

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-31/03</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Providing information reference from urban cadastre</b>	

**Original:** Authorized Representative for QMS Matters  
**copies:** according to the register of mailing

Created by:	Checked by:	Approved by:
Acting Director of the Department of City Planning and Architecture  _____ <b>Gaydar V.</b> "___"_____ 2014p.	Authorized Representative for QMS Matters  _____ <b>Lys A.</b> "___"_____ 2014 p.	Mayor  _____ <b>Anushkevychus V.</b> "___"_____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of City Planning and Architecture
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	<b>To get the reference from urban cadastre:</b> 1. Application addressed to the Head of the Department of City Planning and Architecture, telephone number. 2. Passport data of the applicant, pages 1,2,3,11, ID code (for individuals). Statement / certificate of state registration of a business entity (for legal entities). 3. Documents of the ownership or use of a plot of land with a land plan and a cadastral parcel number of land. If there is no p. 3 - cadastral plan of the land with a catalog of coordinates of angles of external land borders, or a copy of the documents certifying the ownership or use of the premises and technical passport. 4. If there are buildings or structures on the land - a copy of the documents certifying the ownership or use of premises (building construction) and technical passport. <b>To get the information from urban cadaster:</b> 1. Application addressed to the Head of the Department of City Planning and Architecture, telephone number. 2. Passport data of the applicant, pages 1,2,3,11, ID code (for individuals). Statement / certificate of state registration of a business entity (for legal entities). 3. Scheme of location of land. * Information from the urban cadastre is provided in the absence of legal documents to land and cannot be used to obtain basic data for the design or execution of any permits.

<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally by the applicant or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	10 days
<b>7</b>	<b>Service result</b>	Reference from urban cadaster. Information from urban cadaster.
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally by the applicant or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	1 Law of Ukraine "On regulation of urban development" (Article 22). 2 Resolution of the Cabinet of Ministers of Ukraine of May 25, 2011 N 559 "On the Urban Development Cadastre". 3 The decision of the executive committee № 698 of November 11, 2011. "On approval of the "Temporary Regulation on the procedure for preparing and issuing certificates from 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."