

UNIFORM PARCEL IDENTIFIER PROGRAM – UPI

As of January 1, 2005, land record instruments must receive a Uniform Parcel Identifier (UPI) prior to the recording of the instrument. The Recorders Office will not accept documents for recording without the ASSIGNED UPI DOCUMENT presented with it. There is a \$15.00 recording fee for each UPI STAMP, **payable at the time of recording**. UPI's are assigned/verified by the County Assessment Office. For additional information, please review the following list of commonly asked questions and answers.

Q & A on the Uniform Parcel Identifier Ordinance:

Why have the UPI Ordinance?

By instituting this Ordinance, the County looks forward to being able to have a better interconnectivity between the multiple offices that work with land records. In addition, the UPI will become a searchable item in these Offices. Hopefully, this will help the public and professionals more easily identify the connection between those instruments with a given Uniform Parcel Identifier and the County records that they reference.

What instruments need a UPI prior to recording?

1. Deeds
2. Instruments that transfer any interest in real property
3. Articles of agreement for the sale of land
4. Quit-claim deeds
5. Quit title decrees
6. Memorandum of Sales
7. Boundary Line Agreements
8. First right of refusal
9. Option to purchase
10. Road vacation documents
11. Deed of Dedications
- 12 Lot Additions and Consolidations
13. Any other document which transfers any interest in land and which is to be recorded.

The following list of documents does not require the imprinting of a UPI number.

1. Every mortgage, including mortgage assignments, extension, releases, and Postponements;
2. Secured transactions;
3. Easements and Right-of-way Agreements;
4. Declarations of Trust;
5. Releases;
6. Power of Attorney;
7. Satisfaction Pieces;
8. Leases;
9. Confirmation of Bankruptcy;
10. Approval of Trustees;
11. Adjudications not related to interests in land;
12. Severance Agreements;
13. Election to Take Against Will;
14. Plot Plans
15. Declaration of By-Laws
16. Service Discharge Papers
17. Oath, Bond and Commissions or Notaries Public, County Office and all others who receive their Commissions from the State.
18. Cemetery or Burial Lots

What is the process of receiving a UPI?

When the instrument is ready for an assigned or verified UPI, it can be Faxed, Emailed or brought to the County Assessment Office. We will not accept instruments that have been mailed to the Register and Recorders Office without the ASSIGNED UPI DOCUMENT presented with it. Legally there is a 48-hour or two business day turnaround for the County to assign or verify the UPI. In most cases, we will try to assist people as quickly as possible or the instruments can be picked up at a later time. Once we have the instruments, we look them over to determine whether the information provided denotes a UPI to be verified or requires a new UPI to be assigned. Below are the main components which are looked at to begin this determination,

UPI Requirement Highlights

Rules & Regulations

For the Assessment Office to process any property transfers in the allotted amount of time, (Two working days) *Section 4(b)* pursuant to the Clinton County *UPI Ordinance #4 of 2004* the following requirements shall be met.

Deeds Must Be Pre-Approved Prior To Being Submitted To The Recorders Office.

1. Follow the requirements as set forth in the *Uniform Parcel Identifier Ordinance #4 of 2004*.
2. Straight transfers of parcels shall have, but not limited to the following:
 - a. The text of the deed shall be the same in describing the parcel being transferred and have reference to the previous deed by recorded book & page numbers, also any excepting & reserving out of said Parcel:
 - b. The text of the deed should also include a description of any buildings included in the transfer;
 - c. The text of the deed shall make reference to the existing Parcel Number for the property.
 - d. The text of the deed shall include the name and mailing address' of the Grantee and the 911 (physical or situs) address of the property;
 - e. The deed shall be accompanied with a document that discloses the name, contact phone number and or address of the individual or firm that prepared the deed.
 - f. Every deed shall have an indentation of 1½" (margin) at the metes & bounds description, where the UPI stamps will be placed.
2. Splits & Subdivisions of parcels shall include in addition to the above-mentioned items Required by a Straight transfer the following, but not limited to:
 - a. When submitting a property deed for a UPI assignment as per *Section 4(b), (c), (d) & (e)*, that is a split off from the original parent parcel, or a sub-division of an existing parcel, that deed shall be accompanied with a certified survey drawing with legible metes and bounds describing the new parcel as described in the submittal deed.

Questions regarding the establishment of the rules, regulations and implementation of the ordinance in accordance with *Section 4(d)* should be directed to the Clinton County Assessment Office by phone or electronic means.

Phone: 570-893-4031; Fax: 570-893-4272

Email: assessment@clintoncountypa.com

COUNTY OF CLINTON

ORDINANCE NO. 4 OF 2004

UNIFORM PARCEL IDENTIFIER ORDINANCE

IT IS HEREBY ORDAINED AND ENACTED, by the Board of Commissioners of Clinton County, as provided by Acts One, Two, Three and Four of 1988 of the General Assembly of the Commonwealth of Pennsylvania, 21 P.S. Sections 331 et seq. and 16 P.S. Sections 9854.1 et seq., 21 P.S. Sections 10.1 and 16 P.S. Sections 9781.1, the following shall constitute the Clinton County Uniform Parcel Identifier Ordinance:

Section 1 – Short Title

This ordinance shall be known may be cited as the UNIFORM PARCEL IDENTIFIER ORDINANCE.

Section 2 – Definitions

The following words and phrases when used in this Ordinance shall have the meaning given to them in this Section unless the context clearly indicates otherwise. All words and terms not defined herein shall be used with a meaning of standard usages.

“County Tax Map.” A map describing real estate in Clinton County, maintained for tax assessment purposes as otherwise proved by law.

“Governing Body.” The County Commissioners of Clinton County or successors thereto.

“Judicial Sale Deed.” A conveyance ordered by the courts for sale of lands made for non-payment of taxes where the tax burden and all other financial burden is exempted to place real property back in productive taxing status.

“Metes and Bounds.” The boundary lines of land, with their terminal points and angles. A way of describing land by listing the compass directions and distances of the boundaries.

“Municipality.” Borough, incorporated town, township of the first or second class or any similar general purpose units of government as may thereafter be created by the General Assembly. The term shall include those general purpose units of government smaller than a county which exercise self-government under a home rule charter or optional plan.

“Tax Sale Deed.” A conveyance given upon the sale of lands made for the non-payment of taxes: the deed by an officer of the law conveys the title of the owner to the purchaser at the tax sale.

“Uniform Parcel Identifier.” A finite, punctuated sequence of numbers indicating the land parcel or other interest in real estate as shown on the recorded county tax map, which sequence shall be the existing or assigned county tax parcel number.

(a) In the case of a “unit” within the meaning of the Act of July 2, 1963 (P.L. 196, No. 117), known as the Unit Property Act, a designator for the number of the “unit” as indicated on the recorded “declaration plan” shall be included in the sequence of numbers forming the uniform parcel identifier for such “unit.”

(b) In the case of a “unit” within the meaning of Title 68 Pa. C.S. part II Subpart B (relating to condominiums); a designator for the number of the “unit” as indicated on the recorded declaration shall be included in the sequence of numbers forming the uniform parcel identifier for such “unit”.

(c) In the case of an interest in real estate less than fee simple, an additional designator may be included in the sequence of numbers forming the uniform parcel identifier for such interest in order to distinguish such interest from the fee simple parcel of which such interest is a part.

(d) In the case of multiple described lots, tracts, parcels, or other described areas of land now contained in an existing and recorded “common deed”, a separate uniform parcel identifier may be assigned for each lot, tract, parcel, or other described area as long as there is evidence to indicate that prior to August 1, 1966, the lot, tract, parcel, or other described area of land was at one time documented (by a recorded deed) as a separate and

distinct entity, and is now described in the “common deed” using the same description from a former or current deed, excepting Tax Claim and Judicial Deeds.

(e) Any document exempted or excluded under Section “4f” may or may not be considered a lot of record.

Section 3 – Permanency of county maps

The Clinton County Board of Commissioners hereby requires the Clinton County Board of Assessment to implement the uniform parcel identifier system and the Clinton County Board of Assessment shall maintain a permanent record of all county tax maps with the uniform parcel identifier clearly assigned and visible to each parcel.

Section 4 – Assigning uniform parcel identifiers

(a) Requirements of county tax maps - The Clinton County Board of Commissioners hereby designate the Clinton County Board of Assessment as the permanent depository of all county tax maps. The Clinton County Board of Assessment shall assign to each parcel a uniform parcel identifier number which shall correspond with the county tax map numbers.

(b) Assignment of uniform parcel identifier – At the request of an owner subdividing, consolidating, or otherwise affecting for future transfer, any parcel or parcels whether or not designated on the county tax map, the Clinton County Board of Assessment, having custody of the county tax maps, shall assign a uniform parcel identifier to each parcel included in the proposed document. If the conveyance in the proposed transfer represents a change of size and/or a description of the real estate, the owner shall provide the Clinton County Board of Assessment with a metes and bounds description based on a precise and accurate survey or a recorded plan and a lot number with references to a recorded subdivision plan and Plat Book and page number(s). The plan or survey shall be prepared by a professional land surveyor as required by the Act of May 23, 1945 (P.L. 913, No. 367), known as the Professional Engineers Registration Law. The metes and bounds description printed on the document as presented for a uniform parcel identifier shall match the recorded plan or survey. Any subdivision plan, land development, and/or condominium plan as approved by the applicable municipality and properly recorded in the County Recorder of Deeds Office, which was prepared prior

(d) Tax sale deeds may be recorded without a description, but must include a uniform parcel identifier number.

Section 7 – Fees

Officials providing services in accordance with this ordinance shall receive the following fees:

- (a) The Clinton County Board of Assessment shall charge a fee to be fixed for each instrument to which a uniform parcel identifier is assigned as provided in Section 6 of Act No. 1988-1.

The fee schedule will be set by the Clinton County Board of Commissioners by resolution and may be amended from time to time by resolution duly adopted by the Clinton County Board of Commissioners. The initial fee is hereby established at \$15.00 for each description that is assigned a uniform parcel identifier.

Section 8 –

In accordance with Act 1988-4, 16 P.S. Section 9781, the written recommendation of the Recorder of Deeds of Clinton County is attached hereto.

Section 9 – Severability

The provisions of this Ordinance are severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision or application of this Ordinance.

Section 10 – Effective Date

This Ordinance Shall be effective the 1st day of September, 2004 and shall remain in effect until the expiration of the appropriate enabling legislation, amendment thereof, or action by the Clinton County Board of Commissioners.

to the initial effective date of this ordinance and which contains metes and bounds shall be acceptable for compliance with this paragraph. The review and/or assignment of uniform parcel identifiers shall take place within no more than two (2) full business days of the presentation of the request for such assignment when accompanied by the survey and/or subdivision plan.

(c) It shall be the obligation of the seller, grantor, transferor, or agent thereof, of the parcel to obtain the uniform parcel identifier from the Clinton County Assessment Office prior to the transfer.

(d) The Clinton County Board of Assessment shall establish rules and regulations to implement the ordinance, which shall include a listing of documents which do and do not require a uniform parcel identifier.

(e) A uniform parcel identifier shall be imprinted on the following types of documents:

1. Deeds
2. Instruments that transfer any interest in real property
3. Articles of agreement for the sale of land
4. Quit-claim deeds
5. Quit title decrees
6. Memorandum of Sales
7. Boundary Line Agreements
8. First right of refusal
9. Option to purchase
10. Road vacation documents
11. Deed of Dedications
- 12 Lot Additions and Consolidations
13. Any other document which transfers any interest in land and which is to be recorded.

(f) Each document shall have a minimum of one and one-half inches of space on each page of metes and bounds description where the Assessment Office may place the Uniform Parcel Identifier(s).

(g) The following list of documents does not require the imprinting of a uniform parcel identifier number thereon.

1. Every mortgage, including mortgage assignments, extension, releases, and Postponements;
2. Secured transactions;
3. Easements and Right-of-way Agreements;
4. Declarations of Trust;
5. Releases;
6. Power of Attorney;
7. Satisfaction Pieces;
8. Leases;
9. Confirmation of Bankruptcy;
10. Approval of Trustees;
11. Adjudications not related to interests in land;
12. Severance Agreements;
13. Election to Take Against Will;
14. Plot Plans
15. Declaration of By-Laws
16. Service Discharge Papers
17. Oath, Bond and Commissions or Notaries Public, County Office and all others who receive their Commissions from the State.
18. Cemetery or Burial Lots
19. Oil, gas or mineral lease(s) or any subsurface estate.

Section 5 – Recording procedures – Clinton County Board of Assessment

(a) Generally – The provisions of this section shall govern all county tax maps recording pursuant to this ordinance.

(b) Initial recording – Immediately upon the adoption of this ordinance, or at such later time as might be provided, the Clinton County Board of Assessment, having

custody of the county tax maps, shall provide for their permanency in the Clinton County Assessment Office.

(c) Additions, revisions and changes to county tax maps – Changes in municipal or county boundaries resulting from annexation or otherwise, subdivisions, re-subdivisions, and lot additions shall be indicated on the county tax maps as provided by law, and such revisions or new county tax maps, or that part thereof, which is revised or new shall be filed within ten days of their revision or addition, or in lieu thereof, the revised or new subdivision plan with the uniform parcel identifiers affixed shall be recorded in the Office of the Clinton County Board of Assessment.

(d) Filing certified copies of county tax maps – A copy of any county tax map certified by the Clinton County Board of Assessment may be placed in the depository in lieu of the original map.

(e) Maintenance of tax maps – County tax maps may be maintained in the permanent depository maintained by the Clinton County Board of Assessment in a microfilmed, bound, or otherwise permanent form for reference as provided by this ordinance.

Section 6 – Recording Procedures – Recorder of Deeds

(a) All Subdivision plans presented for recording shall be the original document containing all original signatures and seals as approved by the applicable governing body. Furthermore, the subdivision plan shall be on mylar or velum or other medium as deemed appropriate by the Clinton County Recorder of Deeds Office. The Recorder of Deeds shall not accept any plans for recording unless said plans are legible in all aspects, suitable for microfilming, and sized as required by the Recorder of Deeds Office.

(b) A document to be recorded in the Recorder of Deeds' Office which transfers a new lot or parcel of land for the first time and which is depicted upon a recorded plot plan or other recorded plan shall include a statement as to the plat book number or other reference by book and page.

(c) The Recorder of Deeds Office SHALL NOT accept deeds or other applicable instruments for recording unless accompanied by a properly assigned uniform parcel identifier.