

	As required by ISO 9001 Effective date - _____ 2014	IC-31/04 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Provision of urban conditions and restrictions of building of the land plot	
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 _____ 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	<p>The documents required for obtaining administrative services</p>	<p>1. Application addressed to the Head of the Department of City Planning and Architecture of a standard form, contact phone number.</p> <p>2. Copies of the following documents certified by the own signature:</p> <ul style="list-style-type: none"> - Passport data of the owner or authorized users of real estate object (land plot, buildings / structures, premises) pages 1,2,3,11 - Tax ID code or a copy of the errands and passport data and TIN code of the person who has the right to represent the interests of the person concerned to conduct construction or renovation (if necessary); - Ecerpt / extract / certificate of state registration of a business entity in Ukraine (for legal entities), certified by the legal entity stamp. <p>3. Certified (notarized or by issuing agency issuing) copy of ownership (use) of land (state act on land, lease agreement (of servitude) of land).</p> <p>4. Certificate from urban cadastre.</p> <p>5. Photographic images of land or real estate object (with the environment).</p> <p>6. City planning calculation with technical and economic parameters of the planned object of construction (made according to the requirements of the urban settlement with technical and economic indicators of the planned construction object, according to the established models) (project organization).</p> <p>In the case of intentions regarding reconstruction (restoration, expansion, technical re-equipment objects of industrial purpose, repair of buildings / structures) of premises and buildings the following documents are added:</p> <p>7. 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 sale, deed of gift or exchange, certificate of inheritance), registered and certified in prescribed manner.</p> <p>8. A copy of the technical passport of real estate, certified in the prescribed manner.</p> <p>9. If necessary:</p> <ul style="list-style-type: none"> 1) notarized consent of the owners of real estate object, land and adjacent premises; 2) certified by the balance-keeper organization consent of the owners of apartments, premises of the house. <p>10. For objects that are architectural monuments or are situated in protected zones of architectural monuments - the conclusion of the Department of Cultural Heritage of the Culture of RSA, the recommendations of the Department of Cultural Heritage of ERM.</p> <p>All documents shall be submitted in duplicate.</p> <p>11. The security agreement (for objects that are architectural monuments).</p>
4	<p>The procedure and method of submitting documents</p>	<p>Personally by the customer or by procurance (notarized)</p>

5	Payment	Free
6	Term	7 days
7	Service result	Urban conditions and restrictions of building of the land plot
8	Method of obtaining response (output)	Personally by the customer or by procurance (notarized)
9	Legislative and regulatory basis	<p>1. The Law of Ukraine "On regulation of urban development" Article 29.</p> <p>2. Decree of the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine July 7, 2011 № 109 "On approval of the provision of urban conditions and restrictions of building the land plot, their structure and content."</p> <p>3. Decision of the Executive Committee № 698 of November 11, 2011. "On approval of the "Temporary Regulation on 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 the building passport."</p>