
MEMORANDUM

TO: ALL DOCUMENT FILERS
FROM: MARY KAY BERNOSKY, ESQ., REAL ESTATE DIRECTOR
SUBJECT: UPDATE TO UPI PROCEDURE
DATE: FEBRUARY 4, 2003

THIS DOCUMENT REPLACES THE PREVIOUS UPI MEMORANDUM!

Starting Monday, February 3, 2003, Schuylkill County will begin requiring the familiar Tax Parcel Numbers to be certified on nearly all documents recorded in the Schuylkill County Recorder of Deeds Office. This is being done in connection with the Pennsylvania Uniform Parcel Identifier (UPI) Act of 1988 and the Schuylkill County UPI implementation ordinance. A full list of the document types requiring this number is included with this notice.

THIS NUMBER WILL BE REFERRED TO AS THE UPI NUMBER

These numbers have gone by several different names over the years such as Tax Parcel Number, Tax Parcel Identifier, Tax Registry Parcel, and Parcel Identification Number. However, for the purposes of this program, they will be referred to as the Uniform Parcel Identifier or UPI. This is due to its connection to the above statute and ordinance. The format of the UPI number will be the familiar municipality-map-parcel-sub number format.

PROCEDURE FOR CERTIFICATION - WHAT FULL IMPLEMENTATION MEANS

- 1. Documents (see page 2 for more information on which documents must be certified under this program) will first be submitted to the County Tax Assessment Office or Mapping Office for certification. Certifications for the day will conclude at 3:30.**
- 2. Any documents, which are mailed by the US Postal Service or sent by another service should be addressed to:**

Schuylkill County Tax Assessment Office

Attn: UPI Program

401 North Second Street

Pottsville PA 17901

- 3. Any documents, which are hand delivered to the Courthouse, may be taken to either the Tax Assessment Office on the Basement Level or the Mapping Office on the Sub-basement Level.**
 - Any documents regarding straight transfers of property may be taken directly to the Assessment Office for certification.**
 - Any documents regarding splits of property, subdivisions, easements, taking of streets, or Eagle Rock deeds should be taken to the Mapping Office for Certification.**

4. A ten-dollar (\$10) charge will be made per document. Checks should be made payable to the "Schuylkill County Treasurer's Office." This payment should be made separately from the Recorder of Deeds recording fee. Accounts will not be established for regular document filers. Documents will be returned if the correct fee is not included.
5. If the UPIs are correct, the documents will be returned to the filer for submission to the Recorder of Deeds for recording.
 - Filers submitting documents for certification via the US Postal Service must include a self-addressed stamped envelope for return of the certified documents.
 - Filers submitting documents for certification via any other service should include an envelope and label with the proper account information.
6. If the UPIs are incorrect, incomplete or are missing, the document will be returned to the filer for correction.
 - Documents, which were mailed, will be returned with documentation stating the reason for the return and information on correcting the problem. Filers must include a self addressed stamped envelope or envelope with account information if using another service.
 - A ten-dollar (\$10) charge will be reassessed for certification of the new, corrected number(s).

SCHUYLKILL COUNTY UPI RULES

DOCUMENTS ON WHICH UPI NUMBERS WILL BE REQUIRED

- ***DEEDS***
 - Including, *but not limited to*, Awards, Deeds of Dedication (where numbers exist for the land being dedicated), Tax Claim Bureau Deeds, Sheriff's Deeds, Quit-Claim Deeds, and all other Conveyances.
- ***MORTGAGES***
 - *Assignments, satisfactions, releases, modifications, and subordinations do not need to be certified!*
- ***SUBDIVISION PLANS***
 - Including plats, subdivisions, surveys, and all other documents that are filed as plans.
- ***MISCELLANEOUS***
 - Including Rights of Way, Easements, Act 319s, Act 515s, Declarations of Condominium, and any other contracts, leases or other agreements, etc. involving real estate where a legal description would be included. Any Power of Attorney including a legal description does not need to be certified.

NOTE: Corrective instruments will require UPI numbers if the original or the new version of the document would be required to have a UPI number under this program. This includes new recordings of documents that were filed prior to the full implementation of this program that did not have UPIs on them at the time of recording.

PLACEMENT OF UPI NUMBERS ON DOCUMENTS

The location of the UPI should be on the top of the first page of the document (with the exception of subdivisions). It should appear with one of the following phrases:

BEING UPI #58-06-0103.004	In cases where the legal description precisely matches the land represented by an existing UPI
BEING part of UPI #08-03-0027.000	In cases where the legal description covers only a portion of an existing UPI or is being formed out of an existing UPI

These phrases should be repeated for each different UPI required to be referenced.

UPI NUMBERS TO BE PLACED ON DOCUMENT - General Rule

The UPI number that corresponds to the property or properties affected by the document as it appears on the County Tax Maps should be placed on the document. In most cases, there should be a one-to-one correspondence between a legal description and UPI number. In cases where a document is using a legal description that is intended to convey or cover only part of an existing parcel the phrase "BEING part of UPI #..." should be used to reference the corresponding UPI on the County Tax Maps. Similarly, if a UPI number is unavailable at the time the document is drafted, then the UPI corresponding to the land from which the new parcel is being formed should be referenced with the phrase "BEING part of UPI #..."

UPI NUMBERS TO BE PLACED ON DOCUMENTS - Special Rules

The following is a list of documents for which special or more specific rules are needed:

DEEDS OF DEDICATION - roadbeds only

Many existing roadbeds do not have parcels assigned to them. In those cases, no UPI will be required. In instances where a Deed of Dedication is conveying a portion of land for which a UPI exists, then the Deed should reference the UPI from which it is being formed with the phrase "BEING part of UPI #..."

EASEMENTS, CONDEMNATIONS, and ADVERSE POSSESSIONS

Easements, condemnations, and adverse possessions should list every UPI that their legal descriptions are intended to cover. If the description only partially covers a parcel that corresponds to a UPI, then the document should reference that parcel with the phrase "BEING part of UPI #..."

SUBDIVISION PLANS

Subdivision plans will require the UPI of all parcels corresponding to the land being subdivided (parent parcels), not the newly created UPIs (child parcels) that will be generated from the subdivision. If a revised plan is filed that corresponds to the parent parcels, then those should be used. If a revised plan covers only a portion of the parent parcels, then the phrase "BEING part of UPI #..." should be used for each parent parcel for which it only partially covers.

If the subdivision is governed by County regulations (see Table 1.), the subdivision *must be certified prior to submitting plans to the Planning and Zoning Office for approval.*

Table 1. Municipalities governed by County subdivision regulations.

BARRY TOWNSHIP	GILBERTON BOROUGH
CASS TOWNSHIP	GIRARDVILLE BOROUGH
DELANO TOWNSHIP	GORDON BOROUGH
EAST NORWEGIAN TOWNSHIP	LANDINGVILLE BOROUGH
EAST UNION TOWNSHIP	MAHANOEY CITY BOROUGH
ELDRED TOWNSHIP	MCADOO BOROUGH
FRAILEY TOWNSHIP	MECHANICSVILLE BOROUGH
NORTH UNION TOWNSHIP	MIDDLEPORT BOROUGH
PORTER TOWNSHIP	MINERSVILLE BOROUGH
REILLY TOWNSHIP	MOUNT CARBON BOROUGH
SCHUYLKILL TOWNSHIP	NEW PHILADELPHIA BOROUGH
UNION TOWNSHIP	NEW RINGGOLD BOROUGH
UPPER MAHANTONGO TOWNSHIP	PALO ALTO BOROUGH
WASHINGTON TOWNSHIP	PINE GROVE BOROUGH
ASHLAND BOROUGH	PORT CARBON BOROUGH
AUBURN BOROUGH	PORT CLINTON BOROUGH
DEER LAKE BOROUGH	TOWER CITY BOROUGH
FRACKVILLE BOROUGH	TREMONT BOROUGH

If the municipality maintains an independent subdivision code, you are strongly encouraged to verify with the Mapping Office prior to submission for approval as to the accuracy of the UPI number on the subdivision. If requested by the filer, the Mapping Office will certify the subdivision plan prior to submission to the municipality. However, note that in most cases, certification will not occur until after the approval of the subdivision by the municipality.

Charges for subdivisions will be \$10.00 per subdivision, not per copy of the subdivision.

CONVEYANCE OF A STRIP OF PROPERTY TO AN ADJOINING PARCEL

If a Deed is being recorded not for the purpose of creating a separate lot, but to join a strip of land with an existing adjacent parcel, then the Deed should reference the UPI corresponding to the parcel from which it is being formed with the phrase "BEING part of UPI #..."

COMBINATION OF TWO OR MORE LOTS

If a Deed is being recorded for the purpose of creating one parcel from two existing parcels, then the Deed should refer to the UPI of all parcels from which it is being formed, using a separate phrase for each UPI referenced.

WHO TO CONTACT FOR UPI NUMBER (S) INFORMATION, OR FOR PROBLEMS:
Contact the Assessment Office at 570-628-1025. Any Mapping related questions can be directed to 570-628-1024.