

Place, date

INVESTOR:

.....
name and surname, relationship, address

PESEL (natural person); NIP, REGON (legal person) numbers:

.....
E-mail address, telephone number:

.....
Proxy (if appointed):

.....
(first name and last name of the child)

Pesel number:

.....
E-mail address, telephone number:

**City Office of Krakow
Architecture and Urban Planning Department**

- 41

41 Mogilska, 31-545 Krakow

**NOTIFICATION
INTENTION TO CHANGE THE USE OF A CONSTRUCTION OBJECT
OR ITS PARTS**

Pursuant to Article 71 par. 30 of the Act of 07 July 1994 Law on Higher Education Journal of Of Laws of 2017, item 1332, as amended), I notify of my intention to change the way a building works or its part is used and my intention to carry out construction works (specify the type of works):

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.....
.....

Expected date of commencing works:

min. 30 days from the date of notification) (day, month, year)

Location:

intended address:

Plot No. rpm. one. Reg.

.....

The current method of use:

.....

Intended use:

.....

The scope of performed construction works related to the notified change in use, which are subject to the notification requirement:

.....
.....

Method of performing construction works:

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.....

.....
.....
(signature of the investor or a person authorized by him)

NOTE:

Documents submitted to the case file should be submitted in the original

If the document required in a given case is in the files of another administrative body or entities which by virtue of law or agreement is authorized to deal with individual cases resolved by administrative decisions or issuing certificates, it is sufficient for a party to provide f an extract or excerpt from this document officially certified by that body or entity (art. 76a § 1 of the Code of Administrative Procedure).

Notaries, as well as legal representatives of the party who are lawyers, attorneys-at-law, patent attorneys, tax advisors and an authorized employee of the body conducting the proceedings to whom the document was presented are authorized to certify copies of documents (art. 76a § 2 and 2b of the Code of Civil Procedure).

The application should be accompanied by:

- a declaration on the right to dispose of the property for construction purposes for all plots covered by the application, in accordance with the template contained in the Regulation of the Minister of Infrastructure and Construction of August 24, 2016 (Dz. Laws of 2016 item 1493)
- cadastral map located in geodetic and cartographic resources, with the scope of investments marked
- description and drawing specifying the location of the building object in relation to the borders of the property and other buildings existing or built on this and neighboring properties, with the designation of the part of the building object in which the use is to be changed
- certificate of compliance of the intended manner of use of the building object with the provisions of the applicable local spatial development plan (obtained at the Nicolaus Copernicus Science Center) or a decision on the building and land development conditions, in the absence of the local spatial development plan in force Note: According to art. 130 § 1 of the Code of Civil Procedure, before the expiry of the time limit for filing an appeal, the decision shall not be enforced /
- sketches / drawings of the existing and planned condition
- brief technical description, specifying the type and characteristics of the construction object and its construction, together with technical and operational data, including the sizes and load distribution, and if necessary also technological data
- technical expertise carried out by a person with building qualifications without restrictions in the relevant specialty
- documents confirming that designers have the appropriate permissions, i.e. a decision to grant construction permits and a certificate of entry to the appropriate chamber of professional self-government (valid as at the date of the expertise)
- agreement with the road administrator regarding a change in the way the building works are used, including the possibility of including traffic on the road caused by this change - pursuant to art. 35 section 3 of the Act of 21 March 1985 on public roads (uniform text: Journal of Laws of 2016, item 1440, as amended).
- permits / decisions:
- arrangements:
- reviews:
- power of attorney to represent the applicant / original or copy thereof officially certified / - paid in accordance with the Stamp Duty Act
- a document confirming the granting of a procuration / the original or an officially certified copy thereof / - paid in accordance with the stamp duty act
- document confirming the applicant's representation / the original or an officially certified copy thereof - in the case of an application submitted by an entity not subject to the obligation to be entered in the National Court Register

- confirmation of payment of stamp duty

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(signature of the investor or a person authorized by him)