

CITY OFFICE OF KRAKOW	External procedure no. GD-2
	Providing access to materials of the poviat geodetic and cartographic resource and extracts and extracts for legal purposes
<p>1. Settle the matter electronically Not applicable</p> <p>2. Appendices</p> <ol style="list-style-type: none"> EGiB form - application for an extract / excerpt from the land and building records. Form P - application for access to materials of the poviat geodetic and cartographic resource; Form P1 - access to EGiB database files; Form P2 - providing access to registers, files, indexes, lists, lists based on the EGiB database; Form P3 - providing access to a map of land and building records or a basic map; Form P4 - access to the register of prices and value of real estate; Form P5 - access to GESUT data sets; Form P6 - access to BDSOG data sets; Form P7 - access to BDOT500 data sets; Form P8 - sharing other materials. <p>3. Sign language version Not applicable</p> <p>4. Matter handled by Faculty of Geodesy, Nicolaus Copernicus University, ul. Grunwaldzka 8, 31-526 Kraków. Paper on Data Sharing from PZGiK Databases Head of the Unit Katarzyna Kasprzak: room Telephone number Ask a question about the procedure: www.bip.krakow.pl/idz</p> <p><u>Service for residents and investors:</u> - ground floor room 910, Telephone number 12616-9501</p> <p><u>Service of property appraisers, realtors and property managers:</u> - ground floor room 78, Telephone number 12 616 -9661 12 616 -9594</p> <p><u>Bailiff service:</u> - ground floor room 14, Telephone number 12616-9696</p> <p>5. Documents from the Applicant (client)</p> <ol style="list-style-type: none"> Completed application or applications on forms, specimens of which constitute attachments to the procedure (forms: EGIB, P, P1, P2. P3 + P5 + P8 If the application concerns the issue of an extract or extract from the land and building register (with a land and mortgage register clause), the EGiB form must be completed. <p>If the application is submitted by a person who is not the owner of the property, he must</p>	

join

original power of attorney or a copy confirmed for compliance

with the original (by authorized persons) or indicate a legal provision that justifies the **legal interest**.

c. Win the case of an application for access to other materials from the poviát geodetic and cartographic resource, each time fill in the P form and, in addition, depending on the scope of the ordered data, one of the following forms, according to the diagram:

- **A cadastral map or master map**
Forms P and P3 must be completed
- **Database files of land and building records**
Forms P and P1 must be completed
- **Registers, files, lists, lists created on the basis of a database of land and building records**
Forms P and P2 must be completed
- **Register of prices and values of real estate**
Forms P and P4 must be completed
- **Data sets of geodetic records of the utilities network**
Forms P and P5 must be completed
- **Detailed geodetic warp**
Forms P and P6 must be completed
- **Data sets from the topographic object database**
Forms P and P7 must be completed
- Other materials (e.g. orthophotomap) Forms P and P8 should be completed

Each time the forms should be supplemented with the applicant's data, data identifying the property concerned, data specifying the subject of the application, as well as the name and signature of the applicant.

If the contracting authority is a property appraiser, a certificate of professional authorization should be presented (available for inspection) or a photocopy should be attached to the application; if another entity represents the appraiser (e.g. apprentice) a power of attorney should be attached.

6. Fees

- The fee is collected before making the resource materials available or before performing the activities referred to in art. 40 b paragraph 1, the Geodetic and Cartographic Law, but after submitting the application and receiving the Payment Calculation Document.
- The amount of the fee due and the method of its calculation are specified in the Fee Calculation Document, the template of which is attached to the Regulation of the Minister of Administration and Digitization of 9 July 2014 on the provision of materials of the state geodetic and cartographic resource, issuing of licenses and the template of the Fee Calculation Document.
- Fees for activities related to the provision of geodetic and cartographic resources are collected in accordance with the Annex to the Law

- geodetic and cartographic and are subject to annual indexation.
- Payments for available materials can only be made after receiving the Payment Calculation Document:
 - to bank account no: 73 1020 2892 2276 3032 0000 0000, each time providing the payment title (office reference number of the application);
 - at the cash registers of the Nicolaus Copernicus University Department of Geodesy (possibility of paying fees using a payment card);
 - in the payment machine located in the faculty building (in cash and by card).
 - The stamp duty on a document confirming the granting of a power of attorney or proxy, its copy, extract or copy is PLN 17 (excluding the power of attorney granted to a spouse, ascendant, descendant or sibling or when the principal is the entity exempt from stamp duty).
 - payments for stamp duty can be made to the account number:
49 1020 2892 2276 3005 0000 0000,
proof of payment of the stamp duty due must be attached to the application.

7. Form of consideration

- Issuing an excerpt or an excerpt from the survey frame authorizing to make an entry in the land and mortgage register, necessary in court proceedings and other legal transactions or other extracts from the EGIB database.
- Issue of a certified master or cadastral map together with the license specifying the extent of the licensee's rights to use the shared resource materials.
- Issue of databases of individual databases with a license specifying the extent of the licensee's rights to use the shared resource materials.
- Administrative decision in the event of a dispute regarding the scope of the resource materials provided or the amount of the fee due as set out in the Fee Calculation Document.

8. Deadline

- On the day of acceptance of the application when submitting the form in person.
- Immediately, in the order of application and taking into account the number of applications accepted, if the application is submitted in the Delivery Diary or delivered by post,
- Extracts from cadastral maps for legal purposes with a clause for land and mortgage registers are completed within approximately 14 days.
- Other, after consultation with the Employer (in the case of a very extensive and complicated order or sent electronically).

9. Documents obtained in the proceedings

No

10. Appeal procedure

In the event of a decision being issued - an appeal against the issued administrative decision to the Provincial Inspector for Geodetic and Cartographic Supervision in Kraków, ul. Basztowa 22, through the Mayor of Krakow, Department of Geodesy, Krakow ul. Grunwaldzka 8 within 14 days of its delivery.

11. Legal basis

- Act of 17 May 1989 Geodetic and Cartographic Law (Dz. Laws of 2017 item 2101, as amended).
- Ordinance of the Minister of Administration and Digitization of 9 July 2014 regarding the provision of materials of the state geodetic and cartographic resource, issuing of licenses and the template of the Fee Calculation Document (Dz. Laws of 2014 item 917, as amended).
- Information on the processing of personal data
- Act of 16 November 2006 on Stamp Duty. Laws of 2018 item 1044, as amended)
- Rozporządzenie Ministra Administracji i Cyfryzacji z dnia 5 września 2013 r. w sprawie organizacji i trybu prowadzenia państwowego zasobu geodezyjnego i kartograficznego (Dz. Laws of 2013 item 1183).
- Regulation of the Minister of Regional Development and Construction of 29 March 2001 regarding the registration of land and buildings (Dz. Laws of 2016 item 1034, as amended).

12. Additional information for the client

- Acceptance, implementation of applications and collection of materials takes place at the headquarters of the Faculty of Geodesy, ul. Stachowicza 8, room 7, 8, 9, 10.
- When determining the correct scope of the map, you can use the MSIP Map Portal OBSERVATORY at: <https://msip.um.krakow.pl>
- In the case of submitting applications electronically, to the electronic mail of the Data Access Division of the PZGiK Databases in the Department of Geodesy, e-mail: wnioski.geodezja@um.krakow.pl information about the date and place of receipt of the ordered materials and a copy of the Payment Calculation Document will be sent to the e-mail address specified in the application.
- When submitting applications electronically, it is necessary to send the application form with the signature of the ordering party in the original, this also applies to additional annexes to the applications.
- Receipt of ordered materials takes place only after the Purchaser shows proof of payment.
- Access to a certified copy of geodetic and cartographic documents from the archives of a geodetic and cartographic resource is specified in the External Procedure GD - 3.

Developed by: Head
Katarzyna Kasprzak
Date: 13/02/2019

Opinion presented by: Legal
Counsel Katarzyna Karaś-
Batko Date: 15/02/2019

Approved by:
Director Maria
Kolińska
Date: 15/02/2019