

COUNTY OF LEBANON
ORDINANCE NO. 64

AN ORDINANCE ESTABLISHING A UNIFORM PARCEL IDENTIFIER SYSTEM BY PROVING FOR A DEPOSITORY AGENCY OF THE LEBANON COUNTY TAX MAPS 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. Section 331, et seq.) and the Act of January 15, 1988, P.L.4 (16 P.S. Section 9781.1 et seq.), it is hereby enacted and ordained by the Commissioners of the County of Lebanon, Pennsylvania, as follows:

SECTION 1. Title- This ordinance shall be known and may be cited as the County of Lebanon "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:

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

GOVERNING BODY- The County Commissioners of Lebanon County, or successor 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 Lebanon County;

MUNICIPALITY- Defined as set forth in the Uniform Parcel Identifier Law, Act of January 15, 1988, P.L.1 (21 P.S. Section 331, et seq.);

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 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;

PERMANENT DEPOSITORY- The Permanent Depository is the County of Lebanon Assessment office, acting through its Tax mapping Office.

SECTION 3. Uniform Parcel Identifier System Established. A Uniform Parcel Identifier System is established and implemented in the County of Lebanon by the Governing Body in accordance with the provisions of this Ordinance and the Uniform Parcel Identifier Law.

SECTION 4. Uniform Parcel identifier Required to Record Instrument. The Governing Body does hereby require that beginning January 1, 2010, the Office of the Recorder of Deeds shall not record, or accept for record, any Instrument unless the Uniform Parcel Identifier on the County Tax Map maintained for tax assessment purposes shall be contained in the body thereof, or is endorsed thereon, and is certified by the Permanent Depository. The Permanent Depository shall provide for a permanent Record of all County Tax Maps with each Uniform Parcel Identifier clearly visible.

SECTION 5. Verification of Uniform Parcel Identifier. All instruments as defined by this Ordinance shall first be presented to the Permanent Depository by the person seeking to record the Instrument in the Office of the Lebanon County Recorder of Deeds. The person seeking to record the Instrument in the Office of the Lebanon County Recorder of Deeds shall provide to the Permanent Depository information sufficient to identify the property and allow verification of the property's Uniform Parcel Identifier by the Permanent Depository. The Permanent Depository, after verification of the property's Uniform Parcel Identifier, shall certify its acceptance of the Uniform Parcel Identifier and Instrument prior to the recording of the Instrument by the Recorder of Deeds. All applicable Uniform Parcel Identifiers provided by the person seeking to record an Instrument, shall be placed at the top of the first page of the Instrument to be recorded, at least two inches (2") from the top of the first page. Certification by the Permanent Depository shall be attached to the Instrument to be recorded. The Permanent Depository may implement rules and procedures which will reasonably allow for verification of the Uniform parcel Identifier as set forth in the Instrument and which shall govern the placement and certification of acceptance or rejection of the Uniform Parcel Identifier as set forth on any instrument to be recorded in the Office of the Lebanon County Recorder of Deeds. The Permanent Depository, after verification of the property's Uniform Parcel Identifier, shall indicate its acceptance of the Instrument on the Instrument prior to its recording in the Office of the Lebanon County Recorder of Deeds. Notification of rejection of an Instrument will be made by the Lebanon County Recorder of Deeds office by a printed rejection form or electronic rejection comments for submissions through e-recording, to the person seeking to record the instrument. In addition to printed rejection forms and rejection comments, The Permanent Depository and the office of Lebanon County Recorder of Deeds may contact any person seeking to record the Instrument, by telephone if a number is available, or by First Class regular mail.

The person desiring to record an Instrument shall be solely responsible for the correctness of the Uniform Parcel Identifier set out on the Instrument. Neither Lebanon County, the Permanent Depository, nor the Office of the Lebanon County Recorder of Deeds shall be liable to any person for the accuracy of any Uniform Parcel Identifier certified on any Instrument.

SECTION 6. Additional Requirements for Assigning a Uniform Parcel Identifier and Recording Procedures. Those additional requirements relating to assignment of a Uniform Parcel Identifier and recording procedures, as described in the Uniform Parcel Identifier Law, are hereby adopted, and incorporated herein.

SECTION 7. Written Recommendation of the Lebanon County Recorder of Deeds Recommending the Adoption of this Uniform Parcel Identifier Ordinance. In accordance with the act of January 15, 1988, P.L.4 (16 P.S. Section 9781.1, et seq.), the written recommendation of the Recorder of Deeds of Lebanon County is attached hereto.

SECTION 8. Fees. The Governing Body shall receive their customary fees for the services provided pursuant to this Ordinance. Such fee shall be payable to the Recorder of Deeds of Lebanon County, as agent for the Governing Body, at the time that the Instrument is presented for recording at the Office of the Lebanon County Recorder of Deeds. This fee shall be separate and distinct from any other charge or fee due upon presentation of the Instrument for recording. The fee may be created and, from time to time, revised by Resolution duly adopted by the Governing Body. The fee, hereby established is, twenty dollars (\$20.00) for each Instrument submitted for recording pursuant to this Ordinance.

SECTION 9. Effective Date. This Ordinance shall take effect as of February 1, 2023.

DULY ORDAINED AND ENACTED, by the Board of Commissioners of Lebanon County, Pennsylvania, this 19th day of January, 2023, in lawful session and duly assembled.

**BOARD OF COMMISSIONERS
COUNTY OF LEBANON**

ATTEST:

(Seal)