 digits |
| Examples | 01-1.tif, 01-4M.tif |
| Notes | Contains “New Maps” folders |

**Lincoln County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number |
| Examples | 08.PDF, 15A.PDF |
| Notes |  |

**Logan County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two or three digit map names |
| Examples | 06.PDF, 008b.PDF, 125.tif |
| Notes |  |

**Marion County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | District number – two digit map name |
| Examples | 01-45.PDF, 01-53a.PDF |
| Notes | Contains “New Maps” folders, contains inset maps |

**Marshall County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit map names |
| Examples | 01.tif, 04A.tif, 02.PDF |
| Notes | Contains “New Maps” folders |

**Mason County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two or three digit map names |
| Examples | 323.tif, 01.tif, 243-1.tiff |
| Notes | Odd examples of three digit number – single number |

**McDowell County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two or three digit map number, sometimes district – map number |
| Examples | 05.tif, 272.tif, 05-169.tif |
| Notes |  |

**Mercer County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district – one or two digit map number |
| Examples | 01-4.PDF, 02-10Q.PDF |
| Notes |  |

**Mineral County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district \_ (underscore) two digit map number |
| Examples | 01\_08A.PDF |
| Notes |  |

**Mingo County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two or three digit map number |
| Examples | 03.tif, 385b.tif, 494.tif |
| Notes |  |

**Monongalia County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number |
| Examples | 04PP.PDF, 09.PDF |
| Notes |  |

**Monroe County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district –two digit map number |
| Examples | 01-01.PDF, 03-10A.PDF |
| Notes |  |

**Morgan County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district – one or two digit map number |
| Examples | 01-1.PDF, 02-2A.PDF |
| Notes | Contains “New Maps” folders |

**Nicholas County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit district-two digit map |
| Examples | 01-11.tif, 02-24.PDF, 22 inset 1.tif, po 10 & 11.tif |
| Notes | Contains “New Maps” folders. Some ampersands. Inset maps |

**Ohio County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | One or two letters for district then two digit map number |
| Examples | RB01.PDF, RB01A.PDF |
| Notes | Contains “New Maps” folders |

**Pendleton County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit district – one or two digit map number |
| Examples | 01-01.PDF, 01-33B.PDF |
| Notes |  |

**Pleasants County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit District number District Name-one or two digit map number |
| Examples | 01 Belmont-1.tif, 01 Belmont-3B.PDF |
| Notes |  |

**Pocahontas County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit map number |
| Examples | 08A.PDF, 01.tif |
| Notes |  |

**Preston County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit district number – one or two digit map number |
| Examples | 01-1.PDF, 06-3.tif, 01-12A.PDF |
| Notes |  |

**Putnam County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two or three digit map number |
| Examples | 02.tif, 105.tif, 231D.PDF |
| Notes | Contains “New Maps” folders |

**Raleigh County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit map name. |
| Examples | 78.tif, 06.PDF, 100-1.PDF, 49(NE).PDF, 49ab.PDF |
| Notes | Contains “New Maps” folders. Lots of exceptions. Oddest case |

**Randolph County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit district-one to three digit map number. Sometimes full district name then map number |
| Examples | 01.tif, 04.PDF, ELLENBORO 01.PDF |
| Notes |  |

**Ritchie County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit district-one to three digit map number. Sometimes full district name then map number |
| Examples | 01.tif, 04.PDF, ELLENBORO 01.PDF |
| Notes |  |

**Roane County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two or three digit map number |
| Examples | 01.tif,22A.PDF |
| Notes |  |

**Summers County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number |
| Examples | 02.PDF, 21a.PDF, 01inset.PDF |
| Notes | Contains inset maps |

**Taylor County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 01.tif, 10A.tif |
| Notes | Contains “New Maps” folders |

**Tucker County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Three digit map number |
| Examples | 281.tif, 284a.tif |
| Notes |  |

**Tyler County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 01.tif, 10A.tif |
| Notes |  |

**Upshur County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number |
| Examples | 01.tif, 10A.tif |
| Notes |  |

**Wayne County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 01.tif, 10A.tif |
| Notes |  |

**Webster County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two digit map number. Some contain ampersands |
| Examples | 01.PDF, 10m.PDF, 6 & 6A.PDF |
| Notes |  |

**Wetzel County**

|  |  |
| --- | --- |
| File formats | TIFF, PDF |
| File names | Two digit district-two digit map. Some just two digit map |
| Examples | 01-05.PDF, 01-12A.PDF, 02.tif |
| Notes |  |

**Wirt County**

|  |  |
| --- | --- |
| File formats | TIFF |
| File names | Two digit map number |
| Examples | 05.tif, 02d.tif |
| Notes |  |

**Wood County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Two or Three digit map name |
| Examples | 10.tif, 011.PDF, 230.PDF |
| Notes |  |

**Wyoming County**

|  |  |
| --- | --- |
| File formats | PDF |
| File names | Three digit map name |
| Examples | 001.PDF, 001a.PDF, 109.PDF |
| Notes | Contains “New Maps” folders. Contains Inset maps |