



COUNTY OF CHESTER OFFICE OF THE RECORDER OF DEEDS

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AMENDMENT TO UPI ORDINANCE

TO: THE PUBLIC and TITLE COMMUNITY

FROM: RYAN A. COSTELLO, ESQ.

DATE: JUNE 25, 2008

RE: ORDINANCE 2008-1

The current County Uniform Parcel Identifier Ordinance has been amended to include steps for more thorough verification of the Uniform Parcel Identifier (UPI) number so as to ensure the County's tax and parcel maps are as accurate as possible. **The amended ordinance takes effect on August 18, 2008.** In brief, the Amendment includes the following:

- The Bureau of Land Records (BLR) and/or the GIS Department will require a subdivision plan and/or survey clearly stating the metes and bounds prior to the recordation of documents related to that subdivision. This information is needed so that the new parcels can be mapped and assigned UPI numbers more efficiently, prior to out sales of newly-subdivided parcels.
- The municipality's written approval will be required for owners who request separate parcel numbers for multiple described lots contained within one deed. This will ensure that any parcels being created conform to the municipality's current zoning regulations.
- The BLR may reject documents with inaccurate information or without sufficient information provided to properly verify the UPI (e.g., grantor's name, grantee's name, recital, legal description).
- When submitting a Deed of Correction, the amendment requires that the reason for correction be stated clearly on the document.
- All exceptions (out sales from prior conveyances), will be required to be stated clearly on the document.
- The new fee for verification of each UPI number will be \$10.00.

A copy of the entire amended ordinance can be viewed at our offices at 121 N. Walnut Street, Suite 100, West Chester, PA, 19380, or online at the Chester County Recorder of Deeds website www.chesco.org/recorder.

Thank you and, should you have questions, please e-mail me at RodInfo@Chesco.org.

**ORDINANCE
NO. 2008-1**

AN ORDINANCE AMENDING AN ORDINANCE(S) (ORIGINAL NUMBER (S) 1997-3, 2004-2) ESTABLISHING A UNIFORM PARCEL IDENTIFIER SYSTEM BY PROVIDING FOR A DEPOSITORY AGENCY OF THE COUNTY'S TAX MAPS, INCLUDING ADDITIONS, DELETIONS AND REVISIONS TO SUCH MAPS AND BY PROVIDING FOR THE ASSIGNMENT BY SUCH AGENCY OF UNIFORM PARCEL IDENTIFIERS FOR EACH PARCEL ON THE MAP IN ORDER TO FACILITATE CONVEYANCING AND ITS TAX ASSESSMENT AND TO ESTABLISH A MODERN LAND RECORDS SYSTEM.

Pursuant to the provisions of the Uniform Parcel Identifier Law, Act of January 15, 1988, P.L. 1 (21 P.S. Sec. 331 et seq.) and the Act of January 15, 1988, P.L. 4(16 P.S. Sec. 9781.1 et seq.), it is hereby enacted and ordained by the Commissioners of Chester County as follows:

Section 1. Title - This Ordinance shall be known as the Chester County Uniform Parcel Identifier Ordinance.

Section 2. Definitions - The words and phrases as set forth hereinafter when used in this Ordinance shall have the meaning given to them in this section, unless the context clearly indicates otherwise:

A. The terms "County Tax Map", "Governing Body", "Municipality" and "Uniform Parcel Identifier" shall be defined as set forth in the Uniform Parcel Identifier Law as cited hereinabove or as otherwise set forth below.

B. Uniform Parcel Identifier - A finite, punctuated sequence of numbers indicating the land parcel or other interest in real estate.

(1) 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".

(2) In the case of a "unit" within the meaning of 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".

- (3) 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.

C. Document - a Deed, Quitclaim Deed, Easement, Ground Perc, Lease Occupancy Agreement, Mortgage, Assignment of Mortgage, Extension of Mortgage, Release of Satisfaction of Mortgage or any other writing evidencing interest in realty in the County of Chester and which transfers or otherwise affects an interest in land and which is to be recorded, other than a Will or a contract for a deed or Agreement of Sale for the sale of realty whereby legal title does not pass to grantee until the total consideration specified in the contract or agreement has been paid. This list is not exclusive and other documents or instruments may be added by the issuance of additional regulations promulgated by the Chester County Geographic Information Systems Office.

Section 3. Uniform Parcel Identifier system is established in the County of Chester in accordance with the provisions of this Ordinance.

Section 4. The Bureau of Land Records, within the Chester County Geographic Information Systems Office is hereby designated as the permanent depository for all County Tax Maps.

Section 5. The officials of the permanent depository, as from time to time designated by the Commissioners of Chester County, shall record, revise, amend and maintain the County Tax Map(s) as authorized and required by Section 5 of the Uniform Parcel Identifier Law(21 P.S. sec. 335).

Section 6. At the request of an owner subdividing or amalgamating or otherwise affecting for future transfer, mortgage, release or other purpose, any parcel or parcels of realty within the County, the officials of the permanent depository shall assign a uniform parcel identifier to each such parcel in conformity with Section 4(b) of the Uniform Parcel Identifier Law (21 P.S. 334)b)). A recorded subdivision plan with metes and bounds description must be presented prior to assignment of uniform parcel identifiers for a subdivision. A survey with metes and bounds description must accompany any request to change the size of a parcel if no subdivision plan is recorded. Said survey must be provided to the Bureau of Land Records and Geographic Information Systems prior to or at the time of recording the instrument implementing said change. In the case of multiple described lots, tracts, parcels or other described areas of land now contained in a recorded deed, a separate uniform parcel identifier will be assigned upon the owner's written request and upon the affected local municipality's written approval.

Section 7A. No document shall be accepted for recording unless such UPI number affixed to said document has been verified by the Bureau of Land Records and/or Geographic Information Systems. Information required for verification includes, but is not limited to, name(s) of Grantor(s), name(s) of Grantee(s), legal description or citation to recorded document containing legal description and a recital stating last owner of title with Recording Date, Deed Book and Page. Any deed to change the legal description, to correct the UPI number, to change a condominium unit must contain the reason for correction and contain the information required to verify the UPI number as outlined in Section 7 A. of this Ordinance. Legal Descriptions, must also include all prior exceptions (conveyances) out of the original description where applicable.

Section 7B. The character and placement of such number on Documents shall be as determined by the Recorder of Deeds in consultation with the officials of the permanent depository.

Section 8. The County may charge and collect a fee for the services provided pursuant to this Ordinance. Such fee shall be payable to the Recorder of Deeds as the agent for the County at the time that the Document is presented for recording to the Recorder of Deeds. This fee shall be separate and distinct from any other charge or fee due upon presentation for recording of any Document subject hereto. The fee may from time to time be revised by resolution, duly adopted by the Board of Commissioners of Chester County. The initial fee of \$5.00 is hereby amended to \$10.00 for each uniform parcel identifier affixed as required pursuant to the Act.

Section 9. In accordance with Act 1988-4 (16 P.S. Sec. 9781.1), the written recommendation of the Recorder of Deeds of Chester County is attached hereto.

Section 10. The provisions of this Ordinance are severable. If any provision of this Ordinance or its application to any person, entity or circumstances is held invalid by a court of competent jurisdiction, such determined invalidity shall not affect any other provisions or application of this Ordinance.

Section 11. The index arranged by uniform parcel identifiers shall be merely for the convenience of the public and shall not constitute notice or the lack thereof for all deeds, mortgages or other instruments affecting real estate left for recording with the Recorder of Deeds or other instruments affecting real estate left for recording with the Recorder of Deeds until further action of the Board of Commissioners.

Section 12. This Ordinance was originally effective as of January 1, 1998. The amendment hereto shall become effective 60 days after approved by the Commissioners.

ENACTED AND ORDAINED by the Commissioners of Chester County
this 19th day of June 2008.

BOARD OF COMMISSIONERS
OF CHESTER COUNTY

Carol Aiken

Commissioner

Terence Travell

Commissioner

Commissioner

Witness for County

W. Wesley Walker

Chief Clerk