



INVESTOR'S GUIDE

BIAŁYSTOK 2013

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Investment process stages

1. The selection of investment project location

1a. Preliminary information on the available range of investment areas available in the City resources

Department of Strategy and Development
ul. Slonimska 1

1b. Detailed information on the rules for obtaining the right to use the property, including investment areas included in the City resources

Department of the Treasury
ul. Slonimska 1

2. Information from the Land and Property Register, master map

Department of Geodesy
ul. Slonimska 2/2

3. Determining whether there is a valid local spatial development plan in a given area

Department of Urban Planning
ul. Białówny 11

YES

NO

4. Checking whether the investment is classified as an undertaking that is likely to have significant impact on the environment

if so, obtaining a decision on the environmental conditions

- before obtaining a decision on the land development conditions or
- if there is a valid local spatial development plan before obtaining a building permit

Department of Urban Planning
ul. Białówny 11

5a. Obtaining a text extract and a map extract from the local spatial development plan

Department of Urban Planning
ul. Białówny 11

5b. Obtaining a decision on land development conditions

Department of Urban Planning
ul. Białówny 11

5c. Obtaining a ZUD (Office of Reconciliation of Project Documentation) opinion on a conflict-free location of the proposed utilities

Department of Geodesy
ul. Slonimska 2/2

6. Obtaining a water permit and a permit to remove trees and shrubs, where it is necessary according to the scope of the investment

Department of Environmental Protection and Municipal Services

ul. Branickiego 9

7. Obtaining a building permit

Department of Architecture

ul. Słonimska 1

Point 1. The selection of location

1a. Preliminary information on the available range of investment areas included in the City resources

Department of Strategy and Development

ul. Słonimska 1

tel. +48 85 869 6154, tel. +48 85 869 6028, tel. +48 85 869 6226,

fax. +48 85 869 6211

e-mail **b.in@um.bialystok.pl**

The Department provides preliminary information on the areas available for investment purposes on the territory of the City.

The range of investment areas with their general characteristics is also available on the website **www.bialystok.pl**.

The information about available investment areas can also be obtained via e-mail (by sending an inquiry to the e-mail address): **b.in@um.bialystok.pl**.

1b. Detailed information on the rules for obtaining the right to use the property, including investment areas included in the City resources

Identifying the property owner and checking the legal status of the property

The District Court in Białystok 9th Division of the Land and Mortgage Register

ul. Mickiewicza 103

15-950 Białystok

tel. +48 85 665 6510, +48 85 665 6222, fax +48 85 665 6333.

The source of the necessary data is Land and Mortgage Registers. Entries included in Land and Mortgage Registers allow us to determine the current owner, user or a person having other right to immovable property. They also contain a description of the property, information on its location, area, and its way of use.

The property owner can be:

- the Treasury,
- a municipality,
- a natural person,
- other entity.

Land and Mortgage Registers can be viewed by any person adhering to order regulations. In addition, a copy of the Land and Mortgage Register can be obtained after submitting a form and paying a fee.

Purchasing a property owned by the municipality or the Treasury

Department of the Treasury

ul. Słonimska 1

Department of Real Estate Transactions

tel. +48 85 869 6099, +48 85 869 6911, +48 85 869 6036, +48 85 869 6032, +48 85 869 6278,
+48 85 869 6078

Department of the Treasury Property Management

tel. +48 85 869 6155.

e-mail dsk@um.bialystok.pl

Selling the property owned by a Local-Government unit or the Treasury, or perpetually leasing the property, is performed by way of a public tender. Exceptions to this rule are set out in Art. 37 (2) and (3) of the Property Management Act of 21 August 1997 (Dz. U. (Journal of Laws) of 2010, No. 102, item 651, as amended). The rules for organising tenders are set out in the Regulation of the Council of Ministers of 14 September 2004 on the method and procedures for conducting tenders and negotiations for the sale of real estate (Dz. U. (Journal of Laws), No. 207, item 2108).

The tendering procedure

Tenders are conducted in the form of

- a public oral tender (auction)- open or restricted,
- a written open or restricted tender.






The subject of a tender may be developed and undeveloped land as well as commercial and residential premises. A tender can be participated in by natural and legal persons, if they submit a tender and pay a tender guarantee for a specified amount and in a specified period.

The requirement to participate in an oral tender is the submission of:

- a. a proof of paying a tender guarantee and an ID and the fulfilment of the tender conditions specified in the notice of invitation to a tender,

A tender under invitation to a written tender should contain

- a. the information on the tenderer (name, address of the tenderer or name or business name and headquarters, if the tenderer is a legal person or other entity),
- b. the date of preparing the tender,
- c. a statement that the tenderer has read the tender conditions and accepts them without reservation,
- d. the offer price- not lower than the starting price and the payment method,
- e. the proposed manner of implementing the additional conditions of the tender,
- f. a proof of paying the tender guarantee,
- g. other documents, as referred to in the tender conditions.

The tendering procedure- a decision tree	
LIST OF PROPERTIES	The publication of a list of properties for sale for a period of 21 days (on the notice board at the Office, and the provision of information about posting the list in the press and on the Internet).
	
ANNOUNCEMENT IN THE PRESS AND ON THE INTERNET (www.bip.bialystok.pl tenders tab)	Published at least 30 days before the scheduled date of the tender. Tenders are accepted no later than 3 days before the date of the tender.
	
1st TENDER	With the starting price set by the Mayor of the City.
	
2nd TENDER	If the 1 st tender has ended with negative result.
	
ANOTHER TENDER	If the 2 nd tender has ended with negative result, successive tenders can be organised under rules applicable in the 2 nd tender.
	
NOTARIAL DEED OF SALE	On the basis of a schedule from the tender.

Purchasing property from natural or legal persons other than the Treasury or a Local-Government unit

If the property is owned by a natural or legal person other than the Treasury or a Local-Government unit, such property can be purchased only by way of negotiations with entities having legal title to it. After reaching an agreement, a contract is drawn up according to the applicable law.

Purchasing property by foreigners

In Poland, “foreigner” refers to

- a natural person without Polish citizenship,
- a legal person with a registered office abroad,
- a non-incorporated partnership of persons listed in points a) and b) above with a registered office abroad, established under the laws of foreign countries,
- a legal person or a non-incorporated commercial business with a registered office on the territory of the Republic of Poland, directly or indirectly controlled by the persons or business entities specified under clauses a), b) and c) above.

In the case of commercial companies, a controlled company is a company in which a foreigner or foreigners directly or indirectly hold over 50% of the votes at a shareholders’ meeting or a general meeting.

The rules for purchasing properties by foreigners are governed by

- the Act of 24 March 1920 on purchasing properties by foreigners (consolidated text, Dz. U. (Journal of Laws) of 2004, No. 167, item 1758, as amended),
- the Regulation of the Minister of Internal Affairs and Administration of 26 April 2004 on detailed information and types of documents, which a foreigner applying for permission to purchase property is obliged to present (Dz. U. (Journal of Laws) of 2004, No. 94, item 925, as amended).

Procedures regarding the purchase of properties by foreigners are conducted by the Ministry of Internal Affairs and Administration. Permits are issued by way of an administrative decision.

Application should be filed with:

The Ministry of Internal Affairs and Administration

Department of Permits and Concessions

ul. Domaniewska 36/38, 02-672 Warsaw

tel. +48 22 601 1602, fax +48 22 848 9781

Helpline +48 22 601 5998, +48 22 601 4188.

e-mail waii@dzik.mswia.gov.pl

www.mswia.gov.pl

Correspondence should be sent to the above address of the Department or submitted personally (or by an authorised proxy) at the registration office of the Ministry of Internal Affairs and Administration at ul. Rakowiecka 2a, from Monday to Friday, working hours 8.00 – 16.00.

Courier dispatches should be addressed to the Ministry of Internal Affairs and Administration, Department of Permits and Concessions 02-591 Warszawa, ul. Rakowiecka 2a.

Point 2. Information from the Land and Property Register

Department of Geodesy

ul. Słonimska 2/2

tel. +48 85 869 6300, fax +48 85 869 6317.

e-mail dg@um.bialystok.pl

Cadastral map contains the numbers and boundaries of lots, and building contours and allows to identify the registration numbers of lots (included in the investment area) and the precinct and cadastral unit.

Master map additionally contains the availability of utilities in the area and is an enclosure to the application for a decision on land development conditions and building permit.

When submitting an application for obtaining information on the land, the data on the area of the lot, the buildings located in the area and the number of the Land and Mortgage Register of the land lot can be obtained.

In addition, extracts / map extracts from the Land and Buildings Survey are issued against payment. These are paper documents used as the basis for entries in land and mortgage registers. An application

for obtaining a document can be filed by an owner (co-owner), a proxy or a person having legal interest in obtaining such a document.

Extracts and map extracts can also be issued at the request of public entities or other entities performing public tasks. They are also submitted in legal proceedings or before other authorities.

Extracts and map extracts determine, inter alia, the property owners, the property location, the area of the lot, the land-valuation class, and the number of the Land and Mortgage Register.

Applications for making maps and information available from the Land and Buildings Survey can be filed at the Department of Geodesy in the General Office at ul. Słonimska 1, or sent by post.

Cadastral map

Required documents

- a written application according to the model (**Annex 1**)

When requesting a copy of a cadastral map, the requested area must be precisely defined by providing an address or a precinct number and the lot numbers.

Period for settling the matter

A copy of a cadastral map is prepared within 1 to 2 days and materials are issued after paying the invoice. In the case of preparing for printing larger areas of the city, the invoice is individually determined with the person processing the request. Issuing materials is payable for and is performed after paying the invoice.

Notes

An application can also be sent by e-mail (bearing a secure electronic signature) to the address **dg@um.bialystok.pl**.

Materials can be sent by post to the indicated address after proving that the invoice has been paid.

Master map

Required documents

- a written application according to the model. (**Annexes 2, 3**).

When requesting a copy of a master map, the requested area must be precisely defined by providing an address or a precinct number and the lot numbers. In the case of providing a master map in a digital

form, an agreement must also be signed according to the model (**Annex 4**). In the request the details of the requesting person (name, address and NIP number) are required to issue an invoice. Requested materials are issued after paying the invoice.

Period for settling the matter

A copy of a master map is prepared within 1 to 2 days. In the case of preparing for printing larger areas of the city, the invoice is individually determined with the person processing the request.

Materials are issued for a fee after paying the invoice.

Notes

An application can also be sent by e-mail (bearing a secure electronic signature) to the address **dg@um.bialystok.pl**.

Materials can be sent by post to the indicated address after proving that the invoice has been paid.

Information on the property

Required documents

- an application according to the model (**Annex 5**)

In the case of performing public tasks that require the possession of personal information on the property covered by the investment, the relevant information is provided after filing an application (**Annex 6**) justifying the need for obtaining such a document.

Period for settling the matter

Information is provided within 30 days on the basis of the data included in the Land and Buildings Survey.

Notes

Information is provided against payment. An application can also be filed at the General Office of the Municipal Office at ul. Słonimska 1 or sent by e-mail (bearing a secure electronic signature) to the address dg@um.bialystok.pl.

Extracts and map extracts from the Land and Buildings Survey

Required documents

- a written application for issuing an extract from the land register / map extract according to the model (**Annex 7**).
- documents proving ownership or indication of legal interest justifying the request for an extract from the land register / map extract,
- an authorisation according to the model (**Annex 8**) for issuing an extract from the land register or a map extract.

Period for settling the matter

Extracts from the land register / map extracts are issued within 7 days from the date of application.

Notes

An application can also be sent by e-mail (bearing a secure electronic signature) to [**dg@um.bialystok.pl**](mailto:dg@um.bialystok.pl).

Fees

An applicant is invoiced for the performance of the above services. The amount of fee varies depending on the type of service and is collected according to the rates set out in the Regulation of the Minister of Infrastructure of 19 February 2004 on the amount of fees for surveying and cartographic activities and providing information, as well as for making extracts and map extracts from the Land and Building Survey (Dz. U. (Journal of Laws) No. 37, item 333) and Regulation No. 752/11 of the Mayor of Białystok of 2 May 2011 and Regulation No. 937/11 of the Mayor of Białystok of 20 June 2011.

Point 3. Determining whether there is a valid local spatial development plan in a given area

Department of Urban Planning

ul. Białówny 11

tel. (85) 869 6603, 869 6608, fax (85) 869 6607

[**du@um.bialystok.pl**](mailto:du@um.bialystok.pl).

The Department provides information regarding whether there is a valid local spatial development plan in a given area.

This information can also be obtained from the website of the Municipal Office in Białystok www.bialystok.pl, www.bip.bialystok.pl tab Spatial development of the City of Białystok <http://www.bip.bialystok.pl/?event=kategoria&id=89> or from the website of the Municipal Spatial Information System of Białystok www.gisbialystok.pl tab service plans <http://www.gisbialystok.pl/gis-bialystok/app/menupage.jsp>

A local spatial development plan determines the use of the land. The further stage in the investment process depends on the existence of the plan concerned on the investment area.

Point 4. Checking whether the investment is classified as a project likely to have a significant impact on the environment; if so, obtaining a decision on the environmental conditions

- before obtaining a decision on the land development conditions or
- if there is a valid local spatial development plan before obtaining a building permit

Department of Urban Planning

ul. Białówny 11

tel. (85) 869 6603, 869 6608, fax (85) 869 6607

e-mail du@um.bialystok.pl

Obtaining a decision on the environmental conditions pursuant to Art. 71 (2) of the Act of 3 October 2008 on the provision of information on the environment and its protection, public participation in environmental protection and environmental impact assessment (Dz. U. (Journal of Laws) No. 199, item 1227, as amended) is required for types of projects listed in the Regulation of the Council of Ministers of 9 November 2010 on projects that are likely to have significant effects on the environment (Dz. U. (Journal of Laws) of 2010 No. 213, item 1397, as amended).

Required documents

- a written application according to the model (**Annex 9**)
- annexes referred to in Art. 74 (1) and (2) of the Act of 3 October 2008
 - a) a copy of a cadastral map certified by the responsible authority covering the projected area in which the project will be implemented and covering the area that will be affected by the project - 3 copies.
 - b) a map extract from the Land Register covering the projected area in which the project will be implemented and covering the area that will be affected by the project - 3 copies.

c) in the case of projects

– **that are likely to have a significant impact on the environment** – a project information sheet containing the information referred to in Art. 3 (1) (5) (a-i) of the Act - 3 copies, along with the record in an electronic form;

– **that are always likely to have a significant impact on the environment** - a report on an environmental impact, which contains all the information specified in Art. 66 of the Act referred to above - 3 copies, along with the record in an electronic form, and if an applicant has applied for the determination of the scope of the report under Art. 69 of the above Act – a project information sheet containing the information referred to in Art. 3 (1) (5) (a-i) - 3 copies, along with the record in an electronic form;

d) a confirmation of stamp duties payment to the indicated account of the Municipal Office according to the applicable rates specified in the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) No. 235 item 1635), for example:

– for a decision on the environmental conditions – PLN 205,

– if a case is conducted by a proxy, an applicant encloses an original or a certified copy of the power of attorney – Art. 33 § 3 of the Code of Administrative Procedure with confirmed payment of the fee in the amount of PLN 17.

Period for settling the matter

- about 3 months from starting the procedure - in the case of the procedure with an environmental impact assessment (under which a report on the impact of the project on the environment is prepared)
- about 1.5 months from starting the procedure - in the case of the procedure without an environmental impact assessment.

Notes

An application can also be filed at the General Office of the Municipal Office at ul. Słonimska 1.

Point 5a. Obtaining an extract and a map extract from the local spatial development plan (e.g. for notarial purposes).

Department of Urban Planning

ul. Białówny 11

tel. (85) 869 6603, 869 6608, fax (85) 869 6607

e-mail [**du@um.bialystok.pl**](mailto:du@um.bialystok.pl)

To obtain an extract and a map extract from the local plan, an application must be filed (**Annex 10**).

Required documents

- a written application according to the model (**Annex 10**), specifying the geodetic lot No. and its address, or an enclosure in the form of a map with the property indicated.

Period for settling the matter

An extract from the land register / map extract is issued within 14 days from the date of application.

Fees

For issuing documents stamp duty is collected according to the rates set out in the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) NO. 235, item 1635), for example

- for a copy comprising up to 5 pages – PLN 30, more than 5 pages – PLN 50;
- for a map extract for each full or started part being part of the map extract corresponding to an A4 page - PLN 20 – in total no more than PLN 200.

Notes

An application can also be filed at the General Office of the Municipal Office at ul. Słonimska 1.

Point 5b. Obtaining a decision on the land development conditions or a decision determining the location of a public-purpose investment

Department of Urban Planning

ul. Białówny 11

tel. (85) 869 6603, 869 6608, fax (85) 869 6607

e-mail [**du@um.bialystok.pl**](mailto:du@um.bialystok.pl)

In the absence of a local spatial development plan for a given area, a decision on the land development conditions (**Annex 11**) or a decision determining the location of a public-purpose investment (**Annex 12**) is issued. A decision is issued at the request of the investor.

Required documents

- a written application according to the model (**Annex 11, 12**)
 - enclosures
- a) a copy of a master map - 2 copies
- b) a graphic enclosure approximately indicating the planned land development and the proposed structures - 1 copy

An application for issuing a decision on the land development conditions should contain

- the borders of the area covered by the application, which must be indicated on a copy of a master map, or, if such a map is unavailable, on a copy of a cadastral map held in the State geodetic and cartographic files and covering the area covered by the application, as well as the area that will be affected by the investment on a scale of 1:500 or 1:1000,
- the investment characteristics, including
 - a) the determination of needs in respect of technical infrastructure,
 - b) the determination of the planned method of the land development and the characteristics of the land development, including the function and size of the proposed structures presented in graphical and descriptive forms,
 - c) the determination of characteristic technical parameters of the investment and the data describing their impact on the environment.

The procedure for issuing a decision on the land development conditions

1. Registering an application at the Department of Urban Planning,
2. Verifying the application filed, or asking the investor to complete it.
3. Determining all parties to the procedure and sending a notice to them on the initiation of the procedure.
4. Preparing an analysis of the functions and features of the land development in order to determine the requirements for new buildings.
5. Preparing a draft decision on the land development conditions.
6. Arrangements in the scope under Art. 53 (4) of the Act on Planning and Spatial Development.
7. Informing all parties to the procedure under Art. 10 § 1 of the Code of Administrative Procedure on the collection of all materials in the case and on the possibility to read them and make any requests and objections.
8. Issuing a decision which is final after 14 days from the date of receipt of the acknowledgement of all the parties to the procedure.

The procedure for issuing a decision on the location of a public-purpose investment.

1. Registering an application at the Department of Architecture.
2. Considering the application filed, or asking the investor to complete it.
3. Informing the parties to the procedure about the initiation of the procedure by way of a notice. Informing in writing the investor and owners and perpetual users of the property on which the investment is located.
4. Collecting of evidence by the authority.
5. Preparing a draft decision on the determination of the location of a public-purpose investment.
6. Agreeing on a draft decision in the scope under Art. 53 (4) of the Act on Planning and Spatial Development.
7. Informing about collecting evidence on the case, giving information on the possibility of reading the materials and of making any requests or objections to the procedure by way of a notice. Informing in writing the investor and owners and perpetual users of the property on which the investment is located.
8. Issuing a decision which is final after 14 days from the date of serving it to the parties to the procedure by way of a notice (serving by way of a notice shall be effected within 14 days from the date of a public notice).

The decision should be enforceable after 14 days from the date of receipt of the last acknowledgement of the decision by the parties to the procedure.

Appeal procedure

A decision may be appealed to the Local-Government Appeals Board in Białystok within 14 days of receipt of the decision by the party to the procedure.

Fees

For issuing a decision stamp duty is collected according to the rates set out in the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) No. 235 item 1635), for example

- on determining the location of a public-purpose investment - PLN 107,
- on the land development and management conditions – PLN 107,
- on transferring the decision on the land development conditions to other person – PLN 56 .

Notes

An application can also be filed at the General Office of the Municipal Office at ul. Słonimska 1.

Point 5c. Obtaining a positive opinion of the Office of Reconciliation of Project Documentation (ZUDP) on a conflict-free location for the proposed utility networks

Department of Geodesy

ul. Słonimska 2/2

tel. +48 85 869 6300 fax +48 85 869 6317

e-mail [**dg@um.bialystok.pl**](mailto:dg@um.bialystok.pl)

Required documents

- An application according to the model (**Annex 13**)

An application for the reconciliation of the proposed utility networks signed by the investor or his/her authorised representative. If an application is signed by an authorised representative, an authorisation should be attached.

- Enclosures
 - a) a final decision on the land development and management conditions or a decision on determining the location of a public-purpose investment or information on the implementation of a road investment on special terms (signed by the investor) or information on a valid local plan (a piece of a text and a part of the plan available on the Internet may be attached)- applies only to the proposed utility networks and does not apply to the connections.

- b) the technical conditions for connecting the facility to the existing utility network obtained from entities managing these networks,
- c) 3 copies of the design of the location of the utility network developed on the current background map (duplicate),
- d) orientation of the location of the proposed utility network in relation to neighbouring areas and quarters

Description of the settlement of the matter

The project submitted for reconciliation is assessed in terms of

- a. compliance with the application for reconciliation,
- b. correctness of the map used for the design in terms of area, scale, content, up-to-dateness and readability and the acceptance clauses to the National Geodetic and Cartographic Resource,
- c. graphical readability of the designed elements.

In the event of finding irregularities in the preparation of the map or the design, the incompleteness of the submitted documents, or the necessity of additional clarifications and additions, the application is returned to the investor, in written form, as set out in Art. 64 of the Code of Administrative Procedure. If there are no objections to the application filed, it is considered at the meeting of ZUDP.

Newly-designed elements are shown on the master map, an invoice is issued and an opinion and maps with the designed utility networks are signed. Reconciliation is valid for a period of 3 years from the date of issuing the opinion. Reconciliation is no longer valid if the investor or the authorities of architectural and construction administration or construction supervision inform ZUDP about the loss of validity, any change to or repeal of the decision on the land development and management conditions, approval of a construction design or a building permit.

Fees

An applicant will be invoiced according to the Regulation of the Minister of Infrastructure of 19 February 2004 on the amount of fees for surveying and cartographic activities and providing information, as well as for making extracts and map extracts from the Land and Building Survey (Dz. U. (Journal of Laws) No. 37, item 333) and Regulation No. 655/07 of the Mayor of Białystok of 11 July 2007 on the appointment of the Office of Reconciliation of Project Documentation amended by Regulation No. 2894/09 of 30 December 2009, No. 3392/10 of 8 July 2010 and No. 1120/11 of 27 July 2011.

For the attached authorisation there is a stamp duty of PLN 17 payable.

Period for settling the matter

Applications are considered at the meeting of ZUDP, which are held every Wednesday. The content of a reconciliation is expressed in the form of an opinion issued on behalf of the Mayor of Białystok by the Chairman of the Office of Reconciliation of Project Documentation within 14 days from the date of an application. In justified cases this period can be extended to 30 days.

Appeal procedure

An applicant cannot appeal against an opinion issued by ZUDP.

Point 6. Obtaining a water permit and a permit to remove trees and shrubs

(where it is necessary according to the scope of the investment)

Department of Environmental Protection and Municipal Services

ul. J. K. Branickiego 9

15 - 950 Białystok

tel. +48 85 869 6400, fax +48 85 869 6529

e-mail dosgk@um.bialystok.pl

Obtaining a water permit (for water facilities)

The legal basis for obtaining a permit is the provisions of the Water Act of 18 July 2001 (consolidated text Dz. U. (Journal of Laws) of 2005, No. 239, item 2019, as amended)

Required documents

According to Art. 131 of the above Act, a water permit is issued at the request of an applicant. An application should include a current water and wastewater management plan, a description of carrying out the intended activities prepared in non-technical language, a decision on the location of a public-purpose investment, or a decision on the land development conditions, if there is no Local Spatial Development Plan.

A water and wastewater management plan should be prepared in a descriptive and graphic form, according to Art. 132 of the above Act.

Settlement of the matter

Pursuant to Art. 35§ 3 of the Code of Administrative Procedure, the case should be settled no later than within one month, and a particularly complicated matter no later than within two months, from the date of the initiation of the procedure. The administrative procedure involving the issue of a water permit includes, according to Art. 127 (6) of the Water Act, the publication of the information on the initiation of the procedure for a period of 14 days and the provision of information to the parties to the procedure on the initiation of the procedure.

A water permit for the construction of water facilities expires if the investor has not started the construction of water facilities within 2 years from the date on which the water permit for the construction of these facilities became final.

Fees

For issuing a water permit stamp duty is collected according to the rates set out in the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) No. 225, item 1635) - the currently-applicable rate is PLN 217.

A permit is issued upon presentation of the proof of payment. A fee with the note “water permit” should be paid to the indicated account of the City’s Department of Finance. The proof of payment of stamp duty can also be attached to the application.

Obtaining a permit to remove trees and shrubs

The legal basis for obtaining a permit is the provisions of the Environmental Protection Act of 16 April 2004 (i.e. Dz. U. (Journal of Laws) of 2009, No. 151 item 1220, as amended).

Required documents

1. A written application filled in accordance with the model (Annex) containing
 - the name and the address of the property owner or holder;
 - the names of the species of trees and shrubs to be removed;
 - the circumference of trunks measured at a height of 130 cm;
 - the intended use of the land covered by the trees and shrubs;
 - the reason and the date of the intended removal of the trees and shrubs;
 - the size of the area from which the shrubs will be removed.
2. Necessary enclosures
 - a legal title to possess the property;

- a map indicating the location of the trees and shrubs in relation to the boundaries of properties and the existing or planned structures on this property;
- the consent of the owner of the property covered by the trees and shrubs, provided that the property holder is not the owner or the perpetual usufructuary;
- a document certifying that the person signing the application is authorised to represent the entity (not applicable to the natural persons not conducting economic activities) - e.g. a copy from the National Court Register.

The photocopies of the documents must be certified as the true copies of the original.

Settlement of the matter

A permit or a refusal in the form of an administrative decision is issued within one month from the date of filing the complete application, and in the case of a particularly complicated matter within two months from the date of the initiation of the procedure. Before issuing a decision, a visual inspection of the trees and shrubs concerned is carried out by the office employee in the presence of the parties to the procedure. Any person dissatisfied with the decision issued has the right to appeal to the Local Government Appeals Board through the local office within 14 days of receipt of the decision.

Fees

- In the case of implementing the investment, in the absence of the basis under Art. 86 (1) of the above Environmental Protection Act, for the removal of trees and shrubs, fees may be charged in the decision. The amount of the fee depends on the circumference of the tree trunks and the tree species. The fee rates are set out in the Regulation of the Minister of the Environment of 13 October 2004 on unit fee rates for various types and species of trees (Dz. U. (Journal of Laws) No. 228, item 2306) and the annually published Announcement of the Minister of Environment on fee rates for removal of trees and shrubs and penalties for the destruction of greenery.
- The decision shall be exempt from stamp duty on the basis of the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) No. 225 item 1635, as amended).
- If a power of attorney has been granted, stamp duty in the amount of PLN 17 must be paid (Dz. U. (Journal of Laws) No. 225 item 1635, as amended) and the confirmation of its payment must be attached to the application.

Point 7 Obtaining a building permit

Department of Architecture

ul. Słonimska 1

Department of Building Permits – South Region

Department of Building Permits – North Region

Department of Building Permits – Centre Region

Department of Building Permits – Municipal Infrastructure Region

tel. +48 85 869 6039, fax +48 85 869 6208

e-mail da@um.bialystok.pl

A building permit shall only be issued to a person who

- has filed a relevant application within the period of validity of the decision on the land development and management conditions, if required, according to the regulations on spatial planning and land development.
- has submitted a declaration, under penalty of perjury, that he/she holds the right to dispose of the land for construction purposes.

Note

Prior to the preparation of the construction project in respect of areas covered by the local spatial development plan, it is necessary to read the provisions of the local spatial development plan in order to determine the compliance of the proposed buildings with the plan.

Required documents

- a written application according to the model (**Annex 15**)
 - enclosures
- 1) the final decision on the land development and management conditions, if required according to the provisions on spatial planning and development, the Act of 27 March 2003 on Planning and Spatial Development (Dz. U. (Journal of Laws) of 2003 No. 80, item 717, as amended),
 - 2) a statement according to the model (Annex 16), under penalty of perjury, that the applicant holds the right to dispose of the land for construction purposes,
 - 3) 4 copies of the construction project with opinions, reconciliation, permits and other documents required by specific provisions, i.e. including a decision on the environmental conditions, referred

to in the Act of 3 October 2008 on the provision of information on the environment and its protection, public participation in environmental protection and environmental impact assessment (Dz. U. (Journal of Laws) of 2008 No. 199, item 1227), a permit of the Podlaskie Voivodeship Conservator of Monuments for the objects and areas listed in the register of monuments and covered by conservatory protection, a statement of the relevant administrator of the road on the possibility of connecting the lot with the public road according to the regulations on public roads, statements of the relevant organisational units on ensuring the supply of electricity, water, heating and gas, waste collection and the conditions for connecting the facility to the waste water discharge network (Annex 17) and a certificate referred to in Art. 12 (7) of the Construction Law Act,

- 4) the power of attorney (authorisation) granted to a person acting on behalf of the investor,
- 5) an extract from the National Court Register (if the applicant is a legal person).

Description of the settled matter

Prior to issuing a building permit decision, the authority shall verify

- 1) The compliance of the construction project with the findings of the local spatial development plan or a decision on the land development and management conditions in the absence of the local plan, as well as with the environmental protection requirements, in particular laid down in a decision on the environmental conditions referred to in the Act of 3 October 2008 on the provision of information on the environment and its protection, and public participation in environmental protection and environmental impact assessment;
- 2) The compliance of the land or lot development project with the regulations, including technical and construction regulations;
- 3) The completeness of the construction project and the holding of the required opinions, reconciliation, permits and verifications and information concerning safety and health protection, referred to in Art. 20 (1) (1b), as well as the certificate referred to in Art. 12 (7);
- 4) Implementation - in the case of the obligation to verify the project referred to in Art. 20 (2), also the verification of the project by a person with the required building licence and the certificate referred to in Art. 12 (7) valid on the date of the project preparation, or its verification.

In the case of violations in the scope above, the authority by way of a decision imposes an order to remedy the indicated irregularities, specifying the date for their remedying, and after its ineffective expiry issues a decision on the refusal to grant a building permit.

Period for settling the matter

According to the Code of Administrative Procedure, a decision is issued within one month from the date of filing the application and the required enclosures. In particularly complicated matters this period is 2 months. However, according to the provisions of the Construction Law, a decision on a building permit is issued within 65 days from the date of the application for such a decision. This period does not include the periods provided by law to perform certain activities, the periods of suspending the procedure and the periods of delay due to the fault of the party, or for reasons beyond the control of the authority.

Notes

Construction works can be commenced only on the basis of the final building permit decision.

The building permit decision expires if the construction does not start within 3 years of the date on which this decision became final or the construction is stopped for more than 3 years.

The investor is obliged to notify the District Inspector of Building Supervision of the Grodzki District in Białystok, ul. Sienkiewicza 86 about the intended date of the commencement of construction works.

Fees

Stamp duty for a building permit decision varies according to the type of investment and is collected according to the rates set out in the Annex to the Stamp Duty Act of 16 November 2006 (Dz. U. (Journal of Laws) No. 225, item 1635, as amended).

In addition, stamp duty is charged (in the applicable amount) for each submission of a document confirming the appointment of a representative and its copy (extract).

Annexes*

* All attached applications are available on www.bip.bialystok.pl
in the tab "Customer's guide"

No stamp duty under

Art. 3 of the Stamp Duty Act of 16 November 2006

(Consolidated Text Journal of Laws of 2012 item 1282)

Białystok, on

Grid for Applicant name

Applicant

Grid for Address

Address

Mayor of Białystok

Grid for NIP and Pesel numbers

NIP (Tax ID) No.

Pesel No.

Request for documents from the Geodetic and Cartographic Resources

Please issue from the Land and Buildings Survey the following documents

1. A copy from the register of

land lot/s No.

buildings

premises

located within precinct No. at st.

owned by

in order to submit to

2. A map extract with an extract from the land register on

lot/s No.developed/undeveloped with building/s

(specify type, e.g. residential, business, commercial and services, other)

located within precinct No. at ul.

owned by

in order to submit to

3. A copy of a cadastral map of

lot/s No.

located at st.

4. A copy of the document

(a detailed description of the ordered document)

5. A shortened extract (without personal data) of the area, LMR No. of

- lot No.

- building No.

- premises No.

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature for the performance of this request.

.....
(APPLICANT'S LEGIBLE SIGNATURE)

Enclosures

1. Copy of the title deed
2. Authorisation

INVOICE REG. NO. /20....

I acknowledge the receipt on.....

KP (Cash Receipt) NO.

.....
(RECIPIENT'S LEGIBLE SIGNATURE)

No stamp duty under Art. 3 of the Stamp Duty Act of 16 November 2006

DGE-II_1.1

6642.1..... /2011

Białystok, on
place and date

.....
Applicant's name

.....

.....
Applicant's address

.....
NIP No.

Mayor of Białystok

REQUEST FOR DOCUMENTS FROM RESOURCES

1. Please issue a copy of the master map for consultative purposes.....
.....
2. Please issue other documents from the resources
 - a)
 - b)

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature for the performance of this request.

.....
Date

Stamp of the Centre

.....
Applicant's signature

No stamp duty under Art. 3 of stamp duty Act of 16 November 2006

DGE-II_1.2
6642.2..... /2012

Białystok, on
place and date

.....
Applicant's name

.....

.....
Applicant's address

.....
NIP No.

Mayor of Białystok

REQUEST FOR DOCUMENTS FROM RESOURCES

Please, issue a master map in a digital format

- a) for consultative purposes

.....
.....

- b) for design purposes

.....
.....

- c) for educational purposes

.....

An Annex to the request is an agreement drawn up in accordance with the model for design or educational purposes.

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature for the performance of this request.

.....
Date

.....
Stamp of the Centre

.....
Applicant's signature

AGREEMENT No.DGE-II.6642.2.....

concluded on20... in Białystok between:
the Mayor of Białystok, performing the tasks under Geodetic and Cartographic Law, on behalf of whom acts
....., pursuant to Regulation No.....
of , hereinafter referred to as “the Provider”
and

.....
NIP (Tax Identification Number) Regon (National Business Registry Number),
.....
hereinafter referred to as “the Customer”.

Acting under the provisions of the Regulation of the Minister of Regional Development of 16 July 2001 on the notification of geodetic and cartographic works, the record of systems and the storage of safety copies of the database, as well as the general terms and conditions of sharing these databases (Dz. U. (Journal of Laws) No.78 item 837), the parties agree as follows:

§ 1

In view of the application filed on regarding the provision of the databases of the land information system, the **Provider** provides and the **Customer** accepts to use the databases of the land information system in the form of the master map of the City of Białystok, in part concerning
.....
.....

§ 2

The provision of the databases referred to in § 1 shall take place after the conclusion of this Agreement.

§ 3

The Customer undertakes to a single use of the provided databases **only** for the purpose of
.....
.....

The databases provided shall remain the property of the Treasury.

§ 4

The databases shall be provided in a digital format of a type in compliance with the graphical Annex being an integral part of this Agreement.

§ 5

1. The parties agree that the acceptable scope of use by the Customer of the provided databases will be connected with the performance of the purpose set out in § 3 hereof.
2. The provided database can be stored by the Customer during the term of this Agreement.
3. Either Party may terminate this Agreement by giving (1) month's notice.
4. In the event of a breach of the provisions of this Agreement by the Customer, the Provider shall have the right to terminate this Agreement with immediate effect.
5. In the case of a serious breach of the provisions of this Agreement by the Customer, in particular in the case of using the databases contrary to the purpose of their provision, the Customer shall pay the Provider a contractual penalty in the amount of PLN (say:). The above shall not preclude the possibility to claim compensation exceeding the amount of the contractual penalties by the Provider.
6. A breach of the provisions of this Agreement shall not exclude the Customer's responsibility provided in separate regulations.

§ 6

This Agreement is concluded for the period from20... to

§ 7

The fee for the provision of the databases shall be determined on the basis of the provisions of the Regulation of the Minister of Infrastructure of 19 February 2004 on the amount of fees for surveying and cartographic activities and providing information, as well as for making extracts and map extracts from the Land and Building Survey (Dz. U. (Journal of Laws) No.37, item 333). The Parties agree that the fee for the provision of the databases will be settled at the time of issuing the databases, based on the invoice issued by the Provider.

§ 8

Any changes hereto shall not be valid unless made in writing.

§ 9

In matters not covered by this Agreement, the provisions of the Civil Code shall apply.

§ 10

Any disputes arising in connection with this Agreement shall be settled by the common court of actual jurisdiction in Białystok.

§ 11

This Agreement has been made in two (2) identical counterparts, one (1) for each Party.

THE CUSTOMER

THE PROVIDER

No stamp duty under Art. 3 of the Stamp Duty Act of 16 November 2006
(Journal of Laws No.225, item 1635, as amended)

.....
(location, date)

Mayor of Białystok

.....
Last and first name of the applicant

.....
Address of the applicant

.....
NIP No. PESEL No.

REQUEST FOR INFORMATION

Please provide information on the following:

- 1. Lot No..... precinct No..... located at Street within the scope of the land register number, area and,
- 2. Building No..... precinct No..... located at Street within the scope of the land register number, building area, function, number of storeys,,
- 3. Premises No..... in building No..... precinct No..... located at Street.

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature for the performance of this request.

.....
l e g i b l e s i g n a t u r e o f t h e a p p l i c a n t

* - underline where appropriate

No stamp duty under

Art. 3 of the Stamp Duty Act of 16 November 2006

(Consolidated Text Journal of Laws of 2012 item 1282)

REQUEST FOR DATA FROM PERSONAL DATA RECORDS

1. Request to: **Mayor of Białystok** (Department of Geodesy) ul. Słonimska 2/2 15-950 Białystok

2. Applicant

.....

(name and location of the company or last and first name and residential address of the applicant,
NIP No. and REGON No.)

3. Legal foundation entitling to access to the data:

- Art. 24 (5) Geodetic and Cartographic Law (Journal of Laws, 2010, No. 193, item 1287 as amended)

or indication of the justified need for access to the data based on

.....*

* Indicate a substantive rule requiring the authority to provide the information

4. Indication of the purpose of obtaining the accessed data:

Obtaining the consent of property owners to enter their area, which is necessary to complete a task
commissioned by:

Contract number:

5. Identification or name of the records from which the data is to be accessed:

Land and Property Register of the city of Białystok.

6. Scope of information requested from the records:

Information in the form of a simplified extract containing basic information about the property and details of their respective
owners, users or administrators.

7. Information allowing the search in the record for the required data:

(precinct no., st. , Land record No.....

if needed, continued in Annex No.....

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature
for the performance of this request.

.....
(date, signature and, if needed, seal of the applicant)

I confirm the reception of information

Białystok,

(date)

.....

(signature)

- premises No.

At the same time I authorise the Municipal Office in Białystok to issue an invoice without my signature for the performance of this request.

.....
(APPLICANT'S LEGIBLE SIGNATURE)

Enclosures:

1. Copy of the title deed
2. Authorisation

INVOICE REG. NO...../20....

I acknowledge the receipt on

KP (Cash Receipt) NO.....

.....
(RECIPIENT'S LEGIBLE SIGNATURE)

..... on
 place date

AUTHORISATION

I the undersigned, holding
 personal identification card No....., residing
 in, at Street,
 NIP No..... PESEL No.....

AUTHORISE holding* the personal
 identification card No....., residing* in
 at Street to order and collect the extract*/map
 extract*/certificate* from the land records of the City of Białystok for my lot, assigned with the number
 located in precinct No..... at Street
 and to collect the invoice for its issue.

.....
 Legible signature of the real estate owner

.....
 Legible signature of the authorised representative

* - delete where necessary

** duty fee in the amount of PLN 17.00 paid to the account of: Municipal Office in Białystok, Department of Finance

Polska Kasa Opieki PLC Bank, Rynek Kościuszki 7 26 1240 5211 1111 0010 3553 3132

(exemptions of item IV of the Annex to the Act of 16 November 2006 (Consolidated Text Journal of Laws of 2012 item 1282))

Białystok,

.....
first and last name/company name of investor

.....
address of applicant

.....
.....

.....
telephone (landline)

Mayor of Białystok

APPLICATION
for the issue of a decision on environmental conditions

On the basis of Art. 71 (2) of the Act of 3 October 2008 on accessing information on the environment and its protection, and social participation in environment protection and on the assessments of environmental impact (Journal of Laws No.199, item 1227, as amended), I apply for the issue of the decision on the environmental conditions for the implementation of a project consisting in the following:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

on the land located in
at..... Street, land
record No. (precinct)

.....,
which is regarded as a **project, which may always/potentially have a significant impact on the environment** in association with Art. 60 of the aforementioned Act, and §..... (.....) item of the regulation of the Council of Ministers of 9 November 2010 on projects likely to have significant impact on the environment (Journal of Laws of 2010, No.213 item 1397), within the limits graphically marked on the Annex of the cadastral map copy in the scale of.....

.....
Signature of the applicant

Annexes: (Art. 74 (1) and (2) of the Act of 3 October 2008)

1. authorised by the appropriate entity, a copy of the cadastral map with the marked course of the boundaries of the land which is the object of the application, and covering the impact area of the project's operations – 3 copies.
2. extract from the land register covering the proposed area of the project and covering the impact area of the project's operations – 3 copies.
3. in the case of projects:
 - **that are likely to have a significant impact on the environment** - 3 copies and an electronic record of the information card of the project, containing the information discussed in Art. 3 (1) item 5 let. a-i) of the Act of 3 October 2008;
 - **that are always likely to have a significant impact on the environment**
 - 3 copies and an electronic record of the project's impact on the environment, containing the information discussed in Art. 66 of the aforementioned Act,
 - in the event when the applicant applies for the establishment of the report scope in mode of Art. 69 of the aforementioned Act – 3 copies and an electronic record of the information card of the project, containing the information discussed in Art. 3 (1) item 5 let. a-i) of the Act of 3 October 2008;
4. the confirmation of stamp duty:
 - for a decision on the environmental conditions – PLN 205;
 - in the event of acting through a representative, the applicant attaches the original or the authorised copy of the power of attorney – Art. 33 § 3 of the Code of Administrative Procedure – with the confirmed fee of PLN 17.

Based on Art. 6 (1) item 1, in relation to the Annex, part I item 45 and 46 of the Act of 16 November 2006 on stamp duty (Journal of Laws of 2006 No.225, item 1635, as amended) the payment will be made with the submission of the application for the decision to the account of:

**Municipal Office in Białystok, Department of Finance, Polska Kasa Opieki PLC Bank, 26 1240 5211
1111 0010 3553 3132**

The information card with the application on issuing the decision on the environmental conditions should include information in compliance with Art. 3 (1) item 5 let. a-i of the Act, particularly the following:

- 1.** type, scale and location of the project:
 - a) detailed profile of the project's scope (construction, expansion, production capacity)
 - b) information on the lots (lot number, precinct)
 - c) road access
 - entrance and exit locations;
 - number of parking and stopping places within the area covered by the investment and on adjoining lands;
 - number of passenger vehicles (unit/day);
 - number of trucks and other vehicles (unit/day).
- 2.** area of the occupied land and the building as well as the previous modes of their use and coverage of the land with plant cover;
technology type (in relation to the existing and planned operations – general profile of the existing and planned project); numbers and types of installed and planned machinery and devices.
- 4.** potential options of the project;
- 3.** projected amount of consumed water, raw materials, products, fuels and energy, including the following:
 - a) electrical in kW/MW (maximum required power);
 - b) b) thermal in GJ/year;
 - c) c) gas in m³/h.
- 4.** environmental protection solutions;
- 5.** types and projected amounts of substances or energy emitted into the environment with the application of environment protection solutions, including the following:
 - a) amounts and discharge mode of material sewage and industrial sewage,
 - b) amounts and discharge mode of rainwater;
 - c) types and amounts of substances emitted into the air;
 - d) types and projected amounts of produced waste and waste management methods;
 - e) noise emission sources.
- 6.** potential trans-border impact on the environment;
- 7.** areas subject to protection on the basis of the Act of 16 April 2004 *On Environmental Protection* (Journal of Laws of 2009, No.151, item 1220, as amended) located within the range of significant impact of the project.

Białystok,

.....
Name

.....
Street

.....
postcode, location

.....
telephone

Municipal Office in Białystok
Department of Urban Planning

ul. Białówny 11
15-950 Białystok

APPLICATION

I hereby request the issue of an extract from the land register, map extract of the spatial development plan of the city of Białystok, containing the intended use of the lot/s with geodetic No.....
located at Street in Białystok – precinct No.....
sheet No....., in order to present to

.....
/signature/

Białystok,

APPLICANT:

REPRESENTATIVE:

.....
.....
(first and last name or name of organisational entity)

.....
.....
(first and last name)

.....
.....
(residential address, location, correspondence address)

.....
.....
(residential address, correspondence address)

contact telephone:

contact telephone:

.....

.....

**Municipal Office in Białystok
Department of Urban Planning**

REQUEST

FOR ISSUING A DECISION ON THE LAND DEVELOPMENT CONDITIONS

According to Art. 59 (1), Art. 60 (1) and Art. 52 (1) and (2) in relation to Art. 64 of the Act of 27 March 2003 on Planning And Spatial Development /Journal of Laws item 647 of 2012/, I apply for the establishment of the development conditions of the land located in **Białystok**

at st.

Land record No...... **precinct**

I. THE BOUNDARIES OF THE LAND COVERED BY THE APPLICATION

are marked on the copy of the master map with line colour

- with letters **ABCD**.....

II. PROJECTED FUNCTION, TYPE AND NATURE OF DEVELOPMENT AND USE OF THE LAND

- projected buildings and their function

.....

- projected linear investments:.....

.....

- existing road access

.....

- planned road access

.....

The permits for exits are issued only in the event of completed road surfaces.

III. ESTIMATED CHARACTERISTIC TECHNICAL PARAMETERS OF THE INVESTMENT HELPFUL IN THE ESTABLISHMENT OF THE REQUIREMENTS OF NEW BUILDINGS IN THE DEVELOPMENT CONDITIONS DECISION

1. Dimensions of the projected building: **residential** **commercial and service** **other**

- building height /m/ up to

- length up to

- front facade width /± 20%/

(from the direction of the main entrance to the area in question)

- number of storeys: up to

 Ground

 Basement

 utility attic*/non-utility*/flat roof with no attic*

2. Roof shape, e.g.: flat (up to 15 °), tilted, inclined, multi-inclined (exceeding 15 °) etc.

3. Type of wall and construction materials.....

4. In the case of commercial buildings, the sales area should be defined

/see demonstrated figure/

IV. DEMAND IN SCOPE OF TECHNICAL INFRASTRUCTURE

- 1. Demand for water
- 2. Demand for thermal energy
- 3. Demand for electrical energy
- 4. Sewage discharge method
- 5. Demand for gas
- 6. Other.....

V. DATA DESCRIBING THE INVESTMENT’S IMPACT ON THE ENVIRONMENT OR ITS USE:

.....

.....

.....

VI. OTHER INFORMATION ON THE INVESTMENT AND TYPE OF LAND DEVELOPMENT:

.....

.....

.....

.....

.....
Signature of applicant or authorised party

THE ANNEXES INCLUDE:

- Copy of the master map for analytical purposes (issued by the Municipal Office Department of Geodesy Documentation at Słonimska 2, confirmed with an official seal) with the marked investment land and the area where the planned investment will have an impact – in the scale of 1:500 or 1:1000, linear investment also 1:2000, 2 copies.
- Planned type of developing the land presented on a copy of the aforementioned master map, covering the location of the designed buildings on the lot and its dimensions profiled in item III of the application.
- Contract** guaranteeing placement of utility networks, necessary for the implementation of the planned investment, concluded between the investor and the appropriate organisational unit (not applicable to connections),

Document confirming the granted power of attorney or procurement or its copy, excerpt or extract certified to be true to the original,

Proof of stamp duty payment:

- amount of: PLN 107.00 for the decision on the location of a public purpose investment
- amount of: PLN 17.00 for the document confirming the granted power of attorney or procurement or its copy, excerpt or extract certified to be true to the original
to account No. 2612405211111001035533132

Municipal Office in Białystok, Department of Finance, Słonimska 1.

Potential others:

(e.g. opinions or technical conditions of the network providers)

According to the Act of 27 March 2003 on Planning And Spatial Development and the geodesy and cartography law, the map should be up to date.

EXPLANATIONS

Pursuant to the Act of 27 March 2003 on Planning And Spatial Development 3).

- **In the case of a lack of the local plan, a decision on the land development conditions is required for the following: changes to the land development based on the construction of a building or performing other construction work, changes to the use type of the building or its part, as well as changes to the land development not requiring a building permit, unless it is temporary, one-time and lasts no longer than one year.**
- The decision on the land development conditions **is not required** for: > construction work consisting of renovation, assembly or rebuilding, if it does not cause changes to the land development and building use type, does not change its architectonic form, and does not violate the establishments of the local plan, and in the case of its lack > do not have a harmful influence on the environment and are not considered projects requiring a procedure on environmental impact, within the meaning of environment protection regulations, > construction work not requiring a building permit, > temporary, one-time change to the land development method lasting no longer than one year and not requiring a building permit.
- The establishment of the development conditions is performed at the request of the party of interest. > For the same land, the decision on the land development conditions can be issued to **more than one applicant**, providing a copy of the decision to the other applicants and the owner or perpetual usufructuary of the real estate. > The decision on the land development conditions **does not create entitlements to the land and does not violate the ownership rights and entitlements of third parties.** > The applicant who has failed to acquire rights to the land is not entitled to claim refund of the expenditures made in connection with the received decision determining the development

conditions of the land. > The organ, which issued the decision on the land development conditions, is obliged, with the consent of the party for which the decision has been issued, **to transfer it to another person**, if said person accepts all conditions included in this decision. The only parties of such a procedure are those between whom the transfer is made.

The organ which issued the decision on the development conditions establishes its expiration:

a) if another applicant has been granted a building permit,

b) if a local plan with determinations different from those in the issued decision has been passed for this land, while the final decision on the building permit has not been issued previously.

- Issues associated with residential housing are exempt from stamp duty. Budget entities and Local-Government units are also exempt from tax duty.
- **On the basis of Art. 9 of the Act of 16 November 2006 on Stamp Duty, if despite the payment of stamp duty the decision on the land development conditions has not been issued, stamp duty is subject to return within 5 years from the end of the year during which the payment was made. The payment return is made at request of the party of interest. The appropriate application can be submitted to the City of Bialystok Department of Finance, Slonimska 1, providing the number of the bank account to which stamp duty return is to be made.** Stamp duty for the submission of a document confirming provision of the power of attorney or proxy or its copy, excerpt or extract is not subject to return.

The fee does not apply to residential housing, budget entities and Local-Government units, in compliance with the Act on Stamp Duty of 16 November 2006

4. If the site is complex, multifunctional, with numerous technical and functional parameters, this data should be presented separately in an Annex to the application.

5. The development type and parameters of the designed investment should also be presented in graphical form.

IV. DEMAND FOR TECHNICAL INFRASTRUCTURE

1. Demand for water
2. Demand for thermal energy
3. Demand for electrical energy
4. Sewage discharge method
5. Demand for gas
6. Other

ATTENTION! In the case of projected line structure investments /networks/ the graphical Annex should define their course. /not applicable to connections/

V. DATA DESCRIBING THE INVESTMENT'S IMPACT ON THE ENVIRONMENT OR ITS USE:

.....
.....
.....

VI. OTHER INFORMATION ON THE INVESTMENT AND TYPE OF LAND DEVELOPMENT:

.....
.....
.....

ANNEXES:

Copy of the master map for analytical purposes (issued by the Municipal Office Department of Geodesy Documentation at Słonimska 2, confirmed with an official seal) with the marked investment land and the area where the planned investment will have an impact – in the scale of 1:500 or 1:1000, linear investment also 1:2000, 2 copies.

graphical Annex defining the planned type of developing the land and the designed buildings drawn on the copy of the mentioned above master map, including location of the planned buildings on the plot and its dimensions written in the point II of the Application

Document confirming the granted power of attorney or procurement or its copy, excerpt or extract certified to be true to the original,

Proof of stamp duty payment:

- amount of: PLN 107.00 for the decision on the location of a public purpose investment
- amount of: PLN 17.00 for the document confirming the granted power of attorney or procurement or its copy, excerpt or extract certified to be true to the original

to account No. 2612405211111001035533132

Municipal Office in Białystok, Department of Finance, Słonimska 1.

*** The fee does not apply to residential buildings, budget entities and Local-Government units, pursuant to the Act “On stamp duty” of 16 November 2006.**

Białystok,

Payer
applicant

.....
(First and last name or company name)

.....
(a d d r e s s)

.....
(p o s t c o d e a n d l o c a t i o n)

.....
NIP (Tax Id) No. PESEL No.

Telephone No.....

.....
(First and last name or company name)

.....
(a d d r e s s)

.....
(p o s t c o d e a n d l o c a t i o n)

.....
NIP (Tax Id) No. PESEL No.

Investor

Municipal Office in Białystok

Department of Geodesy

Office of Reconciliation of Project Documentation

Słonimska 2/2

15-950 Białystok

tel. 85 - 869 6310 or 85 - 869 6318

dg@um.bialystok.pl

APPLICATION

Based on § 9 (1) of the regulation of the Ministry of Regional Development and Construction of 2 April 2001 on geodesy registers of utility networks and offices for the reconciliation of project documentation (Journal of Laws No.38 item 455), I request the reconciliation-coordination of the location of the projected utility networks in the area:
precinct No.geodetic lot No.

Utility networks submitted for reconciliation

No.	Network variety	Network type	Network length (m)	Number of connections (items)
1.	Electrical energy	high voltage		
		average voltage		
		low voltage		
		other		
2.	Telecommunications	transit		
		local		
3.	Water supply	general		
		local		

4.	Sewage	general		
		sanitary		
		rain		
		industrial		
		local		
5.	Gas	high pressure		
		average pressure		
		low pressure		
6.	Thermal	high pressure		
		low pressure		
		steam		
7.	Computer	ground		
		in pipeline		
8.	Cable TV	ground		
		in pipeline		
No.	Network variety	Network type	Network length (m)	Number of connections (items)
9.	Other pipelines	-		
10.	Other cable networks	ground		
		in pipeline		
11.	Collective canals	-		
12.	Gasoline	-		
13.	Oil	-		
14.	Pneumatic post	-		
15.	Melioration	-		
	Total designed utility network			

Annexes: gathered in folder/folders

- 3*/..... copies of the utility network location project,
- technical conditions for connecting the site to existing utility networks, acquired from units administering such networks,
- final decision on the land development and management conditions or decision on determining the location of a public-purpose investment or information on the implementation of a road investment under special

regulations (signed by the investor) or information on the binding local plan (the text and plan fragment available online may be attached) – concerns only projected networks, not connections.

orientation of the placement of the projected utility networks in relation to neighbouring lands and the cardinal directions

other

.....

* - in the event of a different value, please provide the appropriate number of copies.

mark where appropriate

Notes: The submitted copies of the design should include coloured (in compliance with the K-1 Instruction) underground and surface devices and planned units agreed on for ZUDP (but not constructed) present in the area of the designed installation.

The application is signed by the INVESTOR or person authorised by the investor.

The opinion will be issued following payment of the invoice.

I authorize to receive documentation

.....
(signature of the investor or the person empowered)

I received the negotiated documentation on

.....
(signature of person receiving the application)

.....
 first and last name / company name*
 of the land owner

 address, postcode

 telephone number

Białystok

**Municipal Office in Białystok
 Department of Environmental Protection
 and Municipal Services
 J. K. Branickiego 9
 15-950 Białystok**

**APPLICATION
 for a permit for the removal of trees and bushes***

I apply for the issue of a permit for the removal of trees and bushes* on the land at

..... Street, geodetic lot No.□..... precinct No..... in Białystok.

Type of tree / bush	Circumference of the trunk in cm measured at the height of 130 cm or area of bushes in m ²
---------------------	----------------------------------------------------------------------------------------------------------

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |

- Reason for removing trees and bushes*

- Time of the planned removal of trees and bushes *
- Designation of the land which features the trees and bushes *
-
- The applicant operates / does not operate* a business activity
- Name and address of land owner
- Annexes:
 - 1) Legal title to the land.
 - 2) Drawing or map specifying the location of the trees or bushes in relation to the limits of the land and buildings present or under construction on the said land.
 - 3) Agreement of the owner of the land hosting the trees / bushes* if the land holder is not the owner or perpetual usufructuary.
 - 4) Document confirming the authorisation of the person/people* signing the application to the representation of the unit (*does not apply to physical entities not operating a business activity*).

Attention: photocopies of documents should be confirmed for compliance with the original

* - delete where necessary

.....
 (signature/s)

.....
(location and date)

.....
(reg. No. of the entity appropriate to the issued permit)

APPLICATION FOR A BUILDING PERMIT

Mayor of Białystok
Municipal Office in Białystok Department of Architecture
15-950 Białystok, Słonimska 1.

Investor:
(first and last name or company name)

.....
(address, contact telephone)

On the basis of Art. 32 and 33 of the Act of 7 July 1994 – Construction law (consolidated text, Journal of Laws of 2010 No.243, item 1623, as amended), I apply for a decision on the building permit for the following:

.....
(name and type, type/s of building/s or construction work)

Investment address:.....

Geodesy No. of the lot and name and No. of precinct

I attach the following to the building permit application¹:

- 1) four copies of the construction design, including opinions, permits and other documents required by specific regulations and the certificate discussed in Art. 12 (7) of the Construction Law Act,
- 2) declaration on the held right to use the land for construction purposes,
- 3) decision on land development and management conditions, if such is required by the regulations of the Act on spatial planning and development,
- 4) expert opinion discussed in Art. 33 (3) of the Construction Law Act,

- 5) decision on agreement to the designed solutions with the appropriate entity, of architectural and construction administration in the scope discussed in Art. 33 (2) item 4 of the Construction Law Act,
- 6) authorisation provided to the person acting on my behalf.

.....
(signature of the investor or authorised party)

Declaration of the held right to use the land for construction purposes

I, signed below (a) ¹⁾
(first and last name of the person pursuing the issue of the building permit or person authorised to submit the declaration on behalf of the legal entity pursuing the issue of the building permit)

holding
(number of personal ID card or other document confirming the identity and name of the issuing organ)

born on in
(date) (location)

residing in
.....,
(address)

having become acquainted with Art. 32 (4) item 2 of the Act of 7 July 1994 – Construction Law (Journal of Laws of 2010, No.243, item 1623, as amended),

declare that I have the right to use the land entered in the land and building register as lot (i) No..... precinct cadastral unit

for construction purposes resulting from the title of:

- 1) ownership,
- 2) co-ownership
(list of co-owners – first name, last name or company name and address)

and agreement of all co-owners to the construction work covered by the building permit application of

- 3) perpetual usufruct.....,
- 4) permanent management ²⁾
- 5) limited material right ²⁾

6) obligatory relation, foreseeing the authorisation for construction work and buildings ²⁾

resulting from the following documents confirming the above authorisation to utilise the land for construction purposes ³⁾

7)
(other)

I declare that I have the power of attorney of (date) to represent the legal entity
..... authorising me
(name and address of legal entity)

to submit a declaration of the held right to use the land for construction purposes on behalf of the legal entity.
The power of attorney is presented in the Annex. ⁴⁾

Being aware of the criminal responsibility for providing false information in this declaration in compliance with
Art. 233 of the Criminal Code, I confirm the authenticity of the data presented above with my signature.

.....
(location, date)

.....
(signature(s))

Białystok,

.....
First and Last Name, Company Name
.....

.....
Residential address
.....

.....
Telephone number

Municipal Office in Białystok
Department of Environmental Protection and
Municipal Services

Please define the conditions for the discharge of rainwater from
..... on lot with geodesy
No. at Street
in Białystok into the municipal network of rain pipelines / the investment area (in its own scope)

.....
Signature

Annexes:

1. Master map containing the land in question.