

BOARD OF COMMISSIONERS
COUNTY OF CAMBRIA

ORDINANCE NO. 4 OF 2016

UNIFORM PARCEL IDENTIFIER ORDINANCE

An Ordinance to establish a Uniform Parcel Identifier System by providing for the Cambria County GIS Department to be the Depository of the County's digital mapping data, including additions, deletions, and revisions of said data, and by providing for the assignment, by the Cambria County Board of Assessment, of Uniform Parcel Identifiers for each parcel and interest, as provided for hereinafter, in order to facilitate conveying and tax assessment and to establish a modern land record system, and requiring placement of the Uniform Parcel Identifier on all instruments affecting real estate as a condition to recording in the Cambria County Recorder of Deeds Office.

IT IS HEREBY ORDAINED AND ENACTED, by the Board of Commissioners of Cambria 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. Section 10.1, and 16 P.S. Section 9781.1, the following shall constitute the Cambria 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. All words and terms not defined herein shall be used with a meaning of standard usages.

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

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

“Control Number.” Specific identifier, in addition to a map number, to be used for parcels with unknown ownership or location.

“Depository.” Digital storage of GIS mapping data.

“GIS.” Geographic Information Systems.

“Governing Body.” The Board of Commissioners of Cambria 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 that 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 Cambria County GIS, 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. For Cambria County, the Control Number will be used as the additional designator.

(d) Properties designated as a No Map or an Unknown parcel number will be required to also include the Control Number for verification.

SECTION 3 – Permanency of County Maps.

The Cambria County Board of Commissioners hereby requires the Cambria County Board of Assessment to implement the uniform parcel identifier system, and the Cambria 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 Cambria County Board of Commissioners hereby designates the Cambria County GIS as the permanent depository of all county tax maps. The Cambria County Board of Assessment 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 any parcel or parcels, whether or not designated on the county tax map, the Cambria County Board of Assessment, having custody of the county tax maps, shall assign a uniform parcel identifier to each parcel included in or being part of 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 Cambria 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 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 three (3) 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 Cambria County 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 Cambria County Recorder of Deeds and the Cambria County Assessment Office shall establish rules and regulations to implement the ordinance. The Recorder of Deeds shall have the right to determine the necessity for the instrument to have the Uniform Parcel Identifier number.

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

1. Deeds (all);
2. Decrees of Distribution;
3. Awards of Real Estate;
4. Mortgages;
5. Rights of Way;
6. Easements;

7. Leases (land, oil and gas, mineral); and
8. Condemnation;
9. Declarations of Taking;
10. Consents (mining, etc.);
11. Assignment of Leases and Rents;
12. Sewage Permits;
13. Water Permits;
14. Highway Occupancy Permits; and
15. Statements of Adverse Possession.

(f) Each document shall have a minimum of one and one-half inches of clear space at the beginning of the document where the Assessment Office stamp shall be placed.

(g) The scrivener shall place the assigned uniform parcel identifier(s) at the top left of the first page of the instrument being recorded and place each individual uniform parcel identifier immediately after each parcel description.

(h) 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 Cambria County Assessment Office, along with all other appropriate forms, as required. Upon receipt of said Continuation Form, the Cambria County Assessment Office will certify the documents as required by this Ordinance.

SECTION 5 – Recording Procedures-Cambria County Board of Assessment.

Generally – The provisions of this section shall govern all county tax maps recording pursuant to this Ordinance.

Initial recording – Immediately upon the adoption of this Ordinance, or at such later time as might be provided, the Cambria County Board of Assessment, having custody of the county tax maps, shall provide for their permanency in the Cambria County GIS Office.

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 recorded in the Office of the Cambria County Board of Assessment.

Maintenance of tax maps – County tax maps may be maintained in the permanent depository maintained by the Cambria County GIS in a digital, microfilmed, bound, or otherwise permanent form for reference as provided by this ordinance.

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 Cambria County Recorder of Deeds Office, and must be 18" x 24" 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 plat book number or other reference by book and page.

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

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 number.

SECTION 7 – Fees.

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

The Cambria County Recorder of Deeds 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 Cambria County Board of Commissioners by Resolution and may be amended from time-to-time by Resolution duly adopted by the Cambria County Board of Commissioners. The initial fee is hereby established at \$20.00 (twenty dollars) for each description that is assigned a uniform parcel identifier.

SECTION 8 – Recommendation by Recorder.

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

SECTION 9 – Severability.

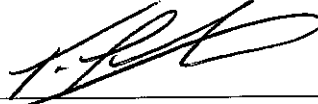
The provisions of this Ordinance are severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision or application of this Ordinance.

SECTION 10 – Effective Date.

This Ordinance shall be effective the 1st day of August, 2016, and shall remain in effect until the expiration of the appropriate enabling legislation, amendment thereof, or action by the Cambria County Board of Commissioners.

ADOPTED this 23rd day of June, 2016.

COUNTY OF CAMBRIA



Thomas C. Chernisky, President Commissioner



William J. Smith, Commissioner

ATTEST:



Michael Gelles, IV, Chief Clerk



Mark J. Wissinger, Commissioner