

BOARD OF COUNTY COMMISSIONER
COUNTY OF SULLIVAN

ORDINANCE NO. 9301-76

UNIFORM PARCEL IDENTIFIER ORDINANCE

AN ORDINANCE TO ESTABLISH A UNIFORM PARCEL IDENTIFIER SYSTEM BY PROVIDING FOR SULLIVAN COUNTY ASSESSOR'S OFFICE TO BE THE DEPOSITORY OF THE COUNTY'S TAX MAPS INCLUDING ADDITIONS, DELETIONS AND REVISIONS OF SAID MAPS, AND BY PROVIDING FOR THE ASSIGNMENT, BY SULLIVAN COUNTY ASSESSOR'S OFFICE, OF UNIFORM PARCEL IDENTIFIERS FOR EACH PARCEL ON THE MAP IN ORDER TO FACILITATE CONVEYANCING AND TAX ASSESSMENT AND TO ESTABLISH A MODERN LAND RECORD SYSTEM.

IT IS HEREBY ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF SULLIVAN COUNTY THAT, AS PROVIDED BY 16 P.S. SECTIONS 9854.1 ET SEQ., 21 P.S. SECTIONS 10.1 ET SEQ. AND 16 P.S. SECTIONS 9781.1 ET SEQ., THE FOLLOWING SHALL CONSTITUTE THE SULLIVAN COUNTY UNIFORM PARCEL IDENTIFIER ORDINANCE:

SECTION 1 - SHORT TITLE

THIS ORDINANCE SHALL BE KNOWN AND 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:

"COUNTY TAX MAP" - A MAP DESCRIBING REAL ESTATE IN SULLIVAN COUNTY MAINTAINED FOR TAX ASSESSMENT PURPOSES AS OTHERWISE PROVIDED BY LAW.

"GOVERNING BODY" - THE COUNTY COMMISSIONERS OF SULLIVAN COUNTY OR SUCCESSORS THERETO.

"MUNICIPALITY" - BOROUGH, INCORPORATED TOWN, TOWNSHIP OF THE FIRST OR SECOND CLASS OR ANY SIMILAR GENERAL PURPOSES UNIT OF GOVERNMENT AS MAY HEREAFTER 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.

"UNIFORM PARCEL IDENTIFIER" - A FINITE, PUNCTUATED SEQUENCE OF NUMBERS INDICATING THE LAND PARCEL OR OTHER INTEREST IN REAL ESTATE AS SHOWN ON THE COUNTY TAX MAP CURRENTLY USED BY THE ASSESSOR'S OFFICE 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 3, 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 68 PA C.S. PART 11 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.

SECTION 3 - PERMANENCY OF COUNTY MAPS

THE SULLIVAN COUNTY BOARD OF COMMISSIONERS HEREBY REQUIRE THE SULLIVAN COUNTY BOARD OF ASSESSMENT TO IMPLEMENT THE UNIFORM PARCEL IDENTIFIER SYSTEM AND THE SULLIVAN COUNTY ASSESSMENT OFFICE SHALL PROVIDE 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 SULLIVAN COUNTY BOARD OF COMMISSIONERS HEREBY DESIGNATE THE SULLIVAN COUNTY ASSESSMENT OFFICE AS THE PERMANENT DEPOSITORY OF ALL COUNTY TAX MAPS. THE SULLIVAN COUNTY ASSESSMENT OFFICE 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 - UPON WRITTEN REQUEST OF AN OWNER SUBDIVIDING , CONSOLIDATING OR OTHERWISE AFFECTING FOR FUTURE TRANSFER, ANY PARCEL OR PARCELS WHETHER OR NOT DESIGNATED ON A COUNTY TAX MAP, THE SULLIVAN COUNTY ASSESSMENT OFFICE, HAVING CUSTODY OF THE COUNTY TAX MAP, SHALL ASSIGN A UNIFORM PARCEL IDENTIFIER TO EACH PARCEL INCLUDED IN THE PROPOSED DEED. IF THE CONVEYANCE IN THE PROPOSED TRANSFER REPRESENTS A CHANGE OF SIZE AND A DESCRIPTION OF THE REAL ESTATE, THE OWNER SHALL PROVIDE THE SULLIVAN COUNTY ASSESSMENT OFFICE WITH A METES AND BOUNDS DESCRIPTION BASED ON A PRECISE AND ACCURATE SURVEY, AND A LOT NUMBER WITH REFERENCES TO A RECORDED SUBDIVISION PLAN, WHICH PLAN ON ITS FACE SHOWS METES AND BOUNDS 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. 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 TO THE EFFECTIVE DATE OF THIS ORDINANCE, AND WHICH CONTAINS METES AND BOUNDS SHALL BE ACCEPTABLE FOR COMPLIANCE WITH THIS PROVISION. THE ASSIGNMENT OF THE UNIFORM PARCEL IDENTIFIERS SHALL TAKE PLACE WITHIN ONE DAY OF THE PRESENTATION OF THE WRITTEN REQUEST FOR SUCH ASSIGNMENT WHEN ACCOMPANIED BY THE SURVEY AND/OR SUCH SUBDIVISION PLAN.

(c) IT SHALL BE THE OBLIGATION OF THE SELLER, GRANTOR, TRANSFERROR OR AGENT OF THE PARCEL TO OBTAIN THE

UNIFORM PARCEL IDENTIFIER FROM THE SULLIVAN COUNTY ASSESSMENT OFFICE PRIOR TO THE TRANSFER.

(d) THE SULLIVAN COUNTY BOARD OF ASSESSMENT SHALL PROSCRIBE RULES AND REGULATIONS TO IMPLEMENT THIS 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: DEEDS, INSTRUMENTS THAT TRANSFER ANY INTEREST IN REAL PROPERTY, ARTICLES OF AGREEMENT FOR THE SALE OF LAND, QUIT-CLAIM DEEDS, QUIET TITLE DECREES AND ANY OTHER DOCUMENT WHICH TRANSFERS AN INTEREST IN LAND AND WHICH IS TO BE RECORDED.

(f) THE FOLLOWING LIST OF DOCUMENTS DO NOT REQUIRE THE IMPRINTING OF A UNIFORM PARCEL IDENTIFIER NUMBER THEREON. THE LIST IS NOT EXCLUSIVE AND OTHERS MAY BE ADDED THROUGH THE ISSUANCE OF ADDITIONAL REGULATIONS BY THE SULLIVAN COUNTY BOARD OF ASSESSMENT:

1. EVERY MORTGAGE, INCLUDING MORTGAGE ASSIGNMENTS, EXTENSIONS, 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 BANKRUPTCY
10. APPROVAL OF TRUSTEES
11. ADJUDICATION
12. SEVERANCE AGREEMENTS
13. ELECTION TO TAKE AGAINST WILL

14. DECLARATION OF BY-LAWS
15. SERVICE DISCHARGE PAPERS
16. OATH, BOND AND COMMISSIONS OF NOTARIES PUBLIC, COUNTY OFFICE AND ALL OTHERS WHO RECEIVE THEIR COMMISSIONS FROM THE STATE
17. FEDERAL, STATE AND LOCAL CONDEMNATIONS FOR R.O.W. PURPOSES

(g) IT IS THE POLICY OF THE SULLIVAN COUNTY ASSESSMENT OFFICE TO REQUIRE A COPY OF A CORRECTIVE SURVEY WHEN CORRECTING DESCRIPTION ON A NEW DEED. IT IS RECOMMENDED THAT A SURVEY BE RECORDED, BUT NOT REQUIRED.

SECTION 5 - RECORDING PROCEDURES

(a) GENERALLY - THE PROVISIONS OF THIS SECTION SHALL GOVERN ALL RECORDS OF COUNTY TAX MAPS PURSUANT TO THIS ORDINANCE.

(b) INITIAL RECORDING - IMMEDIATELY UPON THE ADOPTION OF THIS ORDINANCE, OR AT SUCH LATER TIME AS MIGHT BE PROVIDED, THE SULLIVAN COUNTY ASSESSMENT OFFICE, HAVING CUSTODY OF THE COUNTY TAX MAPS, SHALL PROVIDE FOR THEIR PERMANENCY IN THE SULLIVAN COUNTY ASSESSMENT OFFICE.

(c) ADDITIONS, REVISIONS AND CHANGES TO COUNTY TAX MAPS - CHANGES IN MUNICIPAL OR COUNTY BOUNDARIES, RESULTING FROM ANNEXATION OR OTHERWISE, SUBDIVISIONS, RESUBDIVISIONS 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 IN THE SULLIVAN COUNTY ASSESSMENT OFFICE. IN LIEU THEREOF, THE REVISED OR NEW SUBDIVISION PLAN WITH THE UNIFORM PARCEL IDENTIFIERS AFFIXED SHALL BE FILED IN THE SULLIVAN COUNTY ASSESSMENT OFFICE.

(d) FILING CERTIFIED COPIES OF COUNTY TAX MAPS - A COPY OF ANY COUNTY TAX MAP CERTIFIED BY THE SULLIVAN COUNTY ASSESSMENT OFFICE 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 SULLIVAN COUNTY ASSESSMENT OFFICE IN A MICROFILMED, BOUND OR OTHERWISE PERMANENT FORM FOR REFERENCE AS PROVIDED BY THIS ORDINANCE.

(f) ALL SUBDIVISION PLANS PRESENTED FOR RECORDING ARE REQUIRED TO BE ON MYLAR FILM OR OTHER MEDIUM DESIGNATED BY THE RECORDER OF DEEDS IN AND FOR THE COUNTY OF SULLIVAN. THE RECORDER OF DEEDS SHALL NOT ACCEPT ANY PLANS FOR RECORDING UNLESS SAID PLANS ARE LEGIBLE, SUITABLE FOR MICROFILMING AND SIZED ACCORDING TO STANDARD SURVEYING AND ENGINEERING PRACTICES.

(g) THE RECORDER OF DEEDS OFFICE SHALL NOT ACCEPT DEEDS OR OTHER APPLICABLE INSTRUMENTS FOR RECORDING UNLESS ACCOMPANIED BY A PROPERLY ASSIGNED UNIFORM PARCEL IDENTIFIER.

(h) THE RECORDER OF DEEDS SHALL NOT ACCEPT DEEDS OR OTHER APPLICABLE INSTRUMENTS OF A NEW PARCEL FOR RECORDING UNLESS SAID DEED OR INSTRUMENT INCLUDES A PARCEL NUMBER AND/OR THE SUBDIVISION NUMBER IF APPLICABLE.

(i) THE RECORDER OF DEEDS SHALL PRESENT TO THE ASSESSMENT OFFICE ANY DOCUMENT THAT DOES NOT INCLUDE THE

PARCEL IDENTIFIER. IN THAT EVENT, THE PARCEL IDENTIFIER SHALL IMMEDIATELY BE PROPERLY PLACED ON SAID DOCUMENT BY THE ASSESSMENT OFFICE.

(j) IT SHALL THEN BE THE RESPONSIBILITY OF THE RECORDER OF DEEDS TO PROPERLY RECORD SAID DOCUMENT.

SECTION 6 - FEES

(a) IT WILL BE THE RESPONSIBILITY OF THE RECORDER OF DEEDS TO ASSESS A FINE IN THE AMOUNT OF TWENTY FIVE (\$25.00) DOLLARS ON ANY INDIVIDUAL WHO SUBMITS A DOCUMENT FOR RECORDING WHICH IS NOT IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN THIS ORDINANCE HEREIN.

(b) THE FINE SHALL BE PAYABLE TO THE RECORDER OF DEEDS AND SAID FINE SHALL BE PLACED IN THE SULLIVAN COUNTY GENERAL FUND.

(c) THE RECORDER OF DEEDS SHALL RETAIN THE VIOLATING DOCUMENT, AFTER RECORDING, UNTIL THE FINE IS PAID. IN CONJUNCTION THEREWITH, THE RECORDER SHALL BE AUTHORIZED AND EMPOWERED TO MAINTAIN AN OFFICE SAFE DEPOSIT BOX FOR DOCUMENTS HELD IN EXCESS OF THIRTY (30) DAYS. THE RECORDER OF DEEDS SHALL MAINTAIN A LIST OF RETAINED DOCUMENTS AND POST THE LIST IN A CONSPICUOUS PLACE IN THE RECORDER OF DEEDS OFFICE.

SECTION 7 -

IN ACCORDANCE WITH ACT 1988-4, 16 P.S. SECTION 9781, THE WRITTEN RECOMMENDATION OF THE RECORDER OF DEEDS OF SULLIVAN COUNTY IS ATTACHED HERETO.

SECTION 8 - 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 9 - EFFECTIVE DATE

THIS ORDINANCE SHALL TAKE EFFECT AS OF _____,
1993. ORDAINED AND ENACTED THIS _____ DAY OF _____,
1993.

I, CLAIR D. JOHNSON, RECORDER OF DEEDS OF SULLIVAN COUNTY,
PENNSYLVANIA, DO AS PRESCRIBED BY PENNSYLVANIA STATUTE
16 P.S. SECTION 9781.1, RECOMMEND THAT THOSE ITEMS ENUM-
ERATED IN PARAGRAPH 4 (e) AS AMENDED FROM TIME TO TIME,
BE PERMITTED TO BE RECORDED ONLY IF THERE IS AFFIXED TO THE
DOCUMENT A UNIFORM PARCEL IDENTIFIER AS ASSIGNED BY THE
SULLIVAN COUNTY ASSESSMENT OFFICE AS PROVIDED FOR IN THE
ACT OF JANUARY 15, 1988 (P.L. 1 NO. 1) KNOWN AS THE
UNIFORM PARCEL IDENTIFIER LAW.

RECORDER OF DEEDS
SULLIVAN COUNTY, PENNSYLVANIA

BY _____

DATE _____

COUNTY OF SULLIVAN
COMMONWEALTH OF PENNSYLVANIA

BY _____
CHAIRPERSON

BY _____
COMMISSIONER

BY _____
COMMISSIONER

ATTEST:

CHIEF CLERK

BOARD OF COUNTY COMMISSIONERS
COUNTY OF SULLIVAN

AMENDMENT TO ORDINANCE NUMBER 9301-76
UNIFORM PARCEL IDENTIFIER ORDINANCE

The purpose of the following is to amend the ordinance of the County of Sullivan No. 9301-76 known as the Uniform Parcel Identifier Ordinance.

The Board of Commissioners of Sullivan County hereby amends that, as provided by 16 P.S. Sections 9854.1 et seq., 21 P.S. Sections 10.1 et seq. and 16 P.S. Sections 9781.1 et seq. the following shall be amended to Sullivan County Ordinance 9301-76.

Section 4(e) shall be amended to read as follows:

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

- 1) All Deeds
- 2) Every Mortgage, including mortgage assignments, extensions, releases and postponements
- 3) Satisfaction pieces
- 3) Secured transactions on real estate
- 4) Easements and right-of-way agreements
- 5) Declarations of trust
- 6) Leases
- 7) Federal, state and local condemnations for right-of-way purposes

Section 4(f) shall be amended to read as follows:

(f) The following list of documents does not require the imprinting of a uniform parcel identifier number thereon. The list is not exclusive and others may be added through the issuance of additional regulations by the Sullivan County Board of Assessment:

- 1) Secured transactions other than real estate
- 2) Powers of attorney
- 3) Confirmation bankruptcies
- 4) Approval of trustees
- 5) Adjudication's
- 6) Severance agreements

Section 5(f) shall be amended to read as follows:

(f) The Sullivan County Recorder of Deeds shall accept for recording only those subdivision plans which have an original signature of approval affixed to the plan by the Sullivan County Planning Commission Chair or Vice Chair or the Land Use Administrator in the case of a Minor Subdivision. The Recorder of Deeds shall verify or shall secure a determination from the Land Use Administrator or other official designated by the Sullivan County Planning Commission that all other deeds do not constitute a subdivision prior to recording and reject those deeds which do represent subdivision.

Section 5(g) shall be amended to read as follows:

(g) The recorder of deeds office shall not accept documents named in section 4(e) unless accompanied by a properly assigned uniform parcel identifier as certified with the embossed seal by the Sullivan County Assessment Office.

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The Board of Commissioners of Sullivan county hereby amend that, as provided by 16 P.S. Sections 9854.1 et seq., 21 P.S. Section 10.1 et seq. and 16 P.S. Sections 9781.1 et seq. the following shall be amended to Sullivan County Ordinance 9301-76.

Section 4(c) shall be amended to read as follows:

(c) It shall be the obligation of the seller, grantor, transferor or agent of the parcel to obtain the Uniform Parcel Identifier from the Sullivan County Assessment Office prior to the transfer. In the event that said parcel is currently enrolled in Pennsylvania's Clean & Green program as amended, the seller shall submit the required 30-Day Notification of Conveyance in writing to the Sullivan County Assessment Office. Upon receipt of said Notice of Conveyance, the Sullivan County Assessment Office shall have five business days to process said Notification before certifying the documents as required by this ordinance. Nothing herein contained shall prevent the certification of documents before the expiration of the 30-day notice requirement under this ordinance.

This amendment shall take effect as of July 17, 2001.

COUNTY OF SULLIVAN
COMMONWEALTH OF PENNSYLVANIA

DATE July 17, 2001

BY Betty Greberson
Chairperson

ATTEST Naomi English
chief clerk

BY James Pagan
Commissioner

BY Anne Kautz Arthur
Commissioner

BOARD OF COUNTY COMMISSIONERS
COUNTY OF SULLIVAN

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- 4) Leases.
- 5) Federal, State and Local Condemnations for right-of-way purposes.

Section 4 (f) shall be amended to read as follows:

(f) The following list of documents does not require the imprinting of a uniform parcel identifier number thereon. The list is not exclusive and others may be added through the issuance additional regulations by the Sullivan County Board of Assessment:

- 1) Every mortgage, including mortgage assignments, extensions, releases and postponements.
- 2) Satisfaction pieces.
- 3) Secured transactions on real estate.

DULY ORDAINED AND ENACTED by the Board of County Commissioners of Sullivan County, Pennsylvania, on this 1st day of June, 2004.

SULLIVAN COUNTY COMMISSIONERS:

BY: Wayne E. Gavitt
Wayne Gavitt, Commissioner

BY: Betty Reibson
Betty Reibson, Commissioner

BY: Pamela Kravitz Arthur
Pamela Kravitz Arthur, Commissioner

ATTEST:

Naomi English
Naomi English, Chief Clerk