

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-33/17</b> <b>Version 01</b> <b>Changed pages 00/01</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Providing information reference about staying on the register of people wanting to get land for individual construction</b>	

**Original:** Authorized Representative for QMS Matters  
**copies:** 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
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. Application. 2. Certificate of family members and registration.  <b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	6 days
<b>7</b>	<b>Service result</b>	Reference about staying on the register of people wanting to get land for individual construction
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	The Land Code of Ukraine on 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 record keeping of citizens wishing to obtain land for individual construction"

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The Executive Committee of Ivano-Frankivsk City Council  
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