

PROCESS OF PLAN CERTIFICATION:

All plans submitted for Recording must first have a UPI number(s) certified. Plans must include all UPI numbers for each parcel of real estate affected by the plan.

New Development Examples

Example "A" – Greenacre Development – 100 Lots . Developer owns a 100 acre tract and is subdividing it into 100 one acre lots. Developer files a single subdivision plan for all 100 lots, files a \$1,000,000 development mortgage, and files a Declaration of Homeowners Association, all before infrastructure or other construction is started, and before any lot is conveyed. What are the UPI number(s)?

The single UPI number for the original tract goes on each instrument. The plan has not yet been "activated" because no work has begun nor deed recorded. (53 P.S. §10513(b)) In addition, the UPI staff will create a new reference parcel number for the Homeowners Association that the Developer will have to put on the Declaration of Homeowners Association. It is recommended that the Developer contact the UPI staff in advance, so that this number can be created and placed on the Declaration prior to its submission for certification.

Example "B" – Greenacre Development – First Deed. Same as Example "A" except developer now presents the first deed for the first lot. What UPI number should the developer include on the instrument?

"Part of" and the original parcel number. The Tax Mapping office will then activate the plan, and assign a UPI to each of the 100 lots on the plan. The new UPI for the individual lot will be written on the deed by the UPI Staff and certified. In the alternative, the developer may contact the UPI Staff in advance and request activation of the plan in order to obtain the UPI numbers for the new lots. The request must be in writing and will activate the plan for assessment purposes.

Example "C" – Greenacre Development – Construction. Same as Example "A" except developer undertakes construction of infrastructure and six weeks later presents the first deed for the first lot. What UPI number is affixed to the instrument?

The plan should have been "activated" by the construction activity. A UPI will have been, or will be, issued for each new lot. The developer should contact the UPI Staff, ascertain the new UPI number for the lot to be conveyed, and show that on the deed.

Example "D" – Greenacre Development – Amended Declaration. Same as Examples "B" and "C" except that after the plan has been activated the developer records an amended Declaration of Homeowners Association. What UPI number(s) is/are to be affixed to the instrument?

A Homeowners Association or Condominium Association will have its own "reference parcel" UPI number. This single reference parcel UPI number is to be shown on all documents concerning the Homeowners Association or Condominium Association. Currently, title searchers must search not only the lot owner, but also the Homeowners Association to ascertain any amendments to the Declaration, etc., which may effect the new owner's interest. UPI will not change this.

Example "E" – Greenacre Development – Deed Restrictions. Same as Example "D" except instead of forming a planned community with a Homeowners Association (or a condominium) the developer simply creates 100 fee simple lots, records deed restrictions with the original plan, and after the plan has been activated, desires to amend the restrictions. What UPI number(s) is/are to be affixed to the instrument?

All 100 UPI numbers must be included and certified on the amendment. A fee of \$15.00 per UPI number (\$1,500.00) will be due. (The Fee amount above is for example only, UPI fees are subject to change by Ordinance passed by the Cumberland County Commissioners)

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Example "F" – Blackacre Development – Phase 1. Developer owns a 100 acre tract and is subdividing it into 100 one acre lots. Developer files a phase 1 subdivision plan for 20 lots, files a \$1,000,000 development mortgage, and files a Declaration of Homeowners Association, all before infrastructure or other construction is started, and before any lot is conveyed. What are the UPI number(s)?

Same example as New Development Example "A." The plan is not yet activated, and therefore the original tract's UPI number is placed on the phase 1 subdivision plan and mortgage. The Developer should contact the UPI staff and obtain a new "reference parcel" number for the Declaration of Homeowners Association.

Example "G" – Blackacre Development – Second Mortgage. Same as New Development Example "F" except after the plan is "activated" by Tax Mapping due to construction activity occurring on site, the developer obtains a supplemental mortgage for \$1,500,000 that is to be a lien on the developer's entire property. What are the UPI number(s)?

The instrument must have at least 21 UPI numbers, to wit: The residual 80 acre tract UPI number, plus the numbers for all of the first 20 lots. In addition to the 21 lot and residual tract UPI numbers, the mortgage must set forth the "reference parcel" UPI number for any association if any portion of the tract is identified by the association's UPI number, and if applicable, the UPI number for any other open space or amenity lot.

Example "H" – Blackacre Development – First Deed then Second Mortgage. Same as New Development Example "G" except that the plan is "activated" by Tax Mapping due to the first lot conveyance having occurred, and then the developer obtains a supplemental mortgage for \$1,500,000 which is to be a lien on the developer's entire property. What are the UPI number(s)?

The instrument must have at least 20 UPI numbers, to wit: The residual 80 acre tract UPI number, plus the numbers for all of the remaining 19 Phase 1 lots. In addition to the 20 lot and residual tract UPI numbers, the mortgage must set forth the "reference parcel" UPI number for any association if any portion of the tract is identified by the association's UPI number, and if applicable, the UPI number for any other open space or amenity lot.

Example "I" – Blackacre Development – Perimeter Description. A plan is activated as in Example "G." The developer desires to place the \$1,500,000 mortgage on the entire original tract. May he use the original 100 acre perimeter description, or must he use 20 individual lot descriptions plus a description for the residual 80 acre tract?

If the plan which sets forth the 20 lots and the residual tract also contains the perimeter survey, then the mortgage may be described by the perimeter description. In addition to the 21 lot UPI numbers (20 lots plus one residual tract), the mortgage must set forth the UPI number for any open space or amenity lot still owned by Developer.

Example "J" – Blackacre Development – Phase 2. Same as New Development Example "F" except that the developer has now conveyed half of the Phase 1 lots, and records a Phase 2 subdivision plan for lots 21-40, together with a \$2,000,000 infrastructure mortgage and an amendment of the Homeowner's Association declaration submitting the Phase 2 lots to the association. What UPI number(s) should be affixed to the instruments?

The Final Phase 2 Subdivision Plan and the \$2,000,000 mortgage will have the residual 80 acre UPI number. (If the mortgage is to cover any of the remaining lots in Phase 1, those UPI numbers must be added.) The amendment of the Homeowners Association declaration will carry only the UPI number for the Association, and a "Part of" UPI number for the 80 acre former residual tract because Phase 2 (20 acres for lots 21-40) will now be added to the Homeowners Association parcel.

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Example "K" – Whiteacre Development – Open Space Deed. Two years after a development is begun, the developer conveys open space area to the Association. What UPI number(s) should be affixed to the deed?

There should be a UPI number assigned to the open space lot or lots, and it should be the "reference parcel" number for the Homeowners Association. With subsequent phases, and multiple open space, storm water detention area, amenity, or other such parcels, there may be multiple reference parcel numbers. The drafter of the deed should contact the Tax Mapping department in advance of preparing the deed and submitting it for recording. If an open space lot had been given a parcel number other than the "reference parcel" number for the Homeowners Association, then that prior number for the open space lot will be eliminated and the "reference parcel" number for the Homeowners Association allocated also to the open space lot being conveyed to the Association. Therefore, the Developer must either have established that the "reference parcel" number for the Homeowners Association will be used, and place that number on the deed for the open space lot, or the Developer will place the prior UPI number on the deed, and will be required to change that number when the deed is presented for certification.

Example "L" – Whiteacre Development – Deed of Dedication. Two years after the development is begun, the developer prepares a deed of dedication for the road. What UPI number(s) should be affixed to the deed?

Deeds of dedication have been excepted from the definition of instruments requiring a UPI. UPI numbers are not needed for public road right-of-way areas.