

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-34/01</b> <b>Version 01</b> <b>Changed pages 00/03</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Concluding, continuing, renewal of, making amendments in and termination of land lease agreements, land sublease contracts, additional agreements to lease contracts.</b> <b>Termination of contracts of personal servitude use of real, ideal share of land, personal terminable servitude for placement of temporary buildings.</b> <b>Sale of land plots of municipal property to individuals (citizens)</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>
Head of Department of Land Relations of Executive Committee of the City Council  _____ <b>Obladan K.</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 Land Relations of Executive Committee of Ivano-Frankivsk City Council
<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

The Executive Committee of Ivano-Frankivsk City Council  
 Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail: mvk@if.ua, [www.mvk.if.ua](http://www.mvk.if.ua)  
 Department of Land Relations of Executive Committee of the City Council, Dnistrovska Str. 26, tel. 754607.754609,  
 e-mail: [uzvifmvk@ukr.net](mailto:uzvifmvk@ukr.net)

**INFORMATION CARD (IC-31/01)**

**Concluding, continuing, renewal of, making amendments in and termination of land lease agreements, land sublease contracts, additional agreements to lease contracts.**  
**Termination of contracts of personal servitude use of real, ideal share of land, personal terminable servitude for placement of temporary buildings.**  
**Sale of land plots of municipal property to individuals (citizens)**

3	<p><b>The documents required for obtaining administrative services</b></p>	<p><b>The conclusion of land lease agreements (including changing the designated use of land plot), land sublease contracts, additional agreements to land lease agreements</b></p> <ol style="list-style-type: none"> <li>1. Petition (application) to the Mayor (if applying by authorized person a copy of power of attorney is attached).</li> <li>2. Draft of contracts: of land lease, of land sublease, a supplementary agreement to lease the land.</li> <li>3. Certified by project organization the land management documentation developed in accordance with law.</li> <li>4. Certified copy of extract from the State Land Cadastre.</li> <li>5. Certificate of the lack of arrears of taxes and duties (mandatory payments) from the tax inspection (by changing the designated use of land plot, additional lease contract and sublease land agreement) as of the month of requesting (submitting the application).</li> </ol> <p><b>Amendments to the decision of the City Council (due to the mistake), the termination of land lease agreements, land sublease contracts, additional agreements to land lease contract, agreements of personal servitude use of real, ideal share of land, personal terminable servitude for placement temporary buildings .</b></p> <ol style="list-style-type: none"> <li>1. Petition (application) to the Mayor (if applying by authorized person a copy of power of attorney is attached).</li> <li>2. A copy of the decision of the City Council, which must be changed.</li> <li>3. Copies of documents confirming the lapse of rights to real estate, located on the land (for the termination of contracts).</li> <li>5. Certificate of the lack of arrears of taxes and duties (mandatory payments) from the tax inspection (by changing the designated use of land plot, additional lease contract and sublease land agreement) as of the month of requesting (submitting the application).</li> </ol> <p><b>Sale of land plots of municipal property to individuals (citizens)</b></p> <ol style="list-style-type: none"> <li>1. Petition (application) to the Mayor (if applying by authorized person a copy of power of attorney is attached).</li> <li>2. Copies of: existing documents that set the right to land (land lease agreement, an additional contract to it, the state act on right to permanent use of land), an extract from the State Register of Rights to Real Estate about the registration of another proprietary right, extract from the State Land Cadastre.</li> <li>3. Copies of documents certifying ownership to real estate located on the land and a copy of the technical passport of the building.</li> <li>4. Copies of constituent documents of legal entities, individual entrepreneur, for citizens - copy of passport of the citizen of Ukraine and identification code.</li> <li>5. Excerpt of regulatory monetary value of land, dated the year of application.</li> </ol>
---	--	---

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 Land Relations of Executive Committee of the City Council, Dnistrovska Str. 26, tel. 754607.754609,  
 e-mail: uzvifmvk@ukr.net

**INFORMATION CARD (IC-31/01)**

**Concluding, continuing, renewal of, making amendments in and termination of land lease agreements, land sublease contracts, additional agreements to lease contracts. Termination of contracts of personal servitude use of real, ideal share of land, personal terminable servitude for placement of temporary buildings.**

**Sale of land plots of municipal property to individuals (citizens)**

		<p>6. Certificate of the lack of arrears of taxes and duties (mandatory payments) from the tax inspection of the month of requesting (submitting the application).</p> <p>7. Informational reference from a single register of enterprises for which were initiated the proceedings in bankruptcy as of the month of application.</p> <p><b>* All copies must be certified in the established procedure.</b></p>
<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>	30 days
<b>7</b>	<b>Service result</b>	<p>1. Excerpts from the decision of the City Council on: concluding, continuation, renewal of, making amendments in, termination of land lease agreements, land sublease contracts, additional agreements to land lease contracts, sale of land of municipal ownership to individuals (citizens); land lease agreements, land sublease contracts, additional agreements to land lease contracts signed by the Mayor.</p> <p>2. Excerpts from the decision of the Executive Committee of Ivano-Frankivsk City Council on: termination of personal servitude use of the real, ideal share of land, personal terminable servitude for placement of temporary buildings).</p>
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	<p>1. The Land Code of Ukraine "On Local Self-Government in Ukraine", "On Land Lease", "On the Evaluation of Land", "On the Land Management."</p> <p>2. Decision of 35th session of Ivano-Frankivsk city council of the sixth democratic convocation of December 05, 2013 № 1063-35 "On approving the new edition of Regulations on the management of land relations of Ivano-Frankivsk City Council."</p> <p>3. Decision of 18th session of Ivano-Frankivsk city council of the sixth democratic convocation of December 30, 2011 № 555-18 "On Approval of the Regulation on the new edition of the lease of land in Ivano-Frankivsk and the procedure for calculating the rent for the land."</p>

The Executive Committee of Ivano-Frankivsk City Council  
Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail: mvk@if.ua, [www.mvk.if.ua](http://www.mvk.if.ua)  
Department of Land Relations of Executive Committee of the City Council, Dnistrovska Str. 26, tel. 754607.754609,  
e-mail: uzvifmvk@ukr.net

**INFORMATION CARD (IC-31/01)**

**Concluding, continuing, renewal of, making amendments in and termination of land lease agreements, land sublease contracts, additional agreements to lease contracts.  
Termination of contracts of personal servitude use of real, ideal share of land, personal terminable servitude for placement of temporary buildings.**

**Sale of land plots of municipal property to individuals (citizens)**