COUNTY OF MERCER
ORDINANCE NO. _______________

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF MERCER, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A UNIFORM PARCEL IDENTIFIER SYSTEM BY PROVIDING FOR A DEPOSITORY AGENCY OF THE COUNTY'S TAX MAPS AND DIGITAL MAPPING DATA, INCLUDING ADDITIONS, DELETIONS, AND REVISIONS OF 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 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.) is hereby enacted and ordained by the Commissioners of the County of Mercer, Pennsylvania as follows:

Section 1. Title – This Ordinance shall be known as the County of Mercer Uniform Parcel Identifier Ordinance.

Section 2. Definition – 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.

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

"Clean and Green" – The Pennsylvania Farmland and Forest Land Assessment Act of 1974, also known as the Clean and Green Act.

"Depository" – Digital storage of GIS mapping data.

"GIS" – Geographic Information Systems. Multiple software that allow users to visualize, analyze and store geospatial data.

"Instrument" - A document as defined herein.

"Judicial Sale Deed" – A conveyance ordered by the courts for the sale of lands made for nonpayment of taxes where the tax burden and all other financial burden is exempted to place real property back in a productive taxing status.

“Permanent Depository” - The permanent depository is the County Assessment Office, acting through its Tax Mapping Office, as set forth in Section 4 of this Ordinance.

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

“Tract Boundaries – Bearings and Distances” – 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.

“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.

(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 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 condominium), 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.

Section 3. Assessment Office to be Permanent Depository of County Maps. The Mercer County Board of Commissioners hereby requires the Mercer County Tax Assessment Office to implement the Uniform Parcel Identifier system. Pursuant to Section 4(a) of the Uniform Parcel Identifier Law (21 P.S. §334(a)), the County Assessment Office, acting through its Tax Assessment Office, shall be the single agency which shall be the permanent depository of all county tax maps and it shall assign to each parcel of real estate in the County a Uniform Parcel Identifier, which shall correspond with the County tax maps, as the same may be supplemented and revised in the future. The designation of the permanent depository may be changed from time to time by resolution, duly adopted by the Board of County Commissioners. The said permanent depository is referred to herein as either the “permanent depository” or the “Assessment Office.”

Section 4. <u>Assigning of Uniform Parcel Identifiers</u>.

A. Requirements of County tax maps.

The Mercer County Board of Commissioners hereby designates the Mercer County Tax Assessment Office as the permanent depository of all county tax maps. The Mercer County Tax Assessment Office shall assign to each parcel a Uniform Parcel Identifier number that 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 of any parcel or parcels, whether or not designated on the county tax map, the Mercer County Tax Assessment Office, having custody of the county tax maps, shall assign a uniform parcel identifier to each such parcel included in or being part of the proposed document.

If the conveyance in the proposed transfer represents a change of size and/or description of the real estate, the owner shall provide the Mercer County Tax Assessment Office with a description of tract boundaries in bearings and distances based on a precise and accurate survey or a recorded plan and a lot number with references to a recorded subdivision plan and Instrument Number. 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 Professional Engineers Registration Law. The description of tract boundaries in bearings and distances 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 to the initial effective date of this Ordinance, and which contains tract boundaries in bearings and distances shall be acceptable for compliance with this paragraph. The review and/or assignment of Uniform Parcel Identifiers shall take place within no more than three (3) days of the presentation of the request for such assignment when accompanied by the survey and/or subdivision plan. No description in tract boundaries in bearings and distances by survey or subdivision plan shall be required for any transfer, mortgage, release or other purpose involving a right-of-way, surface or subsurface easement, oil, gas or mineral lease or other interest, or any subsurface estate.

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 Mercer County Tax Assessment Office prior to the transfer. The person seeking to record the instrument in the Recorder of Deeds Office shall provide information sufficient to identify the property.

D. The Mercer County Recorder of Deeds and the Mercer County Tax Assessment Office shall establish rules and regulations to implement the ordinance.

E. Any document evidencing an interest in realty in the County of Mercer, Pennsylvania, and which transfers or otherwise affects an interest in real estate and which is to be recorded in the Office of the Recorder of Deeds of Mercer County, other than a Will, a General Power of Attorney, or a Deed of Dedication to a municipality for a road.

Included in the definition of "Document" shall be:

(1) All Deeds, Quitclaim Deeds, Declaration of Taking by Condemnation, Sales Contract or Agreement, Notice of Taking by Adverse Possession;

(2) Right-of-Way, Easement, Ground Lease, Oil and Gas Lease, Solar Lease, Lease Occupancy Agreement, Assignment of Leases and Rents, Highway Occupancy Permits, Memorandum of Lease, Clean and Green Applications, Amendments and Terminations, or other Agreements;

(3) Mortgage, Assignment of Mortgage, Extension Postponement or Subordination of Mortgage, Release or Satisfaction of Mortgage, Power of Attorney to Satisfy Mortgage;

(4) Decree Awarding Real Estate, Decree of Distribution, Award in Condemnation, Bankruptcy Notice or Order, or other Order of Court affecting real estate;

(5) Power of Attorney to sell specific real estate, Financing Statement, Clean and Green Application or Amendment thereof;

(6) Any and all other documents relating to and/or affecting title to real estate not listed in Numbers 1-5 above.

It is the intention of this Ordinance that every instrument recorded in the Recorder of Deeds Office have a Uniform Parcel Identifier number, or numbers, certified thereon, except for the named exceptions.

F. In the event that said parcel is currently enrolled in Pennsylvania's Clean and Green Program, as amended, the seller shall submit the required 30 day Clean and Green Continuation Form, in writing, to the Mercer County Tax Assessment Office, along with all other appropriate forms, as required. Upon receipt of said Continuation Form, the Mercer County Tax Assessment Office will certify the documents as required by this Ordinance.

Section 5. <u>Recording Procedures – Mercer County Tax Assessment Office</u>.

A. Certification Required – In each instance, the Uniform Parcel Identifier on the instrument to be recorded shall be certified by the Mercer County Assessment Office. The Mercer County Assessment Office, after verification of the property's Uniform Parcel Identifier(s) shall certify its acceptance of the Uniform Parcel Identifier and instrument prior to recording of the instrument by the Recorder of Deeds.

Placement of Uniform Parcel Identifiers. All applicable Uniform Parcel Identifiers shall be placed at the top left of the first page of the instrument being recorded and place each individual Uniform Parcel Identifier immediately prior to each parcel description. The UPI number shall be in this format: 00 000 000 or 1 A 1. The UPI number is made up of the district-map-parcel number. As indicated, some UPI numbers have a letter, in addition to numbers. Each document shall have a minimum of two inches of clear space at the beginning of the document where the Assessment Office stamp shall be placed.

Certification. It is the intention of the County that the certification be issued within one day of a Document being submitted to the Mercer County Tax Assessment Office, which the request is accompanied by all documentation, in proper order. When a Document meets the provisions of this Ordinance and any rules and procedures implemented hereunder, the certification should normally occur shortly after receipt of the Document by the Mercer County Tax Assessment Office.

Notification of Rejection. Notification of rejection may be made orally to the person seeking the certification, by telephone if a number is available, by mail or by electronic rejection.

B. Generally – The provisions of this section shall govern all county tax map recordings pursuant to this Ordinance.

Initial Recording – Immediately upon the adoption of this Ordinance, or at such time as might be provided, the Mercer County Tax Assessment Office, having custody of the County tax maps, shall provide for their permanency in digital form with the Mercer County GIS Office with a provision for off-site, secure back-up for all County tax maps, on a daily basis, for each day during which the County offices are open.

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 (10) days of their revision of addition, or in lieu thereof, the revised or new subdivision plan with the Uniform Parcel Identifiers affixed shall be filed in the Mercer County Tax Assessment Office.

Maintenance of tax maps – County tax maps may be maintained in the permanent depository maintained by the Mercer County Tax Assessment Office in a digital, microfilmed, bound, or otherwise permanent form for reference as provided by this Ordinance.

Certification Required – In each instance, the Uniform Parcel Identifier on the instrument to be recorded shall be certified by the Mercer County Assessment Office.

Section 6. Recording Procedures – Recorder of Deeds.

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 paper, Mylar or velum, or other medium as deemed appropriate by the Mercer County Recorder of Deeds Office and must be 24" by 36" inches or smaller. 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.

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 plan's recorded Instrument Number.

The Recorder of Deeds Office shall not accept any deeds or other applicable documents for recording unless accompanied by a properly assigned Uniform Parcel Identifier.

The party desiring to record an instrument shall be solely responsible for the correctness of the UPI number(s) as set forth on the instrument. The County, the Permanent Depository and the Recorder of Deeds shall not be liable to any party for the accuracy of any Uniform Parcel Identifier Number(s) certified on any instrument.

Tax Sale Deeds may be recorded without a description but must include a Uniform Parcel Identifier.

Section 7. Fees. The County shall charge and collect a fee for the services provided pursuant to this Ordinance. Such fee shall be payable to the Mercer County Tax Assessment Office as the agent for the County at the time that the Document is presented for verification with the Mercer County Tax Assessment Office. 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 Mercer County. The initial fee is hereby established at $20.00 for each Uniform Parcel Identifier affixed or certified as required pursuant to the Act and this Ordinance. In the event of a single instrument relating to multiple Uniform Parcel Identifiers, a separate fee shall be paid for each Uniform Parcel Identifier affixed or certified to each instrument.

Section 8. Recommendation of Recorder of Deeds. In accordance with Act 1988-4 (16 P.S. Section 9781.1), written recommendation of the Recorder of Mercer County is attached hereto.

Section 9. **Provisions Severable.** 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 provision or application of this Ordinance.

Section 10. **Effective Date.** This Ordinance shall become effective January 5, 2026.

ENACTED AND ORDAINED by the Commissioners of Mercer County this _____ day of November, 2025.

ATTEST:

COUNTY OF MERCER
BY ITS BOARD OF COMMISSIONERS

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Roni Shilling, Chief Clerk

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Ann Coleman, Chair

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William Finley, Jr.

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Timothy M. McGonigle