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| Приложение №1  к Административному регламенту   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Главе Березовского городского округа | | | | | | | |  | | | | | | | | от |  | | | | | | |  | (наименование, место нахождения заявителя) | | | | | | |  | | | | | | | |  | | | | | | | | ОГРН, ИНН юридического лица | | | | | |  | |  | | | | | | | | Ф.И.О. представителя | | | |  | | | |  | | | | | | | | действующий на основании | | | | |  | | |  | | | | | | | | (документ, подтверждающий полномочия представителя заявителя) | | | | | | | | почтовый адрес | |  | | | | | | контактный телефон | | |  | | | | | адрес электронной почты | | | | |  | |   ЗАЯВЛЕНИЕ   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Прошу предоставить в постоянное (бессрочное) пользование земельный участок с | | | | | | | | | | | | | | | | | кадастровым номером | | | | | |  | | | | | , расположенный по адресу: | | | | | |  | | | | | | | | | | | | | | | | | (местонахождение земельного участка) | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | , | | | площадью | |  | | | | | | | кв.м, кадастровый номер | |  | | | | | |  | | | | | | | | | | | | | | | | | для целей использования: | | | | | | | |  | | | | | | | | | на основании | | | |  | | | | | | | | | | | | |  | | | | (документы, подтверждающие право заявителя на получение земельного участка в постоянное (бессрочное) пользование в соответствии со статьей 39.9 Земельного кодекса Российской Федерации) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Я, |  | | | | | | | | | | | | | | , | | ознакомлен(а) и предупрежден о возврате заявления в случае его несоответствия требованиям п.1 ст.39.17 Земельного кодекса РФ, а также отсутствия документов, предусмотренных п.2 ст.39.17 Земельного кодекса РФ. | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Я, |  | | | | | | | | | | | | | | , | | настоящим также подтверждаю свое согласие на обработку моих персональных данных и их использование в целях разрешения настоящего обращения по существу. | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Я, |  | | | | | | | | | | | | | | , | | согласен на получение документов, подготовленных в результате предоставления муниципальной услуги (нужное подчеркнуть) | | | | | | | | | | | | | | | | | - лично (через представителя, действующего по доверенности) | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | (ФИО представителя) | | | | - по почте | | |  | | | | | | | | | | | | | |  | | | (индекс, регион, город, поселок, улица, дом, квартира) | | | | | | | | | | | | | | - в электронной форме | | | | | | |  | | | | | | | | | |  | | | | | | | (адрес электронной почты) | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | / |  | | | | (дата) | | | | |  | | | | | (подпись) | |  | (расшифровка) | | |   Приложение:   |  |  |  |  | | --- | --- | --- | --- | | №п/п | Наименование документа | Наличие | Кол-во листов | | 1 | копия документа, удостоверяющего личность заявителя |  |  | | 2 | копия документа, подтверждающего полномочия представителя заявителя |  |  | | 3 | копии документов, подтверждающих право заявителя на получение земельного участка в постоянное (бессрочное) пользование в соответствии со статьей 39.9 Земельного кодекса Российской Федерации |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  | / |  | | (дата) |  | (подпись) |  | (расшифровка) |     Приложение №2 к Административному регламенту  Блок-схема  предоставления муниципальной услуги |
| |  | | --- | | Подготовка и подача заинтересованным лицом заявления о предоставлении в постоянное (бессрочное) пользование земельного участка в соответствии с требованиями п.1 ст.39.17 Земельного кодекса РФ | |

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| Прием документов и регистрации заявления |

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| Экспертиза документов на:   1. Соответствие заявления требованиям п.1 ст.39.17 Земельного кодекса РФ; 2. Наличие документов, указанных в п.2 ст.39.17 Земельного кодекса РФ |  | Экспертиза документов на:   1. Наличие оснований для отказа в соответствии с положениями ст.39.16 Земельного кодекса РФ 2. Соответствие сведений о характеристиках земельного участка в государственном кадастре недвижимости и утвержденной схеме земельного участка, в том числе на соответствие площади |

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| Направление межведомственного информационного запроса (при необходимости) |

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| Подготовка письма о возврате заявления на основании п.3 ст.39.17 Земельного кодекса РФ |

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| Подготовка уведомления об отказе |

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| Подготовка проекта постановления о предоставлении в постоянное (бессрочное) пользование земельного участка |

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| Принятие решения администрацией Березовского городского округа |

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| Выдача постановления о предоставлении в постоянное (бессрочное) пользование земельного участка в 2-х экземплярах в течение 30 дней |

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| Выдача решения о возврате заявления в течение 10 дней |

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| Выдача специалистом Уполномоченного учреждения уведомления об отказе в предоставлении муниципальной услуги в течение 30 дней |