

ORDINANCE № RD-02-20-4 FROM 11 OCTOBER 2016 Г. FOR PROVIDING SERVICES FROM  
THE CADASTRAL MAP AND THE CADASTRAL REGISTERS

Into force from 22.11.2016 r.

Issued by the minister of the regional development and public works

Promulgated. OG, ed. 83 from 21 October 2016, amended and supplemented by an OG, ed. 88 from  
3 November 2017

## Section I.

### General provision

Article 1. (1) With the ordinance, the conditions and the order for requesting and providing services from the Agency of geodesy, mapping and cadastre in accordance to the Cadastre and Property Register Law (CPRL), as well as their type, format and content are being defined.

(2) The ordinance also defines the following:

1. the conditions and the order for requesting and providing services from the Agricultural municipal offices and from the municipalities in the cases under article 55, subparagraphs 7 and 8 from the CPRL;

2. the conditions and the order for defining of Agricultural municipal offices' and municipality administrations' officers, who will be able to service administratively on behalf of the Agency of geodesy, mapping and cadastre, as well as the conditions and the order for their authorization and the termination of their powers.

Article 2. (1) Services from the cadastral map and the cadastral registers are considered the operations of the Agency of geodesy, mapping and cadastre and the results from them on the occasion of a submitted application or a request for providing data or an application for making changes on the cadastral map and in the cadastral registers

(2) For providing a service through a remote access to the administrative informational system, without requesting applicator's data, a request is to be submitted

Article 3. The results from the requested services are: official documents and electronic and/or graphic references.

Article 4. The services are run by data from:

1. the cadastral map;
2. the cadastral registers;
3. specialized data, maps and registers, provided by or affirmed by the Agency of geodesy mapping and cadastre;
4. informational administrative map.

Article 5. When requesting a service, the units are defined by:

1. their identifiers and numbers;
2. their location, set by pointing; outline of the territory that they fall in, or by setting coordinates in a defined reference coordinate system;
3. their administrative addresses;
4. other characteristics, that defined the units unambiguously.

Article 6. (1) The requesting and the receipt of service results on a digital or other traditional bearer is done in one of the following ways:

1. by remote access to the administrative informational system;
2. on spot, where the Agency of geodesy mapping and cadastre accepts applications and provides services;
3. by universal courier or post service, with a registered delivery and a form for acknowledgment of receipt – on the expense of the recipient of the service.

(2) The applicant chooses the way under subparagraph 1 depending on the service type and the conditions under which it is provided.

(3) In the cases under subparagraph 1, point 3, the registered shipment is given in person to the applicant or to another authorized individual after presenting a power of attorney or to an expressly pointed third party. Upon receipt of the shipment, the individuals shall legitimate their selves with a name, PIN and identity card.

## Section II.

### Service results

Article 7. (1) The Agency of geodesy, mapping and cadastre provides the following groups of services:

1. searching for information in the data sources under article 4;
2. review of the data from the sources under article 4;
3. providing of a catalogue of the data from the sources under article 4 and the related to them services;
4. providing of references from the sources under article 4;
5. issue of official documents.

(2) The conditions for the performances of the services under subparagraph 1, point 4 are in accordance to annex № 1.

(3) The conditions for the performances of the services under subparagraph 1, point 5 are in accordance to annex № 2.

Article 8. (1) The service results are represented on the basis of a model, affirmed by the executive director of the Agency of geodesy, mapping and cadastre.

(2) In an electronic way the results are presented in the format under article 12, point 5 from the CPRL, in a PDF or another format, defined with a contract.

(3) In an electronic way the data representation is done by their transfer on a digital bearer or by controlled remote access to the administrative informational system.

Article 9. The results from the services provided are with a content in accordance with annexes № 1 and 2.

Article 10. (1) The services under article 7, subparagraph 1, points 1-4 are performed via the administrative informational system upon a request by a remote access.

(2) The result from the service for information search is a list of units from the sources under article 4, received on the screen of the applicant.

(3) The result from a service for a review of the date from the sources under article 4 is information for specific units, received on the screen of the applicant, including space and semantic data.

(4) The result from the service of providing of a catalogue of the data from the sources under article 4 and the related to them services is information for the units and the services, received on the screen of the applicant, that contains:

1. types of units, their identification and characteristics, including accuracy data, actuality, space range and legal status;
2. types of services, application and receipt conditions and the type of the result with units' data.

(5) The services of providing of references from the sources under article are with a content, type and format in accordance to annex № 1 and not authorized from the Agency of geodesy, mapping and cadaster's employees.

Article 11. (1) The official documents are issued and authorized by the director of the Geodesy, mapping and cadastre office, the executive director of the Agency of geodesy, mapping and cadastre or authorized by him officers for the territory of the whole country and/or the individuals authorized under article 30, subparagraph 4 and under article 35m subparagraph 4

(2) The official documents contain the data from the sources under article 4.

(3) Official documents, issued in an electronic form are to be signed with an electronic signature.

Article 12. (1) A sketch – project and a scheme – project are issued on the basis of an affirmed project for an alteration of the cadastral map and the cadastral registers, valid within 6 months from the project receipt and not a subject of re-verification.

(2) A certificate under article 54a, subparagraph 3 from the CPRL is issued on the basis of an affirmed project for an alteration of the cadastral map and the cadastral registers and project data - a subject of application, are applied on the cadastral map and the cadastral registers.

(3) A certificate under article 54a, subparagraph 3 from the CPRL for facilities that are not a subject of the cadastral map is issued by the Agency of geodesy, mapping and cadastre, after the data that is a subject of application has been provided to the municipal administration.

### Section III.

#### Conditions and order for requesting the services

Article 13. The application format is affirmed by the executive director of the Agency of geodesy, mapping and cadastre.

Article 14. (1) An applicant is a person, identified and registered in the administrative informational system.

(2) (Amendment – OG, ed. 88 from 2017 (\*)) For the performance of a service upon application submission, the individual under subparagraph 1 enclosed documents in accordance with annexes № 1 and 2 or identification data about them, in the cases when there are public administration registers created for them.

(3) The right to receive the result from the service has a concerned individual or an individual authorized by them. In the cases, where the concerned individual is an applicant, the results from the service can be received from an individual pointed in the application by them.

(4) Making amendments on the cadastral map and the cadastral registers may be requested alongside with a submission of an application for project affirmation for cadastral map and cadastral registers amendment or separately after a certificate for an affirmed amendment project has been issued.

Article 15. (1) Individuals, who in front of another administrative or judicial authority or in front of individuals with public functions prove (pretend) to have properties of law for a territory within borders, defined by an amendment project, request the issue of a sketch – project or a scheme – project after providing a certificate from the relevant authority or individual for starting proceedings.

(2) The geodesy, mapping and cadastre office in the area in which the property is situated, registers an application in the administrative informational system in the cases of officially received data about amendments of the cadastral map and the cadastral registers.

Article 16. The service application contains:

1. unique identification number, received upon its registration in the administrative informational system;
2. date, time, minute and second of the application's registration;
3. data for the applicant for the service: name, PIN/BULSTAT, quality( a concerned, an authorized individual or a third party), address, contact telephone, and electronic mail address, as well as data for the authorizing individual in accordance with article 61, subparagraph 1, points 1-7 from the CPRL;
4. term for the performance of the service in accordance with annexes № 1 and 2;
5. the services, that are requested in accordance with annexes № 1 and 2;
6. type and basis for amendment of the cadastral map and the cadastral registers under article 31 from the CPRL;
7. The units, subjects of the service, pointed by the applicant, in accordance with article 5;
8. type and form of the results from the requested services, as well as a way and place of their receipt;
9. data about the certified individual, who has done the geodetic measurements and created the project for amendment of the cadastral map and the cadastral registers, in the cases of amendments requested;
10. a signature, an electronic signature or a customer's identification code, issued by the Agency of geodesy, mapping and cadastre;
11. a list of the enclosed documents, including the documents presented in a digital way, as well as a project for amendment of the cadastral map and the cadastral registers in accordance with the ordinance under article 31 from the CPRL, when the cadastral map and the cadastral registers are being amended;
12. name and PIN of the individual, who can receive the result from the service, in the cases under article 14, subparagraph 3.

Article 17. (1) The applications are input and registered in the administrative informational system by the applicant, by an employee of the Geodesy, mapping and cadastre office, or by an authorized individual under article 30, subparagraph 4 or under article 35, subparagraph 4.

(2) When inputting application data through the administrative informational system if there are incomplete or mistaken data, the applicants are being informed that the document may not be registered.

(3) Applications, received by the post with established while inputting missing or mistaken date are registered in a separate register in the administrative informational system, and the applicant is informed on the address, pointed by them.

Article 18. (1) For an application registered in the administrative informational system an administrative file is created.

(2) The applicant is informed on screen, on spot or on the address pointed by them about the reference number of the successfully registered application.

(3) When the application has been sent by the post, the applicant is considered to be informed from the date of the receipt of the acknowledgment of receipt note.

Article 19. (1) (Amendment – OG, ed. 88 from 2017 (\*)) Registered applications, for which documents are missing or identification data has not been provided about documents, that are present in the public administration registers, and are necessary for the services performances, are not performed until the remedy of the shortcomings.

(2) In the presence of shortcomings in the application and in the documents enclosed to it, the applicant is informed to eliminate those shortcomings within a 14-day period, as well as for the consequences of those not being eliminated.

(3) The Geodesy, mapping and cadastre office cannot request from the applicant to provide information or documents, which are existent to them to another Geodesy, mapping and cadastre office or to the Agency of geodesy, mapping and cadastre.

(4) (New - OG, ed. 88 from 2017 (\*)) The Geodesy, mapping and cadastre office cannot request from the applicant to provide documents, that it has existing public administration registers for or which are used to for certifying facts, that are contained in the database of the public administration. In the event when the Geodesy, mapping and cadastre office cannot find the data necessary, it request from the applicant to provide information, necessary for identification of the data or the documents from the registers of the public administration.

(5) (Previous, subparagraph 4 - OG, ed. 88 from 2017 (\*)) The service implementation term is interrupted until the remedy of the shortcomings.

(6) (Previous, subparagraph 5 - OG, ed. 88 from 2017 (\*)) The administrative file is terminated and archived, if within the term under subparagraph 2 the application shortcomings have not been eliminated. The tax paid for the service performance is not a subject of refund.

Article 20. (1) An application for service performance, when no borders or cadastre unit outlines are being amended, shall be submitted in a Geodesy, mapping and cadastre office by the applicant's choice, independently on the location of the unit or through the administrative informational system.

(2) The application for amendment of borders and cadastre unit outlines is to be submitted in the Geodesy, mapping and cadastre office in the area of the location where the unit is situated or through the administrative informational system.

## Section IV.

### Conditions and order for performing and providing the service results

Article 21. (1) The services are performed:

1. by the Geodesy, mapping and cadaster office at the location where the cadastre units are situated in the cases under article 20, subparagraph 2;
2. by the Geodesy, mapping and cadaster office from the requested place of the result receipt in the cases under article 20, subparagraph 1;
3. through the administrative informational system.

(2) The registered applications in the administrative informational system are performed by the by the Geodesy, mapping and cadaster office by the order of their submission after their distribution by the office director or an individual authorized by them, for those services being performed by the relevant officers.

Article 22. (1) In the administrative informational system the date, time, minute and second of the distribution of the registered applications and requests are being saved.

(2) The start date of the performance and the amendment of the services coming from one application is the date of its registration, if the application has no irregularities, or otherwise the date of the irregularities being eliminated under article 19, subparagraph 2.

(3) The results and the date on which the applicant was informed for the service being completed and/or amended are registered in the administrative informational system.

Article 23. (1) Based on the registered service and/or amendment, the Geodesy, mapping and cadastre office, based on the way and correspondence address, chosen by the applicant, informs him about:

1. start and end date of the service performance, respectively of the amendment done;
2. the necessity of additional data and documents for the service performance and/or the amendment;
3. refusal for service performance and/or amendment alongside with the motives for it, when such is decreed.

(2) The notifications under subparagraph 1, contain information for:

1. the application number, the requested services and/or amendment, registration date;
2. the names, the occupation and signature of the officer, performing the service;
3. the application date and the term for submission of additional information in the cases under subparagraph 1, point 2.

Article 24. All of the completed files are subject of archiving in the administrative informational system.

Article 25. (1) Authorizing of an official document is done by putting a handwritten or an electronic signature by the individuals under article 11, subparagraph 1 or by an electronic signature of the office.

(2) In the administrative informational system, a date, time and minute of the service result creation, as well as a date of receipt by its applicant are being input

(3) When providing the service by a controlled remote access to the administrative informational system, a report for the time and the size of the data provided is automatically saved.

Article 26. (1) The service results are received by the applicant, an individual defined by the applicant at the time of application, or an authorized by the applicant individual.

(2) All the stages of service performance are noted in the administrative informational system and the applicant has access to the following data:

1. the circumstances under article 19, subparagraph 1 and article 23, subparagraph 1;
2. completion of the acts of service performance and the readiness for receiving the results;
3. receipt of the service results;
4. file completion and archiving;

## Section V.

### Administrative service by the Agricultural municipal offices with cadastral information

Article 27. (1) The agricultural municipal offices assist the Geodesy, mapping and cadastre offices in the administrative service with cadastral information about agricultural and forest territories with approved cadastral maps and cadastral registers.

(2) The agricultural municipal offices, excluding those situated in the administrative centers of the regions, assist the Geodesy, mapping and cadastre offices in the administrative service with cadastral information about the territory of the administrative region that they fall into. In the populated places – administrative centers of the regions, the administrative service is done by the Geodesy, mapping and cadastre offices.

Article 28. In order to assist the Geodesy, mapping and cadastre offices in the process of administratively serving with cadastral information under article 27, subparagraph 1 the agricultural municipal offices perform the following services:

1. an issue of a land sketch;
2. an issue of a building sketch;
3. an issue of an independent unit sketch;
4. an issued of a certificate for the presence or lack of data.

Article 29. (1) For performing the services under article 28 the agricultural municipal offices accept and process applications and provide official documents.

(2) Besides the cases under subparagraph 1, the agricultural municipal offices can accept applications for amendments of the cadastral property register as well.

(3) The conditions and the order for requesting the services is in accordance with Section III.

(4) The conditions and the order for performing and providing the services under article 28 is in accordance with section IV. The official documents are provided on paper.

Article 30. (1) The agricultural municipal offices accept and process applications and provide official documents via officers, assigned by the minister of the agriculture and food.

(2) The minister of agriculture and food notifies the Agency of geodesy, mapping and cadastre in writing about the individuals assigned by him. In the notification the full names, the occupation and the agricultural municipal office of the service of the individual are written down.

(3) The minister of agriculture and food notifies immediately the executive director of the Agency of geodesy, mapping and cadastre in the cases of changes concerning the individuals under subparagraph 1.

(4) The authorization of the individuals under subparagraph 1 and the termination of their rights is done with an order by the executive director of the Agency of geodesy, mapping and cadastre. The order contains the officers' full names, occupation and work place. For each "Agriculture" regional directorate a separate order is issued. When changing the individuals under subparagraph 1 or when terminating their rights, a change is done in the authorizing order as well.

(5) The executive director of the Agency of geodesy, mapping and cadastre notifies the minister of agriculture and foods for the necessity of assigning another individual when the authorized person under subparagraph 4 failed to fulfill their obligations. In such case, the rights of the individuals under subparagraph 1 are terminated.

(6) A copy of the orders under article 4 is sent to the minister of agriculture and foods, to the director of the "Agriculture" regional directorate, to the director of the Agricultural municipal office and to the director of the Geodesy, mapping and cadastre office. The orders are published on the official page of the Agency of geodesy, mapping and cadastre.

Article 31. The authorized individuals under article 30, subparagraph 4 have a right to access the administrative informational system – to view the full information from the cadastral map and the cadastral registers, information about the application of the services article 28 and article 29, subparagraph 2 and information about the receipt of the results from the completed services.

## Section VI.

### Administrative service by the municipal administrations with cadastral information

Article 32. (1) The municipal administrations can assist the Geodesy, mapping and cadastre offices in the administrative service with cadastral information about territories with approved cadastral map and cadastral registers under conditions, defined by a settlement, signed by the executive director of the Agency of geodesy, mapping and cadastre and the mayor of the respective municipality.

(2) The territories with approved cadastral map and cadastral registers, which the municipal administrations can assist the Geodesy, mapping and cadastre offices in the administrative services with, are defined by the settlement under subparagraph 1.

Article 33. For assisting the Geodesy, mapping and cadastre offices with the administrative service with cadastral information, the municipal administrations perform the following services:

1. an issue of a land sketch;
2. an issue of a building sketch;
3. an issue of an independent unit sketch;
4. an issued of a certificate for the presence or lack of data.

Article 34. (1) For performing the services under article 33, the municipal administrations accept and process applications and provide official documents.

(2) Besides the cases under subparagraph 1, the municipal administrations can accept applications for amendments of the cadastral property register as well.

(3) The conditions and the order for requesting the services is in accordance with Section III.

(4) The conditions and the order for performing and providing the services under article 33 is in accordance with section IV. The official documents are provided on paper.

Article 35. (1) The municipal administrations accept and process applications and provide official documents via officers, assigned by the mayor of the municipality.

(2) The mayor of the municipality notifies the Agency of geodesy, mapping and cadastre in writing about the individuals assigned by him. In the notification the full names, the occupation and the municipal administration of the service of the individual are written down.

(3) The mayor of the municipality notifies immediately the executive director of the Agency of geodesy, mapping and cadastre in the cases of changes concerning the individuals under subparagraph 1.

(4) The authorization of the individuals under subparagraph 1 and the termination of their rights is done with an order by the executive director of the Agency of geodesy, mapping and cadastre. The order contains the officers' full names, occupation and work place. For each municipal administration a separate order is issued. When changing the individuals under subparagraph 1 or when terminating their rights, a change is done in the authorizing order as well.

(5) The executive director of the Agency of geodesy, mapping and cadastre notifies the mayor of the municipality for the necessity of assigning another individual when the authorized person under subparagraph 4 failed to fulfill their obligations. In such case the rights of the individuals under subparagraph 1 are terminated.

(6) A copy of the orders under article 4 is sent to the mayor of the municipality and to the director of the Geodesy, mapping and cadastre office. The orders are published on the official page of the Agency of geodesy, mapping and cadastre.



Article 36. The authorized individuals under article 35, subparagraph 4 have a right to access the administrative informational system – to view the full information from the cadastral map and the cadastral registers, information about the application of the services article 33 and article 34, subparagraph 2 and information about the receipt of the results from the completed services.

## Section VII.

### Taxes and service payment. Service performance term.

Article 37. For performing the services under the current ordinance, the Agency of geodesy, mapping and cadastre collects taxes, set by a tariff in accordance with article 8, subparagraph 2 from the CPRL.

Article 38. (1) The taxes for the services requested are prepaid, when they are payable via bank transfer, electronic payment through electronic payments operators, and POS terminal into the account of the Agency of geodesy, mapping and cadastre.

(2) With a contract between the Agency of geodesy, mapping and cadastre and the service applicants the order, conditions for providing the services, reporting and taxes payment methods, different from the conditions under the current ordinance are being settled.

Article 39. Taxes for the services under the current ordinance are not payable in the cases of:

1. services requested under article 7, subparagraph 1, points 1-3;
2. internal administrative services besides the cases under article 58, subparagraph 5 from the CPRL;
3. providing data from the geodetic basis of the cadastral map via remote access to the administrative informational system;
4. other cases, defined by a law.

Article 40. Every service for the providing of an official certifying document may be provided as regular or quick. The terms for the performance of the services are defined in annexes № 1 and 2. The term starts from the day, following the day of the application's registration and expires at the end of the working day of the last day of the term.

## Section VIII.

### Access restriction to data and services

Article 41. The services for providing data from the sources under article 4 are public.

Article 42. For an applicant, who is not a registered personal data administrator in the register under article 10, subparagraph 2, point 2 from the Personal Data Protection Act the following restrictions in service providing are applied under article 7, subparagraph 1:

1. the results from an information search and reviewing the data from the property cadastral register are provided without a PIN and address of the owners and holders of the rights;
2. references with data from the cadastral property register are provided without a PIN and address of the owners and holders of the rights.

Additional provisions:

§ 1. Within the meaning of the current ordinance:

1. "The administrative informational system" is a part of the informational system of the cadastre, designed and implemented in accordance to article 4 from the Ordinance on the internal turnover of electronic documents and paper documents in the administrations, adopted with a resolution by the

Council of Ministers, № 101 from 2008, intended to ensure the processes of application, performance, service providing.

2. "Internal administrative services" are the services, which an administrative authority provides to another one for performing of its legal rights, which the administrative authority does not collect a tax for.

3. "Data and service catalogue" are structured data, which describes:

a) location, origin, specification, type, format, content and other characteristics of the sources and the date under article 4;

b) the performance opportunity, the name, the applications conditions, the performance, taxes and the receipt method and other characteristics of the services under article 7, subparagraph 1.

4. "Remote access" is every way for applying for and providing of the services under the current ordinance via internet access to the cadastre administrative informational system.

5. "Official document" is: a sketch, scheme, sketch-project, scheme-project, an excerpt from the cadastral map and/or the cadastral registers, certificates and other documents with a form and content, defined by the current ordinance, that have evidential value in regards to the containing in them facts and circumstances.

6. "A file" is the total of a submitted application, the documents enclosed to it, letters and notifications, the completed results, as well as every other data and documents, registered in the administrative informational system at the occasion the application or request performance.

7. "A reference" is every unauthorized copy of the data from one or a few of the sources under article 4, in a structured way in a digital or written form.

#### Transitional and Final provisions

§ 2. (1) The proceedings of service providing, that have started until entering into force of the current ordinance are to be completed by the so far order. For an already started proceeding is considered a proceeding of providing of an administrative service, which a successfully registered application was submitted for.

(2) Sketch-projects and scheme-projects, issued until the entering into force of the current ordinance, have a term of validity of 6 months from the date of acceptance of the project for cadastral map and cadastral registers amendment.

§ 3. The ordinance is issued based on article 58, subparagraph 1 from the Cadastre and Property Register Law.

§ 4. (1) The ordinance enters into force one month after being promulgated into an OG.

(2) Within twenty four months from the current ordinance entering into force, the Agency of geodesy, mapping and cadastre ensures the creation of functionalities in the cadastre informational system in order of its application.

(3) Until the expiration of the term under subparagraph 2, the services, which the necessary punctuality of the informational system was not ensured for, are to be provided by the so far order.

#### Final provisions

TO ORDINANCE FOR AMENDMEN AND SULEMENT OF ORDINANCE № RD-02-20-4 FROM 2016 Г. FOR PROVIDING SERVICES FROM THE CADASTRAL MAP AND THE CADASTRAL REGISTERS

(PROMULGATED – OG, ED. 88 FROM 2017 )

§ 3. The ordinance enters into force after the Agency of geodesy, mapping and cadastre joins the environment for interregister exchange RegiX.

Annex № 1 to article 7, subparagraph 2

Services under article 7, subparagraph 1, point 4

The reference under article 7, subparagraph 1, point 4 is a chosen by the applicant combination from the data, described in part “Result content” of tables 1, 2, 3:

Table 1. A reference from the cadastral map, the cadastral registers and/or from the specialized maps.

Table 2. A reference for the borders of the administrative territorial and territorial units.

Table 3. A reference from the informational administrative map.

Table 1

Service name	A reference from the cadastral map and the cadastral registers and/or the specialized maps, containing data, chosen by the applicant
A method of application for the documents necessary	Application
Result content	<ol style="list-style-type: none"> <li>1) Data from the cadastral map for the units declared;</li> <li>2) Date from the property cadastral register for the declared cadastre unit, with no ownership data;</li> <li>3) Date from the register on geodetic basis;</li> <li>4) Coordinates of detailed points from the borders of the declared units;</li> <li>5) Data about the restriction zones;</li> <li>6) A number and a date of the order for cadastral map affirmation, a number and a date of the order or a date of the last amendment for each separate unit;</li> <li>7) Range of affirmed projects for amendment within the borders of the cadastre units, numbers and dates of the amendment applications;</li> <li>8) Borders and identifiers of properties in project;</li> <li>9) Basic cadastral data for the properties, cadastre objects, amended within a set period of time;</li> <li>10) Data from the specialized maps, provided to the AGMC <sup>1</sup> or affirmed by the AGMC;</li> <li>11) A georeferenced image of a layer per types of units.</li> </ol>
Performance term	Within 1 working day from the application submission.
Form of providing	In a digital form: in a PDF format; in the form under article 12, point 5 from the CPRL; WMS

<sup>1</sup> Agency of geodesy mapping and cadastre

Validity term of the document	None
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Table 2

Service name	A reference for the borders of the administrative territorial and territorial units
A method of application for the documents necessary	Application
Result content	<ol style="list-style-type: none"> <li>1) Data for the border location on the cadastral map;</li> <li>2) Data from the register of the borders of the administrative territorial and the territorial units;</li> <li>3) Coordinates and numbers of border points;</li> <li>4) A number and date of the order for affirmation of the cadastral map, a number and a date of the order or a date of the last amendment for each part of the border;</li> <li>5) A georeferenced image of a layer per types of units.</li> </ol>
Performance term	Within 1 working day from the application submission.
Form of providing	In a digital form: in a PDF format; in the form under article 12, point 5 from the CPRL; WMS
Validity term of the document	None

Table 3

Service name	A reference for the informational administrative map
A method of application for the documents necessary	Application
Result content	<ol style="list-style-type: none"> <li>1) Borders of territories with an open proceeding of cadastral map and cadastral registers creation;</li> <li>2) Data from the adopted property cadastral map and cadastral register;</li> <li>3) Data from the adopted property cadastral map and cadastral register, after the reasonable objections have been added;</li> <li>4) Data from the affirmed cadastral map and cadastral registers, that have not entered into force;</li> <li>5) Data from complaints submitted against the affirmative order;</li> <li>6) A georeferenced image of a layer per types of units.</li> </ol>
Performance term	Within 1 working day from the application submission.

Form of providing	In a digital form: in a PDF format; in the form under article 12, point 5 from the CPRL; WMS
Validity term of the document	None

Annex № 2 to article 7, subparagraph 3  
 Services under article 7, subparagraph 1, point 5.

For requesting services under article 7, subparagraph 1, point 5, alongside with the application, the applicant provides documents, proving the application and the receipt right, that might be:

- an identification documents when requesting a place;
- a document for property or other type of right;
- certificate of inheritance;
- a power of attorney in the cases of authorization;
- civil status certificate or a copy of civil status act;
- a certificate, issued on legislation basis for acquiring an official document;
- a building permit;
- authorization to use;
- other document, proving the service application and receipt right.

The official document under tables 13, 14 and 15 contains a chosen by the applicant combination between the date, noted in the part "Result content":

Table 1. A land sketch.

Table 2. A building sketch.

Table 3. A scheme of an independent unit.

Table 4. A certificate for a restriction zone and the properties from the cadastral map and the cadastral registers that fall in it.

Table 5. A certificate for the presence or the lack of data.

Table 6. A sketch-project for land amendments.

Table 7. A scheme-project for independent project amendment.

Table 8. A certificate under article 54a, subparagraph 3 from the CPRL.

Table 9. A combined sketch.

Table 10. An excerpt from the property cadastral map and the cadastral register for a land by a past moment.

Table 11. An excerpt from the property cadastral map and the cadastral register for a building by a past moment.

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Table 12. An excerpt from the property cadastral map and the cadastral register for an independent unit by a past moment.

Table 13. An excerpt from the cadastral map, the cadastral registers and specialized maps.

Table 14. An excerpt for the borders of the administrative territorial and the territorial units.

Table 15. An excerpt from the informational administrative map.

Table 16. A certificate for the affirmation of a project for amendment of the property cadastral map and cadastral register.

Table 1

Service	A land sketch
A method of application for the documents necessary	Application; Documents, proving the service application right.
Result content	<ol style="list-style-type: none"> <li>1) A number and issue date of the sketch;</li> <li>2) A land identifier, that the sketch is issued for;</li> <li>3) A permanent purpose of the territory and a way of permanent use;</li> <li>4) A property address;</li> <li>5) Property area;</li> <li>6) An excerpt from the cadastral map in a suitable scale with the borders of the land and the buildings in it, as well as borders and numbers of neighboring properties and buildings and outlines of restriction zones;</li> <li>7) Land category (for lands within agricultural territory); department, sub department – area, forest type(for lands within forest territory);</li> <li>8) A scale of the excerpt from the cadastral map;</li> <li>9) An identifier of the building/buildings, that fall into the land, a purpose and area of the building/buildings, number of overground and underground floors;</li> <li>10) Data for the ownership, the owners and the bearers of property rights, as well as the acts certifying the rights and the number of the property consignment;</li> <li>11) Area of the property, falling in the restriction zones, as well as the numbers of the zones, the grounds for their application on the cadastral map and the types of the restrictions;</li> <li>12) Data for the affirmative act of the cadastral map and the order for amendment or the date of the last amendment, concerning the property;</li> <li>13) The number and the date of the application, on the basis of which the sketch is issued;</li> <li>14) Data for the issuer of the document, a signature and a stamp for a paper document and an electronic signature when the document is electronic.</li> </ol>
Performance term	<p>7 working days – a regular service;</p> <p>3 working days – a quick service.</p>

Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the document	None

Table 2

Service	A building sketch
A method of application for the documents necessary	Application; Documents, proving the service application right.
Result content	<ol style="list-style-type: none"> <li>1) A number and issue date of the sketch;</li> <li>2) A building identifier, that the sketch is issued for;</li> <li>3) A purpose of the building;</li> <li>4) An address of the building;</li> <li>5) Area of the building;</li> <li>6) Number of overground and underground floors and number of independent units in the building;</li> <li>7) An excerpt from the cadastral map in a suitable scale with the borders of the building, including the outlines of the underground part, as well as borders of neighboring buildings in the cases of terraced building;</li> <li>8) A scale of the cadastral map excerpt;</li> <li>9) An identifier of the land, the building falls into (the identifiers of the lands, when the building falls into more than one property);</li> <li>10) Data for the ownership, the owners and the right bearers, acts certifying the rights and numbers of the property consignment;</li> <li>11) Data for the affirmative act for the cadastral map and the order for amendment or the date of the last amendment concerning the building;</li> <li>12) A number and a date of the application, based on with the sketch is issued;</li> <li>13) Data for the issuer of the document, a signature and a stamp for a paper document and an electronic signature when the document is electronic.</li> </ol>
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the document	None

Table 3

Service	A scheme of an independent unit
A method of application for the documents necessary	Application; Documents, proving the service application right.
Result content	<ol style="list-style-type: none"> <li>1) A number and issue date of the scheme;</li> <li>2) An identifier of the independent unit, that the scheme is issued for;</li> <li>3) A purpose of the independent unit;</li> <li>4) An address of the independent unit;</li> <li>5) Area of the independent unit;</li> <li>6) Number of levels in the independent unit;</li> <li>7) A floor in the building, on which the independent unit is located;</li> <li>8) An excerpt from the cadastral map in a suitable scale with the borders of the building, including the outlines of the underground part, the adjoining streets, as well as borders of neighboring buildings in the cases of terraced building. Within the contour of the building an outline of the independent unit is applied in accordance with its location;</li> <li>9) For an independent unit in a facility from the technical infrastructure - an excerpt from the cadastral map in a suitable scale with the borders of the facility or a part of it. Within the contour of the facility an outline of the independent unit is applied in accordance with its location;</li> <li>10) Graphical parts for each floor, on which an independent unit is located, containing the outlines of the independent unit of the floor and its number, a sign for the purpose of the independent unit, if it is not residential, the neighboring independent units with its numbers and common areas of the floor;</li> <li>11) The undivided shares from the common areas of the building and the adjoining to the independent unit parts;</li> <li>12) The identifiers of the neighboring independent units on the floor, as well as the neighbors underneath and above the unit;</li> <li>13) An identifier, number of floors and a purpose of the building/facility, in which the independent unit falls into;</li> <li>14) Data for the ownership, the owners and the right bearers, acts certifying the rights and numbers of the property consignment;</li> <li>15) Data for the affirmative act for the cadastral map and the order for amendment or the date of the last amendment concerning the independent unit;</li> <li>16) A number and a date of the application, based on with the scheme is issued.;</li> <li>17) Data for the issuer of the document, a signature and a stamp for a paper document and an electronic signature when the document is electronic.</li> </ol>
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the	None



document	
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Table 4

Service	A certificate for a restriction zone and the properties from the cadastral map and the cadastral registers that fall in it.
A method of application for the documents necessary	Application;
Result content	1) The data from the property cadastral register for the properties that fall into the restriction zone; 2) The data for the restriction zone from the register of restriction zones; 3) Data for the document issuer, a signature and a stamp for a paper document and an electronic signature when the document is electronic.
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the document	None

Table 5

Service	A certificate for the presence or the lack of data.
A method of application for the documents necessary	Application;
Result content	1) Where there is data for the declared units, defined by the order of article 5, the following is noted in the document: location, origin, specification, type, format, content and the date sources under article 4. 2) When there is no date in the sources under article 4, this shall be noted in the certificate. 3) Data for the declared units, created on the basis of the sources under article 4. 4) The document contains as well data for the document issuer, a signature and a stamp for a paper document and an electronic signature when the document is electronic.
Performance term	7 working days – a regular service; 3 working days – a quick service.

Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the document	None

Table 6

Service	A sketch-project for land amendments
A method of application for the documents necessary	Application; Documents from the individuals concerned by the amendment, proving the right of application and official documents receipt; An adopted project for cadastral map amendment.
Result content	<ol style="list-style-type: none"> <li>1) A number and date of the sketch-project;</li> <li>2) Date from the property cadastral register for the properties concerned by the amendment;</li> <li>3) Data for the cadastral map and cadastral registers affirmative order and for the order for amendment or the date of the last amendment in the properties concerned;</li> <li>4) An excerpt from the cadastral map in a suitable scale within the range of the project with data from the amendment project, containing the new borders, the new numbers of the properties, the numbers and the coordinates of the border points; including the outlines of restriction zones.;</li> <li>5) Image scale;</li> <li>6) Identifiers of the properties, neighboring the newly formed properties;</li> <li>7) A description of the amendment, that will occur with the update of the project;</li> <li>8) Data for the newly formed properties with their identifiers, area, durable purpose and a method of durable use;</li> <li>9) Area of the newly formed property, falling in a restriction zone, as well as the number of the zone, the grounds for its application on the cadastral map and the type of the restriction;</li> <li>10) Data for the application, with which the issue of the sketch-project is applied for.</li> <li>11) Data for the document issuer, a signature and a stamp for a paper document and an electronic signature when the document is electronic.</li> </ol>
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	An electronic document in a PDF format; Paper document.
Validity term of the document	6 months from the date of project adoption or until the dispute settlement.

Table 7

Service	A scheme-project for and independent unit amendment
A method of application for the documents necessary	Application; Documents from the individuals concerned by the amendment, proving the right of application and official documents receipt; An adopted project for cadastral map amendment.
Result content	<ol style="list-style-type: none"> <li>1) A number and date of the scheme-project;</li> <li>2) Date from the property cadastral register for the independent units concerned by the amendment;</li> <li>3) Data for the cadastral map and cadastral registers affirmative order and for the order for amendment or the date of the last amendment in the independent units concerned;</li> <li>4) An excerpt from the cadastral map in a suitable scale with the borders of the building or a part of it, including the outlines of the land or a part of it, a part of the adjoining streets, as well as from the borders of neighboring buildings in the cases of terrace building, depicted in the right scale. Within the contour of the building the outlines of the independent units, affected by the amendment are being depicted;</li> <li>5) For an independent unit in a facility from the technical infrastructure – an excerpt from the cadastral map in a suitable scale with the borders of the facility or a part of it. Within the contour of the facility the outline of an individual unit, concerned by the amendments is applied;</li> <li>6) Image scale;</li> <li>7) A graphical part, containing the individual units for each floor that they are situated on: <ul style="list-style-type: none"> <li>– the contours of the individual units, subjects of amendment, their numbers and purpose sign, when they are not residential;</li> <li>– project contours, new (project) numbers and a purpose sign for the newly formed independent units when they are not residential;</li> </ul> </li> <li>8) Description of the amendment, that will occur with the project update;</li> <li>9) Data for the newly formed independent units with their identifiers, area, purpose, floor and levels;</li> <li>10) Adjacent areas and undivided share from the building common areas for the newly formed independent units;</li> <li>11) Data for the application, which the issue of the scheme-project was requested with;</li> <li>12) Data for the document issuer, a signature and a stamp for a paper document and an electronic signature when the document is electronic.</li> </ol>
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	Electronic documents in a PDF format; Paper documents.
Validity term of the document	6 months from the date of project adoption or until the dispute settlement.

Table 8

Service	A certificate under article 54a, subparagraph CPRL.
A method of application for the documents necessary	Application; Documents from the individuals concerned by the amendment, proving the right of application and official documents receipt; An adopted project for cadastral map amendment.
Result content	1) A number and date of the scheme-project; 2) Data from the property cadastral register for the independent units concerned by the amendment; 3) Data for the cadastral map and cadastral registers affirmative order and for the order for amendment or the date of the last amendment in the independent units concerned; 4) A description of the units from the provided specialized map or executive documentation for units, that are not subjects of the cadastral map; 5) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic;
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	Electronic documents in a PDF format; Paper documents.
Validity term of the document	None

Table 9

Service	A combined sketch
A method of application for the documents necessary	Application; Documents from the individuals concerned by the amendment, proving the right of application and official documents receipt.
Result content	1) A number and date of the combined sketch; 2) Data for the cadastral map and cadastral registers affirmative order and for the order for amendment or the date of the last amendment for the properties in the application without data of ownership; 3) Data from property cadastre register for the properties, declared in the application; 4) An excerpt from the cadastral map in a suitable scale, containing the borders of the units declared, their neighbors, data for lands and buildings, updated for a definite amount of time or prior to a specific amendment; 5) Data from the property cadastre register for the properties, actual for the specified period of time or prior to the specific amendment without data for the ownership; 6) Data from specialized maps or other specialized data, adopted or provided to the Agency of geodesy, mapping and cadastre for the territory of the properties declared;

	<p>7) Image scale;</p> <p>8) A legend of the conditional signs, used for the representation of the different graphical data;</p> <p>9) Coordinates and numbers of the cross points between the borders of the specified properties from the present cadastral map and the border, actual for a period of time or prior to a specific amendment, and/or the data from the specialized maps for the territory of the properties declared;</p> <p>10) Identification and section area, defined by the coordinates of the cross points;</p> <p>11) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic;</p>
Performance term	<p>7 working days – a regular service;</p> <p>3 working days – a quick service.</p>
Form of providing	<p>Electronic documents in a PDF format;</p> <p>Paper documents.</p>
Validity term of the document	None

Table 10

Service	An excerpt from the property cadastral map and cadastral register for a land by a past moment
A method of application for the documents necessary	<p>Application;</p> <p>Documents proving the service application right.</p>
Result content	<p>1) A number and issue date of the excerpt;</p> <p>2) An identifier of the land, that the excerpt is issued for;</p> <p>3) A durable purpose of the territory and method of durable use;</p> <p>4) An address of property;</p> <p>5) Area of the property;</p> <p>6) An excerpt from the cadastral map in a suitable scale with the borders of the land and the buildings in it, as well as borders of neighboring properties and buildings and outlines of restriction zones;</p> <p>7) A scale of the cadastral map excerpt;</p> <p>8) An identifier of the building/buildings, number of overground and underground floors, number of independent units, the purpose and the area of the building/buildings, falling into the land property;</p> <p>9) Data for the ownership, the owners and the right bearers, the acts certifying the rights and the number of the property consignment;</p> <p>10) The area of the properties, falling into the restriction zones, as well as the numbers of the zones, the grounds of their application on the cadastral map and the type of the restrictions;</p>

	<p>11) Data for the affirmative act of the property and of the amendment order or the date of the last amendment, concerning the property;</p> <p>12) Date of data actuality;</p> <p>13) Date and number of the application, on the basis of which the document is issued;</p> <p>14) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic;</p>
Performance term	<p>7 working days – a regular service;</p> <p>3 working days – a quick service.</p>
Form of providing	<p>Electronic documents in a PDF format;</p> <p>Paper documents.</p>
Validity term of the document	None

Table 11

Service	An excerpt from the property cadastral map and cadastral register for a building by a past moment
A method of application for the documents necessary	<p>Application;</p> <p>Documents proving the service application right.</p>
Result content	<p>1) A number and issue date of the excerpt;</p> <p>2) An identifier of the building, that the excerpt is issued for;</p> <p>3) A purpose of the building;</p> <p>4) An address of the building;</p> <p>5) Area of the building;</p> <p>6) Number of the overground and underground floors and number of independent units in the building;</p> <p>7) An excerpt from the cadastral map in a suitable scale with the borders of the building, including outlines of the underground part, as well as the borders of the neighboring buildings in the cases of terrace building;</p> <p>8) A scale of the cadastral map excerpt;</p> <p>9) Identifier of the lands, that the building falls into, the territory purpose, the ways of durable use and their area;</p> <p>10) Data for the ownership, the owners and the right bearers, the acts certifying the rights and the number of the property consignment;</p> <p>11) Data for the affirmative act of the property and of the amendment order or the date of the last amendment, concerning the property;</p> <p>12) Date of data actuality;</p> <p>13) Date and number of the application, on the basis of which the document is</p>

	issued; 14) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic;
Performance term	7 working days – a regular service; 3 working days – a quick service.
Form of providing	Electronic documents in a PDF format; Paper documents.
Validity term of the document	None

Table 12

Service	An excerpt from the property cadastral map and cadastral register for an independent unit by a past moment
A method of application for the documents necessary	Application; Documents proving the service application right.
Result content	<ol style="list-style-type: none"> <li>1) A number and issue date of the excerpt;</li> <li>2) An identifier of the independent unit, that the excerpt is issued for;</li> <li>3) A purpose of the independent unit;</li> <li>4) An address of the independent unit;</li> <li>5) Area of the independent unit;</li> <li>6) Number of levels in the independent unit;</li> <li>7) A floor in the building that the independent unit falls into;</li> <li>8) An excerpt from the cadastral map in a suitable scale with the borders of the building, including outlines of the underground part, adjoining streets, as well as the borders of the neighboring buildings in the cases of terrace building. Within the contour of the building the outline of the independent unit in accordance to its location is illustrated;</li> <li>9) For an independent unit in a facility from the technical infrastructure – an excerpt of the cadastral map in a suitable scale with the borders of the facility or a part of it. Within the contour of the facility the outline of the independent unit in accordance to its location is illustrated;</li> <li>10) Graphical parts for each floor, which an independent unit is located on, containing the outlines of the independent unit of the floor and its number, the purpose of the independent unit if it is not residential, the neighboring independent units with their numbers and the common areas of the floor;</li> <li>11) The undivided shares from the common parts and the adjoining parts to the independent unit;</li> <li>12) The identifiers of the neighboring independent units of the floor, as well as the neighbors underneath and above the unit;</li> <li>13) An identifier, number of underground and overground floors and purpose of the</li> </ol>

	<p>building, that the independent unit falls into;</p> <p>14) Data for the ownership, the owners and the right bearers, the acts certifying the rights and the number of the property consignment;</p> <p>15) Data for the affirmative act of the property and of the amendment order or the date of the last amendment, concerning the property;</p> <p>16) Date of data actuality;</p> <p>17) Date and number of the application, on the basis of which the document is issued;</p> <p>18) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic;</p>
Performance term	<p>7 working days – a regular service;</p> <p>3 working days – a quick service.</p>
Form of providing	<p>Electronic documents in a PDF format;</p> <p>Paper documents.</p>
Validity term of the document	None

Table 13

Service	An excerpt from the property cadastral map and the cadastral registers and/or from specialized maps per type of data, chosen by the applicant
A method of application for the documents necessary	<p>Application;</p> <p>Documents proving the service application right.</p>
Result content	<p>1) Data from the cadastral map for the units requested;</p> <p>2) Data from the property cadastre register for the requested cadastre units;</p> <p>3) Data from the register on the geodetic base;</p> <p>4) Coordinates of detailed points from the borders of the units requested;</p> <p>5) Date for the restriction zones;</p> <p>6) A number and date of the affirmative order of the cadastral map, number and date of the order or a date of the last amendment for each property;</p> <p>7) A range of the adopted projects for amendment within the borders of the cadastre units, a number and a date of the application for amendment;</p> <p>8) Borders and identifiers of project units;</p> <p>9) Basic cadastral data for the properties, units of the cadastre, amended within a set period of time;</p> <p>10) Data from the specialized maps, adopted or provided to the Agency of geodesy, mapping and cadastre;</p> <p>11) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic.</p>
Performance term	3 working days – a regular service;



	1 working days – a quick service.
Form of providing	Electronic documents in a PDF format or in the form under article 12, subparagraph 5 from the CPRL; Paper documents.
Validity term of the document	None

Table 14

Service	An excerpt for the borders of the administrative territorial and the territorial units
A method of application for the documents necessary	Application
Result content	1) Data for the location of the border from the cadastral map; 2) Data from the register of the borders of the administrative territorial and the territorial units; 3) Coordinates and numbers of border points; 4) A number and date of the affirmative order of the cadastral map, a number and a date of the order or a date of the last amendment for each section from the border; 5) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic.
Performance term	3 working days – a regular service; 1 working days – a quick service.
Form of providing	Electronic documents in a PDF format or in the form under article 12, subparagraph 5 from the CPRL; Paper documents.
Validity term of the document	None

Table 15

Service	An excerpt from the informational administrative map
A method of application for the documents necessary	Application
Result content	1) Borders of territories with open proceedings for the cadastral map and cadastral registers creation; 2) Data from the adopted property cadastral map and cadastral register; 3) Data from the adopted property cadastral map and cadastral register after the reasonable objections have been added; 4) Data from the approved cadastral map and cadastral register, which

	have not entered into force; 5) Data for complaints against the affirmative order;
Performance term	3 working days – a regular service; 1 working days – a quick service.
Form of providing	Electronic documents in a PDF format or in the form under article 12, subparagraph 5 from the CPRL; Paper documents.
Validity term of the document	None

Table 16

Service	A certificate for the affirmation of a project for amendment of the property cadastral map and cadastral register
A method of application for the documents necessary	Application; Documents by the individuals concerned of the amendment, proving the service application right and the official documents receipt right; A project for cadastral map amendment.
Result content	1) A number and a date of the certificate; 2) A number and a date of the certificate, which an amendment has been requested with and the amendment project of the cadastral map and the cadastral registers has been accepted with; 3) A statement for a compliance of the documents provided with the legitimately defined documents for cadastral map and cadastral registers amendment; 4) An eligibility statement of the requested amendment on the basis of the provided with the application documents and the legitimately defined requirements; 5) A reasoned conclusion, in which an acceptance, an acceptance under definite conditions and term of their execution or the failure to accept the project for amendment of the cadastral map and the cadastral registers are noted; 6) Data for the document issuer, signature and a stamp for a paper document and an electronic signature when the document is electronic.
Performance term	10 working days – a regular service; 5 working days – a quick service.
Form of providing	Electronic documents in a PDF format. Paper documents.
Validity term of the document	6 months from the date of project adoption or until the dispute settlement.