

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-31/11</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Allow placement of art-dimensional arrangement (green plantations, fitocompositions, etc.) that are used as advertising media</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>
Acting Director of the Department of City Planning and Architecture  _____ <b>Gaydar V.</b>	Authorized Representative for QMS Matters  _____ <b>Lys A.</b>	Mayor  _____ <b>Anushkevychus V.</b>
_____ "___" _____ 2014p.	_____ "___" _____ 2014 p.	_____ "___" _____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of City Planning and Architecture
<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 for placement of outdoor advertising facility (to be completed by the sample). 2. Sketch of promotional images made by the customer at the professional level, scale and color, A4 (plus electronic version). 3. Scheme-drawing of advertising frame. Project proposal (constructive solution) of advertising facility, labeled with all the elements of their size and coupling units. (plus electronic version). 4. Photo of advertising space made from a distance of 15-30 meters with the definition of the establishment advertising place. (plus electronic version). 5. Certified copy of the certificate of incorporation. 6. Certified copy of passport (for natural persons - entrepreneurs).
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized) and by mail
<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 the Executive Committee of the City Council.
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	<ol style="list-style-type: none"> <li>1. The Law of Ukraine "On Advertising".</li> <li>2. "Common rules for outdoor advertising," approved by the Cabinet of Ministers of Ukraine of December 29, 2003 № 2067.</li> <li>3. "Procedure for placement of outdoor advertising in Ivano-Frankivsk," approved by the Executive Committee of Ivano-Frankivsk City Council of December 29, 2009, № 657.</li> </ol>

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The Executive Committee of Ivano-Frankivsk City Council  
 Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail:mvk@il.if.ua, [www.mvk.if.ua](http://www.mvk.if.ua)  
 Department of City Planning and Architecture  
 Nezalezhnosti Str. 9, Ivano-Frankivsk, 76000, Tel. 2-39-28, 50-26-80 dma.if.mvk @ gmail.com, www.dma.if.ua

**INFORMATION CARD (IC-31/11)**

**Allow placement of art-dimensional arrangement (green plantations, fitocompositions, etc.) that are used as advertising media**