

	As required by ISO 9001 Effective date - _____ 2014	IC-34/05 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD The conclusion of land sublease contracts, additional agreements to land lease contracts. Amendments to the decisions of the City Council (due to a mistake), termination of, amendment to the land lease agreements, land sublease contracts, additional agreements to land lease contracts, termination of contracts of personal servitude use of real, ideal share of land, personal term easement for placement of temporary structures	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
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1	Body providing the service	Department of Land Relations of Executive Committee of Ivano-Frankivsk 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

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
 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-34/05)

The conclusion of land sublease contracts,
 additional agreements to land lease contracts.

Amendments to the decisions of the City Council (due to a mistake), termination of, amendment to the land lease agreements, land sublease contracts, additional
 agreements to land lease contracts,
 termination of contracts of personal servitude use of real, ideal share of land, personal term easement for placement of temporary structures

3	The documents required for obtaining administrative services	<p style="text-align: center;">The conclusion of land sublease contracts, additional agreements to land lease contracts</p> <ol style="list-style-type: none"> 1. Petition (application) to the Mayor (if applying by authorized person a copy of power of attorney is attached). 2. Copies of constituent documents of legal entities, individual entrepreneur. 3. Draft of contracts: of land sublease, a supplementary agreement to lease the land. 4. Certified by project organization the land management documentation developed in accordance with law. 5. Certified copy of extract from the State Land Cadastre. 6. Copy of the land lease agreement. 7. Consent of the tenant to conclude the land sublease contract. 8. Certificate of the lack of arrears of taxes and duties (mandatory payments) from the tax inspection as of the month of requesting (submitting the application). <p style="text-align: center;">Amendments to the decisions of the City Council (due to a mistake), termination of, amendment to the land lease agreements, land sublease contracts, additional agreements to land lease contracts, termination of contracts of personal servitude use of real, ideal share of land, personal term easement for placement of temporary structures</p> <ol style="list-style-type: none"> 1. Petition (application) to the Mayor (if applying by authorized person a copy of power of attorney is attached). 2. A copy of the decision of the City Council, which must be changed. 3. Copies of constituent documents of legal entities, individual entrepreneur. 4. Copies of documents confirming the lapse of rights to real estate, located on the land (for the termination of contracts). 5. Certificate of the lack of arrears of taxes and duties (mandatory payments) from the tax inspection (for the termination of contracts) as of the month of requesting (submitting the application). <p style="text-align: center;">* All copies must be certified in the established procedure.</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days

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7	Service result	<p>1. Excerpts from the decision of the City Council on: concluding the land sublease agreements, additional agreements to land lease contracts, amending the decision of the city council (due to a mistake), termination of, amendment to the land lease agreements, land sublease contracts, additional agreements to land lease contracts; land sublease agreements, supplementary agreements to land lease contracts signed by the Mayor.</p> <p>2. Excerpts from the decision of the Executive Committee of the City Council on: termination of agreements of personal servitude use of real, ideal share of land, personal term easement for placement of temporary structures).</p>
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<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>

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