

JOB DESCRIPTION OF THE SECRETARIAT FOR SPATIAL PLANNING (URBANISM OFFICE/OFFICE NO 4)

- prepares building permits for the facilities for which the Secretariat issues a building permit;
- takes care of the drafting of technical documentation for facilities which investor is the Municipality of Zabljak, coordinates the work with authorized persons for the drafting and revision of the technical documentation and notifies the competent inspection on the start of works;
- prepares the decision on the appointment of the technical inspection executor for the technical inspection of the facilities for which the building permit was issued by the Secretariat;
- Coordinates the work of the technical inspection executor and prepares appropriate decisions based on his/her report;;
- prepares decisions on issuance of the operating permit;
- prepares solutions for the conversion of special and common parts of a residential building into a residential or commercial space;
- permanently keeps the technical documentation on the basis of which a building permit has been issued and keeps records of issued building permits and other permits;
- prepares certificates in the field of construction based on official records kept by the Secretariat;
- permanently maintains technical and other documentation
- prepares program proposal of erection, construction and removal of temporary objects of prefabricated character
- establishes conditions for the erection of temporary prefabricated buildings on public surfaces as well as on privately owned land
- establishes conditions for setting up, ie construction and removal of auxillary facilities;
- prepares a report on the state of spatial planning
- performs preparatory works and announces a public invitation for leasing of construction and other land in accordance with the program of erection, construction and removal of temporary prefabricated facilities;
- prepares decisions which approve the erection and construction of temporary prefabricated facilities as well as auxillary facilities;
- verifies that the works declared as adaptations of the facility are adaptations and takes appropriate measures in this regard;
- keeps records of the beginning, stage of construction and completion of construction of facilities for which the Secretariat has issued a building permit;
- participates in the drafting of decisions on legalization of buildings;
- prepares compensation contracts for the communal furnishing of construction land;
- participates in the making and preparation of decisions in the field of construction;
- prepares calls for tenders and conducts the procedure for the cession of works for the preparation of technical documentation for the need of the municipality;
- performs preparatory work on preparation of planning documentation;
- participates in the development of the decision on the preparation of planning documentation with the program assignment and prepares documentation needed for the completion of planning documentation;

- collects statements and necessary data, proposals and approvals from competent authorities, companies, institutions and other legal entities in accordance with the law, organizes and conducts public hearings and participates in the drafting of decision on the planning document adoption;
- participates in the formation and management of the documentation base about space;
- keeps records of requirements and needs of space users;
- issues urban-technical conditions for construction and reconstruction of facilities within the jurisdiction of the municipality, as well as urban-technical conditions for the location and method of connection of the access road to the public road;
- prepares certificates in the field of spatial planning on the basis of official records kept at the Secretariat;
- keeps spatial-planning and other documentation related to the designing of the same and keeps its records;
- prepares medium-term and annual programs for landscaping and communal furnishing of construction land;
- develops a program proposal for land furnishing;
- participates in the development of a local waste management plan;
- performs preparatory works related to the preparation of the report on the state of landscaping;
- provides technical data in order to calculate the compensation for communal furnishing of construction land;
- determines whether the object which is a subject of legalization is covered by the relevant planning document and checks its compliance with the parameters from the planning document, i

URBAN- TECHNICAL CONDITIONS

IN THE OFFICE 4:

5. *REQUEST SUBMISSION*
6. *OBTAINING ALL NECESSARY INFORMATION RELATED TO PLANNING DOCUMENTATION AND OBTAINING URBAN TECHNICAL CONDITIONS*
7. *COLLECTION OF CONDITIONS FROM THE INSTITUTIONS RESPONSIBLE FOR CONNECTION (WATER, SEWERAGE, ELECTRICITY)*
8. *DECISION MAKING ON ISSUING URBAN TECHNICAL VONDITIONS*