# ORDINANCE NO. 130418

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF GREENE, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE REQUIREMENT THAT A TAX PARCEL NUMBER BE CONTAINED ON ALL CONVEYANCES OF REAL ESTATE, PLANS, MORTGAGES, SATISFACTION PIECES OR ANY OTHER INSTRUMENT AFFECTING REAL ESTATE IN GREENE COUNTY; REQUIRING PLAN OR SURVEY INFORMATION FOR CHANGES IN SIZE OR DESCRIPTION OF PARCELS; REQUIRING THAT TAX PARCEL NUMBER(S) BE AFFIXED TO DOCUMENTS PRESENTED FOR RECORDING, AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE**

Pursuant to the provisions of the Uniform Parcel Identifier Law, Act of January 15, 1988, P.L. 1, No. 1, § 1 (21 P.S. § 331, *et seq.)* and the Act of January 15, 1988, P.L. 8, No.4 §2 (16 P.S. § 9781.1), it is hereby enacted and ordained by the Commissioners of Greene County as follows:

**SECTION 1:** Title - This Ordinance shall be known as the Greene County Tax Parcel Number 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:

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

**B.** "Parcel Tax Number" - A finite, punctuated sequence of numbers and/or letters indicating the land parcel or other interest in real estate which number and/or letters is assigned by the Greene County Tax Assessment Office.

**(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 parcel 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 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 tax 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 tax parcel number for such interest in order to distinguish such interest from the fee simple parcel or which such interest is part.

**C.** "Document" - Any conveyance of real estate, mortgage of real estate or any other instrument affecting real estate in the County of Greene, Pennsylvania. A "document" shall not include a Will or a Contract for a Deed or Agreement of Sale for

the sale of realty whereby legal title does not pass to grantee until the total consideration specified in the contract or agreement has been paid.

**SECTION 3 -** A Tax Parcel Number system is established in the County of Greene.

**SECTION 4 -** The officials of the permanent depository, as from time to time designated by the Commissioners of Greene County, shall record, revise, amend and maintain the County Tax Map(s) as authorized and required by the real estate law of the Commonwealth of Pennsylvania.

**SECTION 5 -** At the request of an owner subdividing or amalgamating or otherwise affecting for future transfer, mortgage, release or other purpose, of any parcel or parcels of realty within the County, or of parcels already designated on a County Tax Map, the Tax Assessment Office officials of Greene County shall assign a tax parcel identifier to each such parcel included in the proposed transfer, mortgage, release or other purpose. In the case of multiple described lots, tracts, parcels, or other described areas of land now contained in an existing and recorded "common deed" or document, a separate tax parcel identifier shall be assigned for each lot, tract, parcel or other described area.

**SECTION 6 -** 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 Greene County Tax Assessment Office 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, as amended (63 P.S. § 148, *et seq.)*, known as the Engineer, Land Surveyor and Geologist Registration Law. The metes and bounds description printed on the document as presented for a tax parcel number 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 the paragraph.

**SECTION 7 -** All documents pertaining to real estate presented for recording in the Office of Recorder of Deeds of Greene County shall have the Greene County tax parcel number. All leases, including subsurface leases, must also have the Greene County tax map number for each surface parcel affixed to the document

**SECTION 8 -** In accordance with the Act of January 15, 1988, P.L. 8, No.4, §2 (16 P.S. Sec. 9781.1), the written recommendation of the Recorder of Deeds of Greene County is attached hereto.

**SECTION 9 -** The provisions of this Ordinance are severable. If any provisions 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 provisions or application of this Ordinance.

**SECTION 10 -** This Ordinance shall become effective in thirty (30) days,

**ENACTED AND ORDAINED** by the Commissioners of Greene County on this 18 day of April, 2013.

ATTEST:

_____ (SEAL)

COUNTY OF Greene
BOARD OF COMMISSIONERS

_____
Charles J. Morris

_____
Archie Trader

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Stanford Blair Zimmerman