

	As required by ISO 9001 Effective date - _____ 2014	IC-16/01 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Preparation of contract (reference) of the equity participation of building customers in the creation and development of engineering, transport and social infrastructure	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Department of Finances _____ Susanina V. "___" _____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___" _____ 2014 p.	Mayor _____ Anushkevychus V. "___" _____ 2014 p.

1	Body providing the service	Department of Finances of Executive Committee of City Council
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>	<ol style="list-style-type: none"> 1. Application to the First Deputy Mayor, phone number. 2. Legal documents: <ol style="list-style-type: none"> a) for legal entities – charter, the extract from the Unified State Register of legal entities and natural persons - entrepreneurs at the time of application; b) for natural persons - entrepreneurs - an extract from the Unified State Register of legal entities and natural persons - entrepreneurs at the time of application; c) for individuals - passport (pages 1, 2, registration) and ID code. 3. Documents that establish the ownership or use of land (pay attention to the compliance of the target land use with the appointment of the object specified in the application). 4. The estimated consolidated calculation of construction costs (reconstruction costs) of urban planning object (if any). 5. Expert Report of comprehensive state examination (if necessary). 6. Beginning and end of the urban planning object. 7. Technical and economic parameters of the construction. 8. Technical specifications in accordance with Article 30 of the Law of Ukraine "On Regulation of Urban Development" of February 17, 2011. 9. Documents confirming participation in the development of engineering and transport infrastructure (if any). 10. Agreement to promote socio-economic development of the city (if available). 11. Urban conditions and restrictions 12. Architectural and technical passport of the urban planning object, duly approved (if any). 13. Permit and / or declaration for construction works (when concluding the final agreement). 14. If there is a building: <ol style="list-style-type: none"> a) legal documents to the building / premises (certificate of ownership to real property, contract of purchase-sale, gift, exchange, certificate of inheritance, loan agreement, lease agreement, etc.) with an extract from the State Register of Legal Deeds, with an extract of the registration of ownership to real property or a stamp on the registration of property (in documents before 2004); b) a certified copy of the technical passport of the existing buildings, rooms, apartments with defined co-owners and shares of their property, in the organization that produced the it. <p>For contract (reference) of the equity participation of building customers in the creation and development of engineering, transport and social infrastructure are provided certified copies of all documents (for legal entities - stamped and signed by the legal entity of the authorized official, for individuals - signed, for natural persons - entrepreneurs - certified by signature and seal).</p> <p>Original documents shall be submitted in order to check information, but they are immediately returned to building customer after receiving their copies.</p>
4	<p>The procedure and method of submitting documents</p>	<p>Personally or by procurance (notarized)</p>

5	Payment	Free
6	Term	30 days
7	Service result	Contract of the equity participation of building customers in the creation and development of engineering, transport and social infrastructure
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	1. The Law of Ukraine "On regulation of urban development." 2. Regulation "On the equity participation of building customers in the creation and development of engineering, transport and social infrastructure." of October 18, 2013 № 1231-38