

Clinton County, Pennsylvania  
**UPI Requirement Highlights**  
*Rules & Regulations*

For the Assessment Office to process any property transfers in the allotted amount of time, (two working days) *Section 4(b)* pursuant to the Clinton County *UPI Ordinance #4 of 2004* the following requirements shall be met.

**\*Deeds Must Be Pre-Approved Prior To Being Submitted To The Recorders Office.**

**(PLEASE HAVE THE ASSIGNED UPI DOCUMENT WITH THE DEED)**

At the time the document is presented for recording.

1. Follow the requirements as set forth in the *Uniform Parcel Identifier Ordinance #4 of 2004*.
2. Straight transfers of parcels shall have, but not limited to, the following:
  - a. The municipality of the tax parcel(s) shall be listed.
  - b. An indentation of 1½” (left margin) for the metes & bounds description, where the UPI stamp(s) will be placed.
  - c. The text shall be the same as the previous deed in describing the parcel being transferred.
  - d. The text shall also include a description of any buildings included in the transfer, or specify “no improvements,” if applicable.
  - e. The text shall reference the previous deed by recorded book & page numbers, and shall also reference any exceptions & reservations out of said parcel.
  - f. The text shall list the 911 (physical or situs) address of the property, if applicable.
  - g. The text shall make reference to the existing Parcel Number for the property.
  - h. The text shall include the name and mailing address of the Grantee (when known/applicable.)
  - i. The deed shall disclose the name, address, and contact phone number of the individual or firm that prepared the deed.
3. Splits & Subdivisions of parcels shall also include the following (in addition to requirements above):
  - a. When submitting a property deed for a UPI assignment as per *Section 4(b), (c), (d) & (e)*, that is a split off from the original parent parcel, or a sub-division of an existing parcel, that deed shall be accompanied with, or make reference to a **certified survey drawing** with legible metes and bounds describing the new parcel as described in the submittal deed.
  - b. A “Being a portion of” clause that references the Parcel Number of the parent parcel(s) from which the subdivided parcel(s) is made.

Questions regarding the establishment of the rules, regulations and implementation of the ordinance in accordance with *Section 4(d)* should be directed to the Clinton County Assessment Office by phone or electronic means.

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