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THE BOARD OF COMMISSIONERS  
OF THE COUNTY OF DAUPHIN, PENNSYLVANIA

ORDINANCE NO. 3 - 2008

UNIFORM PARCEL IDENTIFIER

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[HISTORY: Adopted by the Board of Commissioners of Dauphin County \_\_\_\_ - \_\_\_\_ - 2008  
by Ordinance No. \_\_\_\_\_ - 08. Amendments noted where applicable.]

§1. Title.

This act shall be known and may be cited as the "Uniform Parcel Identifier Ordinance".

§2. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

COUNTY TAX MAP - A map describing real estate in Dauphin County, maintained for tax assessment purposes as otherwise provided by law.

GOVERNING BODY - The County Commissioners of Dauphin County, or successors thereto.

INSTRUMENT - Any conveyance of real estate, mortgage of real estate or release, right-of-way, easement, lease, subdivision plan or any other document affecting real estate in Dauphin County.

MUNICIPALITY - Any city of the third class, borough, incorporated town, township of the first or second class or any similar general purpose 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 recorded County Tax Map, which sequence may be the existing 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," 68 P.S. § 700.101 *et seq.*, 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.A. § 3101 *et seq.* (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.

### **§ 3. Uniform parcel identifier number required.**

The Dauphin County Recorder of Deeds shall not record or accept for <sup>1</sup>record any instrument, unless the uniform parcel identifier on the Tax Map maintained for tax purposes shall be contained on the body thereof or shall be endorsed thereon to be recorded therewith.

#### **§ 3.1 Verification of uniform parcel identifier**

All instruments as defined by this chapter shall first be presented to the Dauphin County Assessment Appeals Office by the person seeking to record the instrument in the Office of the Dauphin County Recorder of Deeds. The person seeking to record the instrument in the Office of the Dauphin County Recorder of Deeds shall provide information sufficient to identify the property and allow a verification of the property's uniform parcel identifier by the Dauphin County Assessment Appeals Office. The Dauphin County Assessment Appeals Office shall ~~implement rules and procedures which will reasonably allow~~ for appropriate verification of the property's uniform parcel identifier set forth in the instrument. The Dauphin County Assessment Appeals Office, after verification of the property's uniform parcel identifier, shall indicate its acceptance of the instrument prior to its recording in the Office of the Dauphin County Recorder of Deeds. The Dauphin County Assessment Appeals Office shall implement rules and procedures which shall govern its indication of acceptance or rejection of the uniform parcel identifier as set forth on an instrument to be recorded in the Office of the Dauphin County Recorder of Deeds.

### **§ 4. Implementation of system; permanent record.**

The Dauphin County Board of Commissioners hereby requires the Dauphin County Board of Assessment Appeals to implement the uniform parcel identifier system, and the Dauphin County Board of Assessment Appeals shall provide a permanent record of all County Tax Maps with the parcel identifier clearly visible.

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<sup>1</sup>Editor's Note: 68 P.S. § 700.101 was repealed by the Act of July 2, 1982, P.L.286, No.82.

## § 5. Assigning uniform parcel identifiers

- A. Requirements of County Tax Maps. The Dauphin County Board of Commissioners hereby designates the Dauphin County Board of Assessment Appeals as the permanent depository of all County Tax Maps. The Dauphin County Board of Assessment Appeals shall assign to each parcel a uniform parcel identifier which shall correspond with the County Tax Maps.
- B. Assignment of uniform parcel identifier. At the request of an owner subdividing or amalgamating or otherwise affecting for future transfer, mortgage, release or other purpose any parcel or parcels already designated on a County Tax Map, the Dauphin County Board of Assessment Appeals, having custody of the County Tax Map shall assign a uniform parcel identifier to each parcel included in the proposed transfer, mortgage, release or other purpose. If the conveyance in the proposed transfer represents a change of size and a description of the real estate, the owner shall provide the Dauphin County Board of Assessment Appeals with a metes and bounds description based on a precise survey and a lot number and 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), 63 P.S. § 148 *et seq.*, known as the "Professional Engineers Registration Law." Any subdivision plan which was prepared prior to the effective date of this chapter and which contains metes and bounds shall be acceptable for compliance with this provision. This assignment of uniform parcel identifiers shall take place within one day of the presentation of the request for such assignment when accompanied by the survey or any such subdivision plan. ~~No metes and bounds description 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.~~

## § 6. Recording Procedures

- A. Generally. The provisions of this section shall govern all recordings of County Tax Maps pursuant to this chapter.
- B. Initial recording. Immediately upon the adoption of this chapter, or at such later time as might be provided, the Dauphin County Board of Assessment Appeals, having custody of the County Tax Maps, shall provide for their permanency.
- C. Filing in stages by municipality. The initial filing of County Tax Maps shall be accomplished by filing successively all the County Tax Maps relating to a municipality at one time. It is the intent of the initial filing that no County Tax Map for a municipality be placed on record until all the County Tax Maps relating to that particular municipality are so recorded.
- D. Additions, revisions and changes to County Tax Maps. Changes in municipal or county boundaries, resulting from annexation or otherwise, subdivisions, resubdivisions and additions shall be indicated on the County Tax Maps otherwise 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.

- E. Filing certified copies of County Tax Maps. A copy of any County Tax Map certified by the Dauphin County Board of Assessment Appeals may be placed in the depository in lieu of an original map.
- F. Maintenance of Tax Maps. County Tax Maps may be maintained in the permanent depository maintained by the Dauphin County Board of Assessment Appeals in a microfilmed, bound or otherwise permanent form for reference as provided by this chapter.
- G. All subdivision plans presented for recording are required to be on Mylar film or other medium designated by the Dauphin County Recorder of Deeds. The Recorder of Deeds shall not accept any plans for recording unless said plans are legible, suitable for micro-filing and sized according to standard engineering survey practices.

#### **§ 7. Fees.**

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

- A. The Dauphin County Recorder of Deeds shall charge of a fee of \$10.00 per uniform parcel identifier per instrument during the recording transaction to initially assign, identify or verify uniform parcel identifiers as provided in Section 6 of Act No. 1988-1.
- B. The fee schedule provided above may be amended from time to time by resolution duly adopted by the Dauphin County Board of Commissioners, as recommended by the Dauphin County Recorder of Deeds.

#### **§ 8. Recommendation of the Dauphin County Recorder of Deeds.**

In accordance with Act 1988-16 P.S. § 9781.1, the written recommendation of the Recorder of Deeds of Dauphin County is attached hereto.<sup>2</sup>

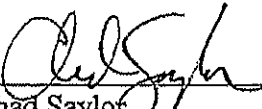
**§ 9. Effective date.** This chapter shall take effect as of January 1, 2008.

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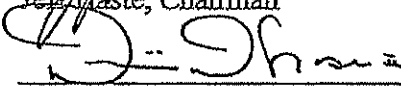
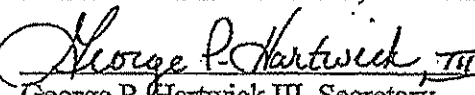
<sup>2</sup> Editor's Note: Said written recommendation is on file in the County Clerk's Office and may be examined there during regular office hours.

DULY ADOPTED AND ENACTED, by the Board of Commissioners of the County of  
Dauphin, this 16<sup>th</sup> day of April, 2008, in lawful session and duly assembled.

ATTEST:

  
Chad Saylor  
Chief Clerk/Chief of Staff

COUNTY OF DAUPHIN  
BOARD OF COMMISSIONERS

  
Jeff Mast, Chairman  
  
Dominic D. DiFrancesco II, Vice Chairman  
  
George P. Hartwick III, Secretary

(SEAL)