

	As required by ISO 9001 Effective date - _____ 2014	IC-31/02 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Provision of building passport of land plot development	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

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Acting Director of the Department of City Planning and Architecture _____ Gaydar V. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of City Planning and Architecture
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

3	The documents required for obtaining administrative services	<p>1. Application addressed to the Director of the Department of City Planning and Architecture, telephone.</p> <p>2. Certified copies of the established procedure:</p> <ul style="list-style-type: none"> - Passport data of the owner or authorized user of the property (land, buildings / facilities, rooms) pages 1, 2, 3, 11; - Identification code or copy of proxy to the person's right to represent the interests of the person concerned to conduct building or reconstruction (if necessary); - Excerpt / extract / certificate of state registration of a business entity (for legal entities). <p>3. Notarized copy of document for ownership (use) of land (land state act, land lease contract).</p> <p>4. Certificate from urban cadastre.</p> <p>5. Updated engineering and geodesic background in M1: 500.</p> <p>6. Duly certified consent of the owners of land (residential building) on the building on specified land (if any).</p> <p>7. Notarized consent of the owners of adjacent land in case of building on the distance from the property line, smaller than standard (1 meter).</p> <p>8. Sketch of intention building according to established models (performed by project organization).</p> <p>9. Draft of the construction (if any).</p> <p>10. Photographic images of the surrounding land.</p> <p>In the case of reconstruction (redevelopment, expansion, completion, superstructure, etc.). Premises and buildings attached:</p> <p>11. A copy of the document certifying the ownership of the applicant on the property (ownership certificate, an extract from the register of ownership) and copies of legal documents (the contract of purchase-sale, deed of gift or exchange, certificate of inheritance), certified in the established procedure.</p> <p>12. A copy of the technical passport of real estate, certified in the established procedure.</p> <p>13. The conclusion of the Department of Cultural Heritage of the Culture of RSA, the recommendations of the Department of Cultural Heritage of ERM (for objects which are architectural monuments or are situated in protected areas of architectural monuments).</p> <p>14. The security agreement (for objects that are architectural monuments).</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized) and by mail
5	Payment	Free
6	Term	10 working days
7	Service result	Building passport of land plot development
8	Method of obtaining response (output)	Personally or by procurance (notarized)

9	Legislative and regulatory basis	<p>1. The Law of Ukraine "On Urban Development Regulation" (p. 27).</p> <p>2. Decree of the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine of July 5, 2011 № 103 "On approval of the issuance of the building land plot passport "</p> <p>3. Decision of the Executive ommittee № 698 of November 11, 2011. "On approval of the "Temporary Regulation on the the procedure for preparing and issuing certificates of urban cadastre, its structure and form," "Regulations on the procedure for the preparation and provision of urban conditions and restrictions," "Regulations on the procedure for the preparation and provision of building passport. "</p>
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