

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-41/07</b> <b>Version 01</b> <b>Changed pages 00/05</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Allowing the renovation and / or redevelopment of residential and non-residential buildings in residential and public buildings</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

<b>Created by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
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"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of public utilities, transport and communications
<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	The documents required for obtaining administrative services	<p><b><u>Renovation and / or redevelopment of residential and uninhabited premises in residential buildings (the premises) without changing the functional purpose and external configuration and façade</u></b></p> <ol style="list-style-type: none"> <li>1. Application.</li> <li>2. A copy of the document confirming the knowledge of the owner or balance-keeper of the house of intent to conduct redevelopment or renovation. * In case the balance-keeper of the house is its owner, this document is not submitted. ** In case of significant objections to carrying out redevelopment or renovation - the owner of the building or balance-keeper is obliged in 20-day period to apply this information to the Department of public utilities, transport and communications of the Executive Committee of the City Council.</li> <li>3. A copy of the passport of the customer (for individuals) or extract from the Unified State Register (for legal entities and individual entrepreneurs).</li> <li>4. A copy of all legal documents to the premises or documents confirming the right to use the premises.</li> <li>5. A copy of the technical passport of the premises certified by the owner.</li> <li>6. Consent with the intent to conduct renovation and / or redevelopment of all owners (co-owners) and adult residents of residential (non-residential) premises who on legal grounds stipulated by the current legislation of Ukraine, possess, use, dispose of the relevant real estate of (residential or nonresidential fund) , duly certified (notarized).</li> <li>7. Proposals for redevelopment and / or renovation of premises certified by the designer.</li> <li>8. A copy of the Designer license.</li> <li>9. A copy of the security agreement (in case the building is an architectural monument).</li> <li>10. Permit for work on a monument of local importance, issued by the competent authority for the protection of cultural heritage (in case the building is an architectural monument).</li> <li>11. Reference from balance-keeper about registered persons in the premises to be renovated, certified by the owner.</li> </ol> <p><b><u>Renovation and / or redevelopment of residential and uninhabited premises in residential buildings (the premises) with changing the functional purpose and without changing façade</u></b></p> <ol style="list-style-type: none"> <li>1. Application.</li> <li>2. A copy of the passport of the customer (for individuals) or extract from the Unified State Register (for legal entities and individual entrepreneurs).</li> <li>3. A copy of all legal documents to the premises or documents confirming the right to use the premises. 3.3. A copy of the technical passport of the premises certified by the owner. 3.4. A certified copy of the agreement on installation of personal servitude for perfect proportion of land (if unspecified in due course of the adjacent territory) or the calculation of tax payment to the budget (rent) for the area</li> </ol>
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		<p>under such premises based on the proportional share of the adjacent territory (in the case of determining in the prescribed order).</p> <p>3.5 Proposals for redevelopment and / or renovation of premises certified by the designer.</p> <p>* As part of the proposals the Scheme of general plan with definition of required premises for the operation is attached.</p> <p>3.6. A copy of the Designer license.</p> <p>3.7. A copy of the security agreement (in case the building is an architectural monument).</p> <p>3.8. Permit for work on a monument of local importance, issued by the competent authority for the protection of cultural heritage (in case the building is an architectural monument).</p> <p>3.9 Photographic images of the internal and exterior space of the premises.</p> <p>3.10 Reference from Financial Management of Executive Committee of the City Council on the participation of the customers in the construction of social and engineering-transport infrastructure.</p> <p style="text-align: center;"><b><u>Renovation and / or redevelopment of residential and uninhabited premises in residential buildings (the premises) with or without changing the functional purpose, without changing the external configuration and without changing the façade</u></b></p> <p style="text-align: center;"><b><u>Without changing the functional purpose</u></b></p> <ol style="list-style-type: none"> <li>1. Application.</li> <li>2. A copy of the document confirming the knowledge of the owner or balance-keeper of the house of intent to conduct redevelopment or renovation.</li> <li>3. Informational reference from a balance-keeper on complete list of rooms of the storey of the house which is planned to be renovated. (or adjacent floors in case of works in interfloor spaces).</li> <li>4. A copy of the passport of the customer (for individuals) or extract from the Unified State Register (for legal entities and individual entrepreneurs).</li> <li>5. A copy of all legal documents to the premises or documents confirming the right to use the premises.</li> <li>6. A copy of the technical passport of the premises certified by the owner.</li> <li>7. Consent with the intent to conduct renovation and / or redevelopment of all owners (co-owners) and adult residents of residential (non-residential) premises who on legal grounds stipulated by the current legislation of Ukraine, possess, use, dispose of the relevant real estate of (residential or nonresidential fund) , duly certified (notarized).</li> <li>8. Informational reference from Ivano-Frankivsk regional bureau of technical inventory about complete list of the owners of the premises that are subject to redevelopment or renovation.</li> <li>9. Reference from balance-keeper about registered persons in the premises.</li> </ol>
<p style="text-align: center;">The Executive Committee of Ivano-Frankivsk City Council Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail:mvk@il.if.ua, <a href="http://www.mvk.if.ua">www.mvk.if.ua</a> Department of public utilities, transport and communications, Nezalezhnosti Str. 7, phone. 3-22-12</p>		

**INFORMATION CARD (IC-41/07)**

**Allowing the renovation and / or redevelopment of residential and non-residential buildings in residential and public buildings**

		<p>10. Project proposals for redevelopment and / or renovation of premises certified by the designer.</p> <p>11. A copy of the Designer license.</p> <p>12. A copy of the security agreement (in case the building is an architectural monument).</p> <p>13. Permit for work on a monument of local importance, issued by the competent authority for the protection of cultural heritage (in case the building is an architectural monument).</p> <p>14. Photographic images of the internal and exterior space of the premises.</p> <p>15. The consent of owners of premises of the floor of the house (their authorized representatives), which is planned to be redeveloped, or adjacent floors in the case of work in the interfloor spaces (in case of renovation and / or redevelopment of residential and uninhabited premises in residential and public buildings (the premises) without changing the functional purpose) with mark of balance-keeper about registered persons.</p> <p>* You must have a notarized consent of the owners (or their authorized representatives) of all adjacent premises.</p> <p style="text-align: center;"><b><u>With changing the functional purpose</u></b></p> <p>1. Application.</p> <p>2. A certified copy of the agreement on installation of personal servitude for perfect proportion of land (if unspecified in due course of the adjacent territory) or the calculation of tax payment to the budget (rent) for the area under such premises based on the proportional share of the adjacent territory (in the case of determining in the prescribed order).</p> <p>3. Project proposals for redevelopment and / or renovation of premises certified by the designer.</p> <p>* As part of the proposals the Scheme of general plan with definition of required premises for the operation is attached.</p> <p>4. Reference from Financial Management of Executive Committee of the City Council on the participation of the customers in the construction of social and engineering-transport infrastructure.</p> <p><b>Note:</b> Copies of documents shall be submitted with originals for verification or notarized.</p>
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally by the representative of the initiative group of the inhabitants or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Excerpt from the decision of City Council Executive Committee
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally by an applicant or by procurance (notarized)

<b>9</b>	<b>Legislative and regulatory basis</b>	1. The Law of Ukraine "On Local Self-Government in Ukraine". 2. Law of Ukraine "On regulation of urban development." 3. Decision of the city council "On the procedure for granting permission for redevelopment and / or renovation of residential and uninhabited premises in residential and public buildings, annexes to these premises, with the change and without changing the functional purpose" of May 29, 2012 № 755-25.
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