AGENCY FOR REAL ESTATE CADASTRE

Pursuant to article 86 of the Law on real estate cadastre ("Official Gazette of Republic of Macedonia " no 40/2008 and No 158/10) the Managing Board of the Agency for real estate cadastre issued

REGULATION
FOR GEODETIC WORKS FOR SPECIAL PURPOSES

Article 1
This Regulation prescribes the way of performing of the geodetic works for special purposes, and the form and content of the geodetic reports for the performed geodetic works for special purposes.

Article 2
For the geodetic works for special purposes which influence the maintenance of the real estate cadastre and which are related with production of numerical real estate data and serve for the purpose of resolving of legal-property affairs, geodetic reports are prepared for:
- realization of urban plans;
- expropriation;
- privatization of construction land;
- physical distribution;
- illegally built objects and parts of objects; and
- other purposes.

Article 3
(1) Geodetic reports from article 2 of this Regulation express the form, position and size of the real estates subject of settlement of legal-property affairs.
(2) The following data are used for determination of the form, position and size of the real estates from paragraph (1) of this article:
- graphic layout and coordinates of points which determine the real estate (detailed urban plan/urban planning documentation, expropriation study etc);
- coordinates of points of geodetic basis;
- parameters for transformation of coordinates from global into state coordinate system;
- photocopy /copy of the working original of the cadastre plan in paper or digital form;
- sketch for survey of inner surface of building, separate part of a building and another object;
- property/possession list;
- list of indications for cadastre parcels;
- original data for performed field surveys; and
- other data.

Article 4
Geodetic reports for geodetic works for special purposes shall be prepared in two ways:
- by conducting filed geodetic surveys and office data processing and
- only with office data processing.

Article 5
For the geodetic reports for geodetic works for special purposes, for which preparation is necessary to conduct field surveys depending on the type of the geodetic report, the following activities shall be performed:
- collecting of relevant data referred to in article 3 paragraph (2) of this regulation;
- preparation of survey sketch of cadastre parcel;
- preparation of survey sketch of inner surface of building, separate part of a building and other object;
- calculation of coordinates of the surveyed detail;
- applying the surveyed detail on the cadastre map;
- comparing data collected by survey with data from the cadastre plan and data from the detailed urban plan/urban planning documentation;
- preparation of sketch from the conducted comparison of data collected by survey with the data of the cadastre plan and the data from the detailed urban plan/urban planning documentation, prepared in same scale as the detailed urban plan/urban planning documentation;
- establishing list of indication for cadastre parcels (old/new situation); and
- preparation of list of indications for formation of a construction parcel;

Article 6
Geodetic reports for geodetic works for special purposes, for whose preparation is not necessary to conduct field surveys, shall be prepared only by office data processing, and the following activities shall be performed:
- collecting of relevant data referred to in article 3 paragraph (2) of this regulation;
- comparing data of the cadastre plan with data from the detailed urban plan/urban planning documentation;
- preparation of sketch from the conducted comparison of data from the cadastre plan with the data from the detailed urban plan/urban planning documentation, prepared in same scale as the detailed urban plan/urban planning documentation;
- establishing list of indication for cadastre parcels (old/new situation);
- preparation list of indications for formation of a construction parcel;

Article 7
Newly proposed cadastre parcels shall be numbered by taking the basic number of the parcel of the current situation and adding subheadings.
Article 8

(1) Depending on the purpose and method of preparation, geodetic reports for geodetic works for special purposes from article 2 of this Regulation, shall include:
- cover page with data for the type of geodetic report, verification/approval and data for the developer;
- page with table of contents of the geodetic report;
- technical report;
- survey sketch of cadastre parcel;
- survey sketch of inner surface of building, a separate part of building and other object;
- sketch done from conducted comparison of data collected by survey with the data from the cadastre plan and the data from the detailed urban plan/urban planning documentation, prepared in the same scale as the detailed urban plan/ urban planning documentation;
- sketch done from conducted comparison of data from the cadastre plan with the data from the detailed urban plan/urban planning documentation, prepared in the same scale as the detailed urban plan/ urban planning documentation;
- list of indications for cadastre parcels (old/new situation);
- list of indications for formation of a construction parcel;
- list of used data from the Geodetic Cadastre Information System for the appropriate geodetic report;
- excerpt from the detailed urban plan/urban planning documentation;
- recapitulation summary;
- evidence of paid fee for the used data from the Geodetic Cadastre Information System; and
- other data.

(2) Geodetic reports for the conducted geodetic works for special purposes shall be prepared in electronic and paper form.

(3) The geodetic report in electronic form shall include the necessary data as per paragraph (1) of this article in one document in PDF format, signed by an authorized surveyor with certificate issued by an authorized publisher and graphic data in appropriate format.

(4) The geodetic report under paragraph (3) of this article shall be submitted electronically.

(5) Geodetic reports for conducted geodetic works for special purposes under paragraph (1) of this article along with the legal basis shall be submitted for verification and implementation to the Agency for real estate cadastre.

(6) The geodetic report for conducted geodetic works for preparation of updated geodetic bases shall be submitted for verification to the Agency for real estate cadastre.

(7) By verification as per paragraph (5) and (6) of this article, the Agency for real estate cadastre claims that during the preparation of the geodetic report data for Geodetic-cadastre information system were used and fee was paid for the same in accordance with the Law on real estate cadastre, while the liability for the quality and accuracy of the data included in the report lies with the developer.
Article 9

(1) Developer of the geodetic report in paper form shall sign and stamp all the pages that are part of the geodetic report, and the authorized surveyor registered as sole proprietor-surveyor i.e. employee at the trade company for geodetic works shall sign and verify the geodetic report on the cover page.

(2) The geodetic report in paper form shall be sewed with a special thread (thread in yellow-red color) and the thread ends are glued on the first page with sticky white paper stripe on which both sides are stamped by the developer of the geodetic report.

Article 10

(1) The form and the content of the cover page with data for the type of the geodetic report referred to in article 8 paragraph (1) item 1 of this regulation, is given in Appendix no. 1 which is integral part of this Regulation.

(2) The form and the content of the page with content of the geodetic report referred to in article 8 paragraph (1) item 2 of this regulation, is given in Appendix no. 5 which is integral part of the Regulation for survey and processing of survey data.

(3) The form and the content of the technical report of the geodetic report referred to in article 8 paragraph (1) item 3 of this regulation, is given in Appendix no. 6 which is integral part of the Regulation for survey and processing of survey data.

(4) The form and the content of the sketch of survey of cadastre parcel referred to in article 8 paragraph (1) item 4 of this regulation, is given in Appendix no. 1 which is integral part of the Regulation for survey and processing of survey data.

(5) The form and the content of the sketch of survey of inner surface of building, separate part of a building and another object referred to in article 8 paragraph (1) item 5 of this regulation, is given in Appendix no. 3 which is integral part of the Regulation for survey and processing of survey data.

(6) The form and the content of the sketch from performed comparison of data collected by survey with the data from cadastre plan and with data from the detailed urban plan/urban planning documentation, prepared in the same proportion as the detailed urban plan/ urban planning documentation referred to in article 8 paragraph (1) item 6 of this regulation, is given in Appendix no. 2 which is integral part of this Regulation.

(7) The form and the content of the sketch from performed comparison of data from the cadastre plan with data from the detailed urban plan/urban planning documentation, prepared in the same proportion as the detailed urban plan/ urban planning documentation referred to in article 8 paragraph (1) item 7 of this regulation, is given in Appendix no. 3 which is integral part of this Regulation.

(8) The form and the content of the list of indications for cadastre parcels (old/new situation) referred to in article 8 paragraph (1) item 8 of this regulation, is given in Appendix no. 4 which is integral part of this Regulation.

(9) The form and the content of the list of indications for establishing a construction parcel referred to in article 8 paragraph (1) item 9 of this regulation, is given in Appendix no. 5 which is integral part of this Regulation.

(10) The form and the content of the recapitulation summary referred to in article 8 paragraph (1) item 12 of this regulation, is given in Appendix no. 6 which is integral part of this Regulation.
(11) The form and the content of the request for verification of the geodetic report for preparation of updated geodetic bases is given in Appendix no. 7 which is integral part of this Regulation.

Article 11
On the date of entering into force of this Regulation, the Regulation for geodetic works for special purposes (“Official Gazette of Republic of Macedonia “ No 118/2008, No 143/2008, No 60/2010 and No 71/2010) shall no longer apply.

Article 12
This regulation shall enter into force on the next day of its publication in the “Official Gazette of Republic of Macedonia“.

No 01-3061/1
2011
Skopje

President of the Managing Board
Dimitar Dimovski
Appendix No 1

Sole Proprietor – Authorized surveyor
Trade company for geodetic works

________________________________________
(title and seat)

Reference number: _________
Date: ____/____ year

GEODETIC REPORT
FOR GEODETIC WORKS FOR SPECIAL PURPOSES

(type of the geodetic report)

Cadastre municipality __________________________

With the verification, the Agency for real estate cadastre claims that during the preparation of the geodetic report data from GCIS were used and fee was paid in accordance with the Law, while the liability for the quality and accuracy of the data included in the report, lies with the developer.

Sole Proprietors – Authorized surveyor
Trade company for geodetic works

Verified by: Stamp

Agency for real estate cadastre

Approved by: Stamp

(name, surname, signature of qualified person of geodetic direction)
Appendix No 2

Sole Proprietor – Authorized surveyor
Trade company for geodetic works

____________________
(name)

Cadastre Municipality:____________________

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**SKETCH OF CONDUCTED COMPARISON OF DATA**

**COLLECTED BY SURVEY OF DATA FROM CADASTRE PLAN AND DATA FROM**
**DETAILED URBAN PLAN/URBAN PLANNING DOCUMENTATION**

Scale 1 : ________

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Coordinates of new points from geodetic base
and of detail points

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Place and date  Stamp  Prepared by

Name, surname and signature
Appendix No 3

Sole Proprietor — Authorized surveyor
Trade company for geodetic works

Cadastre Municipality:_____________________

SKETCH FROM CONDUCTED COMPARISON OF DATA
FROM CADASTRE PLAN WITH THE DATA FROM THE DETAILED URBAN PLAN/URBAN PLANNING DOCUMENTATION

Scale 1: ______

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Coordinates of new points from geodetic base and of detail points

Place and date
Stamp
Prepared by

Name, surname and signature
Appendix no. 4
SOLE PROPRIETOR AUTHORIZED SURVEYOR /
TRADE COMPANY FOR GEODETIC WORKS

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<td>Surface in m²</td>
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<td>Part of real estate</td>
<td>Note</td>
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Prepared by

Stamp

Name, surname and signature
Appendix no. 5
SOLE PROPRIETOR AUTHORIZED SURVEYOR/
TRADE COMPANY FOR GEODETIC WORKS

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( title )

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<th>Address/registered seat</th>
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<th>Place name/street</th>
<th>Method of use (cadastral culture)</th>
<th>Cadastral class</th>
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Stamp

Prepared by

Name, surname and signature
**RECAPITULATION**

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<th>Address (street and number of building)</th>
<th>Number of building</th>
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REPUBLIC OF MACEDONIA
AGENCY FOR REAL ESTATE CADAstre

(Centre/Department)

REQUEST

for verification of geodetic report for conducted geodetic works for special purposes – updated geodetic bases

From ______________________________
(titlE and registered seat) (EMBS/identification number for company)

We request to perform verification of geodetic report for performed geodetic works for special purposes for ______________________________
recorded under number _______________ dated _____________ year.

Enclosures:
1. Geodetic report in ______ copies
2. Evidence of paid fee

SOLE PROPRIETORS – AUTHORIZED SURVEYOR
TRADE COMPANY FOR GEODETiC WORKS
Stamp

__________________________________________
(name)