On the basis of article 90, paragraph (2) of the Law on Real Estate Cadastre („Official Gazette of R. Macedonia“ no. 55/2013), the Steering Board of the Agency for Real Estate Cadastre has enacted the following

REGULATION FOR GEODETIC WORKS FOR SPECIAL PURPOSES

I. GENERAL PROVISIONS

Article 1

This regulation shall stipulate the manner of performance of the geodetic works for special purposes, as well as the form and the content of the geodetic reports for the performed geodetic works for special purposes.

Article 2

Basis for performance of the geodetic works for special purposes are the points of the geodetic reference networks, such as: trigonometric, polygonometric, polygon, line, global navigation satellite system (GNSS) and leveling reference network.

II. MANNER OF PERFORMANCE OF GEODETIC WORKS FOR SPECIAL PURPOSES AND TYPES OF GEODETIC REPORTS FOR GEODETIC WORKS FOR SPECIAL PURPOSES

Article 3

(1) The geodetic works for special purposes may be performed:
- upon prior identification of the actual condition by performing a survey of the real properties and office processing, formatting and visualization of the data collected with the survey – field geodetic works for special purposes; and
- by transferring the data from the urban plans and the urban-planning documentation on the cadastre maps thru office processing, formatting and visualization – office geodetic works for special purposes.

(2) The office geodetic works stipulated in paragraph (1), point 2 of this article which refer to the production of the numeric data for the execution of the urban plans and urban-planning documentation, as well as the geodetic works for special purposes of significance to Republic of Macedonia determined with a decision by the Government of Republic of Macedonia shall be performed by the Agency for Real Estate Cadastre (hereinafter referred to as: the Agency) under ex officio procedure.

Article 4

(1) For the performed geodetic works for special purposes stipulated in article 3 of this Regulation shall be produced Geodetic Reports for:
- numeric data for the execution of the urban plans and the urban-planning documentation under the procedures of forming a construction parcel for the purpose of constructing an object/building, for purchase/lease of construction land, privatization of construction land and other);
- resolving legal-property affairs regarding real properties under procedures in front of relevant courts, state bodies, public enterprises and the units of local self-government and the city of Skopje and others (expropriation; division; expert witnessing/forensics; marking of designed construction; field identification with surveying of the real property; marking and renewal of the cadastre parcel boundary line and other);
- identified actual condition for legalization of illegally built objects and parts of objects;
- identified actual condition for legalization of infrastructure objects;
- establishment of a lease of agricultural land;
- concession;
- change of land use and land class of agricultural land;
- updating of geodetic layers/maps; and
- other purposes.

Article 5

During the performance of the geodetic works for special purposes and the drafting of the geodetic reports, depending on the type of the geodetic report, the following data may be used:
- Graphic layout and coordinates of the points which determine the real property (detailed urban plan/urban-planning documentation, a report for expropriation and other);
  - Coordinates of points from the geodetic basis;
  - Parameters for transformation of coordinates from global into state coordinate system;
  - Extract/photocopy of the working original of the cadastre map/map of infrastructure objects in digital or paper form;
- Survey sketch for buildings, separate and common parts of buildings and other objects;
  - Property list;
  - List of indications for the cadastre parcels;
  - Original data from the performed filed surveys/measurements;
  - Project documentation verified by an authorized entity;
  - Spatial and descriptive data for infrastructure objects; and
  - Other data.

Article 6

For the geodetic reports for geodetic works for special purposes, for which field surveys need to be carried out, depending on the type of the geodetic report, the following works need to be carried out:
- Collecting adequate data stated in article 5 of this Regulation;
- Production of field survey sketch for the cadastre parcel with applied newly proposed condition;
- Production of a survey sketch for buildings, separate and common parts of buildings and other objects with applied newly proposed condition;
- Production of field survey sketch of identified actual condition for legalization of illegally built objects and parts of objects;
- Production of field survey sketch of identified actual condition for legalization of infrastructure objects;
- Calculation of coordinates of the surveyed detail;
- Applying the surveyed detail on the extract of the cadastre map/map of infrastructure objects;
- Comparison of data collected with the survey with the data from the real estate cadastre;
Article 7
The geodetic reports for geodetic works for special purposes, whose production does not require performance of field surveys, shall be produced only by office processing of the data, performing the following works:
- Collecting adequate data stated in article 5 of this regulation;
- Comparison of the data from the cadastre map with the data from the detailed urban plan/urban planning documentation and production of a sketch for the performed comparison;
- Production of list of data for forming a construction parcel; and
- Other works.

Article 8
(1) The newly formed proposal-cadastre parcels shall be numerated by transferring the basic number of the cadastre parcel from the current condition and adding sub-numbers.
(2) During the production of the geodetic reports for establishment of lease of agricultural land, concession and change of land use and land class of agricultural land, the data for the parts of the cadastre parcels which are subject to lease, concession, change of land use and land class shall be presented on the field survey sketch for the cadastre parcel with applied newly proposed condition, by they shall not be drawn out on the cadastre map as separate cadastre parcels.

(3) The data for the parts of the cadastre parcel stipulated in paragraph (2) of this article are used only for determination of the area of the part of the cadastre parcel which is subject to a lease/concession/change of land use and land class.

III. FORM AND CONTENT OF THE GEODETIC REPORTS FOR GEODETTIC WORKS FOR SPECIAL PURPOSES

Article 9
(1) The geodetic reports for the performed geodetic works for special purposes shall be produced in electronic and paper form.
(2) The geodetic report in electronic form shall be produced in one document in „pdf“ format and shall be signed, using a digital certificate issued by an authorized issuer, by the authorized surveyor registered as sole proprietor authorized surveyor i.e. employee at a trade company for geodetic works/branch office. The geodetic report shall also contain an annex with the graphic data in the adequate format.
(3) The authorized surveyor registered as a sole proprietor authorized surveyor i.e. employee at a trade company for geodetic work/branch office shall in his/her own handwriting sign the title page of the geodetic report produced in paper form and shall stamp the same.
(4) The geodetic report produced in paper form shall be knitted with a string (a string in yellow-red color) and the ends of the string shall be glued on the title page with paper white gluing tape, and the tape is to be stamped on both sides by the person drafting the geodetic report.
(5) The graphic data stipulated in paragraph (2) of this article which refer to the cadastre parcels, buildings and infrastructure objects are to be produced in "*.xml/*.gml" format.
(6) The title page of the geodetic reports stipulated in paragraph (1) of this article shall be verified / approved by a geodetic expert authorized by the Director of the Agency.
(7) The geodetic reports for the performed geodetic works for special purposes stipulated in article 3, paragraph (2) of this regulation shall be performed by the Agency under ex officio procedure, in a manner prescribed under this article, and shall be signed by the geodetic expert authorized by the Director of the Agency.

Article 10

Depending on the purpose and the manner of production, the geodetic reports for the geodetic works for special purposes stipulated in article 3 of this regulation may contain:
- A Title page with data on the type of the geodetic report, verification / approval and data for the person drafting the report;
- Page with content of the geodetic report;
- Technical Report;

- Field survey sketch for the cadastre parcel with applied newly proposed condition;
- Survey sketch of buildings, separate and common parts of buildings and other objects with applied newly proposed condition;
- Field survey sketch for a cadastre parcel with identified actual condition for legalization of illegally built objects and parts of objects;
- Field survey sketch with identified actual condition for legalization of infrastructure objects;
- Sketch for the performed comparison of the data from the cadastre map with the data from the detailed urban plan/urban planning;
- Proposal new condition;
- Proposal new condition (for infrastructure objects);
- List of data for forming a construction parcel;
- Data used during the production of the geodetic report stipulated in article 5 of this regulation;
- Excerpt from the detailed urban plan/urban planning documentation;
- Project documentation verified by an authorized entity;
- Recapitulation; and
- Other data.

Article 11

(1) The form and content of the title page of article 10, point 1 of this regulation, with data for the type of the geodetic report, verification / approval and data for the person drafting the report, produced by the sole proprietor authorized surveyor i.e. trade company for geodetic works/branch office, are provided in Annex 1 which is an integral part of this Regulation.

(2) The form and content of the title page of article 10, point 1 of this regulation, with data for the type of the geodetic report, verification / approval and data for the person drafting the report, produced by the Agency under ex officio procedure, are provided in Annex 2 which is an integral part of this Regulation.

(3) The form and content of the page with content of the geodetic report of article 10, point 2 of this Regulation produced by a sole proprietor authorized surveyor i.e. trade company for geodetic works/branch office, are provided in Annex 3 which is an integral part of this Regulation.

(4) The form and content of the page with content of the geodetic report of article 10, point 2 of this regulation produced by the Agency under ex officio procedure are provided in Annex 4 which is an integral part of this Regulation.

(5) The form and content of the technical report of article 10, point 3 of this regulation produced by a sole proprietor authorized surveyor i.e. trade company for geodetic works/branch office are provided in Annex 5 which is an integral part of this Regulation.
(6) The form and content of the technical report of article 10, point 3 regulation produced by the Agency under ex officio procedure are provided in Annex 6 which is an integral part of this Regulation.

(7) The form and content of the field survey sketch for the cadastre parcel, with applied newly proposed condition referred to in Article 10, line 4 of this Regulation drafted by a sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 7 which is an integral part of this Regulation.

(8) The form and content of the field survey sketch for the cadastre parcel, with applied newly proposed condition referred to in Article 10, line 4 of this Regulation drafted by the Agency under ex officio procedure, is provided in Annex 8 which is an integral part of this Regulation.

(9) The form and content of the survey sketch of buildings, special and common parts of buildings and other objects, with applied newly proposed condition referred to in Article 10, line 5 of this Regulation, drafted by a sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 9, which is an integral part of this Regulation.

(10) The form and content of the survey sketch of buildings, special and common parts of buildings and other objects, with applied newly proposed condition referred to in Article 10, line 5 of this Regulation drafted by the Agency under ex officio procedure, is provided in Annex 10 which is an integral part of this Regulation.

(11) The form and content of the cadastral parcel field survey sketch, with the actual condition of the legalization of illegally constructed objects and parts of objects referred to in Article 10, line 6 of this Regulation drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 11 which is an integral part of this Regulation.

(12) The form and content of the cadastral parcel field survey sketch, with the actual condition of the legalization of illegally constructed objects and parts of objects referred to in Article 10, line 6 of this Regulation drafted by the Agency under ex-officio procedure, is provided in Annex 12 which is an integral part of this Regulation.

(13) The form and content of the field survey sketch, with the actual condition of the legalization of illegally constructed infrastructure objects referred to in Article 10, line 7 of this Regulation drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 13 which is an integral part of this Regulation.

(14) The form and content of the sketch from the carried out comparison of the data from the cadastral map, with the data from the detailed urban plans/urban planning documentation, referred to in Article 10, line 8 of this Regulation drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office, is provided in Annex 14 which is an integral part of this Regulation.

(15) The form and content of the sketch of the carried out comparison of the data from the cadastral map, with the data from the detailed urban plans/urban planning documentation referred to in Article 10, line 8 of this Regulation drafted by the Agency under ex-officio procedure, is provided in Annex 15 which is an integral part of this Regulation.

(16) The form and content of the proposal for a new condition referred to in Article
10, line 9 of this Regulation drafted by sole proprietor authorized surveyor, i.e. Trade Company for geodetic works/branch office is provided in Annex 15, which is an integral part of the Regulation for real estate survey.

(17) The form and content of the proposal for a new condition referred to in Article 10, line 9 of this Regulation drafted by the Agency under ex-officio procedure, is provided in Annex 16 which is an integral part of the Regulation for real estate survey.

(18) The form and content of the proposal for a new condition (for infrastructure objects) referred to in Article 10, line 10 of this Regulation, drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 17 which is an integral part of the Regulation for real estate survey.

(19) The form and content of the list of data for forming a construction parcel referred to in Article 10, line 11 of this Regulation drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 16 which is an integral part of this Regulation.

(20) The form and content of the list of data for forming a construction parcel referred to in Article 10, line 11 of this Regulation drafted by the Agency under ex-officio procedure, is provided in Annex 17 which is an integral part of this Regulation.

(21) The form and content of the recapitulation referred to in Article 10, line 15 of this Regulation drafted by sole proprietor authorized surveyor, i.e. trade company for geodetic works/branch office is provided in Annex 18 which is an integral part of this Regulation.

(22) The form and content of the recapitulation referred to in Article 10, line 15 of this Regulation drafted by the Agency under ex-officio procedure, is provided in Annex 19 which is an integral part of this Regulation.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 12

(1) Until the migration of the digital cadastral maps into the electronic cadastre as an integrated alphanumeric and graphic database, the graphic data referred to in Article 9, paragraph (2) of this Regulation shall be prepared in „dgn“ or „dxf“ format.

(2) The geodetic reports for geodetic works for special purposes which are made on the basis of data from the geodetic-cadastral information system issued by the Agency, until the migration of the digital cadastral maps in the electronic cadastre as an integrated database of graphic and alphanumeric data, shall be synchronized by the Agency under ex-officio procedure in the format of the new electronic cadastre system and shall processed them under the procedure of verification / approval.

(3) The geodetic reports for geodetic works for special purposes produced until the entry into force of this Regulation shall be verified/approved/processed by the Agency.

Article 13

With the entry into force of this Regulation, the Regulation on geodetic works for special purposes ("Official Gazette of the Republic of Macedonia", No. 28/2011 and No. 129/2012) shall no longer apply.

Article 14

This Regulation shall enter into force on the eight day following its publication in the "Official Gazette of the Republic of Macedonia".

No. __________ 2013
Skopje

Chair of the Steering Board

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Aneta Jordanova