

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-33/04</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Registration of citizens, wishing to get the land for individual building</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of the Department of Registration and Distribution of Housing  _____ <b>Kuryliv T.</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 Registration and Distribution of Housing
<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

3	<b>The documents required for obtaining administrative services</b>	<p>1. Application.  2. Certificate of family members and registration.  3. Copies of passports of the adult family members.  4. Copies of birth certificates of minor children.  5. Copies of the identification numbers of the citizen and his family members.  6. Copy of the certificate of marriage (divorce)  7. Copies of documents confirming the right of the citizen and his family members on privileges during registration (if any).  8. Reference from State Land Agency on the presence or absence of land in the applicant's ownership and adult members of their family (Nezalezhnosti Str, 9).  9. * Informational reference from the State Register of Rights to Real Estate, issued by the Registration Service of Ivano - Frankivsk City Department of Justice on presence or absence of dwellings in applicant and the adult members of his family (issued by the Department of Registration and Distribution of Housing of Executive Committee of City Council).</p> <p>* If the applicant and his family members who wish to become registered in the land records of the right of property in the State Register of rights to real estate have land for the intended purpose of construction and maintenance of residential housing, commercial buildings and structures, applicant will be denied in registration in the land queue (part 4 of Article 116 LC of Ukraine, p.3 of the Regulation "On the conditions for registration of people and distribution of land for individual construction" approved by the decision of ERM of November 17, 2006, № 452 "On the transfer of functions of the architecture and urban planning in terms of keeping records of citizens wishing to obtain land for individual construction "</p> <p><b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p>
4	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
5	<b>Payment</b>	Free
6	<b>Term</b>	30 days
7	<b>Service result</b>	Reference for inclusion in the list the persons wishing to obtain land for individual construction
8	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
9	<b>Legislative and regulatory basis</b>	The Land Code of Ukraine of October 25, 2001 N 2768-III The decision of the Executive Committee of Ivano-Frankivsk City Council of November 17, 2006, № 452 "On the transfer of functions of the architecture and urban planning in terms of keeping records of citizens wishing to obtain land for individual construction"

