Framework

For measurement, creation and registration of cadastral units
(parcel, building and part of the buildings)
Pursuant to paragraph 6 of Article 4 and paragraph 2 of Article 34 of Law no. 04 / L-013 on Cadastre, paragraph 5 of article 6 and paragraph 5 of article 9 of the Administrative Instruction MESP - No. 12/19 on the subdivision and registration of the parcel, paragraph 5 of article 8 of the Administrative Instruction MESP - No. 11/19 on the subdivision of building and part of the buildings and paragraph 3 of article 7 of the Administrative Instruction MESP - No. 10/19 on cadastral measurements for cadastral registration, Kosovo Cadastral Agency issues the following:

Framework No. KCA 2020/01 for measurement, creation and registration of cadastral units (parcel, building dhe part of building)

Prishtina, April 2020
Good land management is one of the preconditions for sustainable economic development and it has a great impact on the overall well-being of the citizens of the Republic of Kosovo. Therefore, both politicians and professionals involved in this field are required to be more sensitive to it, first through recognizing the role and impact of land administration in raising the quality of life of citizens, and then through action to improve its quality.

With this in mind, with the assumption of my mandate as Executive Director of the Cadastral Agency of Kosovo, I have strived for legal and professional reforms. The aim of these reforms has been to cover the identified gaps that have made it impossible to advance land administration and follow trends in developed countries which require us to change many things in terms of coordinating activities, professional advancement, advancing legislation, service advancement, etc.

Therefore, the first capital work that I and the team of experts of the Kosovo Cadastral Agency have undertaken in cooperation with various stakeholders, has been the advancement of the legal framework in the field of cadastre, property registration and the system of unified addresses, respectively creating and amending-changing the eleven administrative instructions, benefits from which have been immediate. They have raised the quality of services and products, have avoided bureaucracy in property registration procedures, have increased accountability and transparency etc.

However, in addition to the above-mentioned benefits, these Administrative Instructions have also changed the manner of performing cadastral, geodetic and property-legal works.

During the training of these changes, there was a need to compile a unique framework of work that would refer to the Kosovo Cadastral Agency, Municipal Cadastral Offices, licensed surveyors and surveying companies and other
stakeholders which would greatly help them in carrying out of their professional work and activities.

The compilation of this framework has been characterized by all professional involvement, as participants in workshops and contributors with comments and professional suggestions during the public viewing of the final draft were experts from the Kosovo Cadastral Agency, Municipal Cadastral Offices, Kosovo Association of Surveyors as and licensed surveyors for which I thank them heartily.

Through this framework, a unified standard of all procedures and documentation for the measurement, creation and registration of cadastral units has been established, from the request of the parties for cadastral services up to the registration of property rights in the Kosovo Cadastral Land Information System and beyond.

Like the cadastre and the provision of cadastral services that is dynamic, the framework is dynamic with the possibility of completion and improvement, so this opportunity is open, and I kindly request that at any stage we be offered all the remarks and recommendations that emerge during the process of work based on this framework.

We as KCA still have work to do. The important thing is that we have listed all the problems and for each of them we have the solution.

Avni N. AHMETI,

Executive Director of KCA
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<td>KCA</td>
<td>Kosovo Cadastral Agency</td>
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<tr>
<td>σ</td>
<td>Standard deviation</td>
</tr>
<tr>
<td>GNSS</td>
<td>Global Navigation Satellite System</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
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<tr>
<td>PM</td>
<td>Point obtained with measurement</td>
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<td>PDM</td>
<td>Point obtained with double measurement</td>
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<tr>
<td>TP</td>
<td>Transformed Point</td>
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<tr>
<td>PTM</td>
<td>Point from tacheometric measurement</td>
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<tr>
<td>DP</td>
<td>Digitized Point from cadastral maps (1:2500, 1:1000, 1:500)</td>
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<tr>
<td>VP</td>
<td>Verified Point</td>
</tr>
<tr>
<td>KOPOS</td>
<td>Kosovo Positioning System</td>
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<tr>
<td>Kosovaref01</td>
<td>Kosovo coordinate referent system in Kosovo</td>
</tr>
<tr>
<td>KCLIS</td>
<td>Kosovo Cadastre Land Information System</td>
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<tr>
<td>KCLIS-T</td>
<td>Kosovo Cadastre Land Information System - textual</td>
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<tr>
<td>KCLIS-CM</td>
<td>Kosovo Cadastre Land Information System – cadastral map</td>
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<tr>
<td>TS</td>
<td>Total Station</td>
</tr>
<tr>
<td>AI</td>
<td>Administrative Instruction</td>
</tr>
<tr>
<td>CZ</td>
<td>Cadastral Zone</td>
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<tr>
<td>MCO</td>
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Introduction

The Kosovo Cadastral Agency (KCA) is the central authority for the maintenance of the cadastral database, for the maintenance of property registers, for cartography and GIS, for the unified address system, for the national spatial information infrastructure (NSII) and for the administration of Infrastructure of Information Technology, respectively the first and second data center.

As a central level institution, the KCA has the authority to issue guidelines and frameworks for all cadastral activities, is responsible for training and certifying officials in the Municipal Cadastral Offices (MCO) for operation in the Kosovo Cadastre Land Information System (KCLIS) and for the training, certification and licensing of surveyors and surveying companies for performing cadastral services.

Taking into account the dynamic developments in the field of Cadastre and registration of immovable property in the Republic of Kosovo, the Kosovo Cadastral Agency has prepared new Framework for measurement, creation and registration of cadastral units (parcels, building and parts of building).

This Framework is prepared to create a unique standard for all procedures for measuring, creating and registering cadastral units, and to provide concrete guidelines to the Kosovo Cadastral Agency, Municipal Cadastral Offices, Licensed Surveyors / Companies, Economic Operators, etc. during sporadic and systematic registration of immovable property rights in the Kosovo Cadastre Land Information System (KCLIS).

This Framework must be implemented in a mandatory manner for all procedures for the measurement, creation and registration of cadastral units. The same should be applied for systematic registration in projects for the reconstruction of cadastral information in the cadastral zones (CZ), as well as in projects for land consolidation (with some changes that are presented in the guideline for CR and that for BC)

Many resources were consulted during the preparation of these Frameworks, including existing laws, administrative Instructions, manuals, guidelines, existing frameworks and standards, and other technical documentation. During the process of drafting these frameworks, two meetings
were held with stakeholders, including representatives of the Kosovo Cadastral Agency, Municipal Cadastral Offices, the Kosovo Association of Surveyors, licensed surveyors / companies, cadastre experts, etc. Valid proposals from these important discussions with the aforementioned interest groups have been considered and incorporated into these Frameworks. The final draft of these frameworks has also been published on the website of the Kosovo Cadastral Agency for public discussion with all interested parties.
1. Cadastre

The cadastre consists of the register of cadastral units, of property rights over the basic units of the cadastre, cadastral maps and of the files of the cadastral documents in analog and digital form.

Data on immovable property and their rights are registered in the register of immovable property rights in the Republic of Kosovo.

The register of immovable property rights (hereinafter: the Register) is established as a mechanism that recognizes and applies the validity of immovable property rights in Kosovo according to the laws in force. The overall administration of this register is done by the Kosovo Cadastral Agency (hereinafter: “KCA”), while the Municipal Cadastral Offices (hereinafter: “MCO”) record the data on the cadastral units in the Register according to the authorization of KCA and in accordance with the provisions of laws and administrative instructions.

The cadastre is unique and integrated, containing geospatial data, data on cadastral units and their rights in the whole territory of the Republic of Kosovo.

2. Cadastre Content

The cadastre contains data on:

1. Cadastral parcel,
2. Building,
3. Parts of the buildings,
4. Rights over immovable property and
5. Boundaries of administrative units and
6. Other graphic and alphanumeric documentation for cadastral units and their rights upon them
3. **Maintenance of registre for the immovable property**

The maintenance of data and the registration of immovable properties is carried out by the Municipal Cadastral Offices (MCO), which, although under the organization of municipal assemblies, are professionally monitored by the KCA and perform delegated responsibilities under the Cadastre Law.

The maintenance of data in registre for immovable property means the collection, processing, identification and updating of changes made to immovable property and their rights, through the process of modifying existing data or entry new data on immovable property and their rights in the database. Procedures for regular maintenance are initiated at the request of the party or ex officio. In the frame of the maintenance of the immovable property register, the regulation of the border and the identification of the cadastral units are also included.

4. **Types of cases**

The maintenance of data in the register of rights over immovable property is realized through the following processes for which decisions must be issued:

1. Subdivision of the parcel,
2. Merging of parcels,
3. Process for re-regulation of boundary,
4. Change of culture,
5. Change of land use,
6. Registration of building,
7. Subivision of the building,
8. Merging of buildings,
9. Deleting the building from the register,
10. Registration of parts of the building,
11. Subdivision of part of the building,
12. Merging the parts of the building,
13. Deleting part of the building from the register,
14. Changing the way the building is used and the part of the building,
15. Changing the type of rights and forms of ownership of immovable property,
16. Registration of the right of ownership,
17. Regulation of the right of use,
18. Registration of the right to lease,
19. Registration, modification and deletion of the easement,
20. Registration, modification and deletion of mortgage.
21. Correction of material errors,
22. Correction / completion of data for owner / user and
23. Correction of immovable property rights.

No change is considered in the maintenance of the immovable property register and no decisions are issued on the following types of cases:

1. Stakeout the boundaries of the parcels,
2. Identification of immovable property and
3. Correction of technical errors.

5. Request for registration of changes in KCLIS

The changes in KCLIS are made by the Municipal Cadastral Offices which are functional in all municipalities. The request for registration of changes in KCLIS is made in the MCO where the cadastral unit is located by the person who has a legal interest or with special authorization. The MCO will confirm the time and date of receipt of the application for registration.

Changes in KCLIS are made based on applicable laws and administrative instructions and framework for the work process.
The request for implementation of the change is submitted by:
1. The owner of the cadastral unit,
2. Person authorized by the owner of the cadastral unit,
3. The successors of the owner of the cadastral unit,
4. User and
5. The person who has a legal interest.

Types of cases for which the request is submitted to the MCO:
1. Registration of the right of ownership,
2. Registration of the right of use,
3. Registration of the right of lease,
4. Registration, modification and deletion of the mortgage,
5. Registration, modification and deletion of the easement,
6. Correction / completion of data for owner / user and
7. Correction / obverse of rights over immovable property.

The types of cases for which a request is submitted to a licensed surveyor or licensed surveying company are:
1. Subdivision of the parcel,
2. Merging of parcels,
3. Process for re-regulation of boundary,
4. Change of culture,
5. Change of land use,
6. Creation of building,
7. Subdivision of the building,
8. Merging of the buildings,
9. Deleting the building,
10. Creation of part of the building,
11. Subdivision of part of the building,
12. Merging the parts of the building,
13. Deleting part of the building,
14. Changing the way the building and the part of the building is used,
15. Registration of the easement,
16. Stakeout of parcel boundaries,
17. Identification of immovable property,
18. Correction of technical errors and
19. Legalization of illegally constructed buildings.
Types of cases for which the request is submitted to the licensed surveyor are:

1. Subdivision of the parcel,
2. Merging of parcels
3. Stakeout of the boundaries of the parcel.

The request for change is submitted:

1. Physically or
2. Using the online service.

The request for implementation of the changes must be submitted within the period determined by law, in the defined forms (Annex 1), which contain:

1. Name of the licensed surveyor or surveying company,
2. License number,
3. Municipality,
4. Cadastral zone,
5. Number of cadastral unit,
6. Data on the applicant:
   a. Company name / surname,
   b. Surname,
   c. Name of one parent,
   d. Personal number / business number,
   e. Address,
   f. E-mail and
   g. Phone number,
7. The rights of the applicant on the cadastral unit:
   a. The owner of the immovable property,
   b. Person authorized by the owner of the immovable property,
   c. The successors of the owner of the immovable property,
   d. User and
   e. Holder of a legal interest.
8. List of cadastral services provided by licensed surveyors or surveying company,
9. Necessary evidence for ascertainment of the right for the applicant according to point 7,
10. Signature of the applicant and
11. List of documents required for each service.
List of required documents:
1. Identity card / business certificate of the applicant (copy),
2. Authorization confirmed by the competent body (copy),
3. The act of death of the owner or the decision of inheritance if the request is submitted by the successors,
4. Certificate of rights to immovable property (copy),
5. Copy of the plan for the cadastral unit (copy) and

When it is necessary to carry out geodetic works in the field for the implementation of the change and when the works are carried out by the licensed surveyor, as well as the request addressed in this case also contains the authorization, then the surveyor or the licensed surveying company on its behalf may request data from the MCO by attaching the request for services from the party.

The surveyor or licensed surveying company is obliged to submit the request no later than three working days from the date of granting the authorization by the party through the request.

6. Protocol of received requests from surveyor or surveying licensed company

For all requests received by the parties for the provision of cadastral / geodetic services, the surveyor, the licensed surveying company or the licensed geodetic technician must keep the protocol for the requests received by the parties, in digital form.

The protocol register is kept for one calendar year and must contain this content (Appendix 2):

1. Protocol number,
2. Name (parent's name) surname / name of company of the applicant,
3. Address,
4. Personal number / business number,
5. Phone number,
6. Type of service provided,
7. The municipality in which the property is located,
8. The Cadastral Zone in which the property is located,
9. Type and number of cadastral unit,
10. Date of submission of the request of the party,
11. Date of execution of field works,
12. Date of submission of the case to the MCO,
13. Protocol number from the MCO,
14. Date of completion of the case by the MCO,
15. Identification of shortcomings noted in the minutes during the review and acceptance of the case in the MCO and

7. Cadastral Parcel

As part of the maintenance of the register on cadastral data, new cadastral units are created through different types of cases. Each of these cases contains relevant rules and documentation on the basis of which the updates in the cadastral data register are realized.

The cadastral parcel is a defined land area identified by parcel number and presented on the cadastral map with real area registered in KCLIS and presented in the cartographic projection.

The cadastral parcel contains:
1. Cadastral zone code,
2. Parcel number,
3. Parcel boundary,
4. Area,
5. Data on the registered owner or user,
6. Culture and class,
7. Property type and
8. The place so called.

The creation of new parcels is carried out through subdivision or merging. The subdivision or merging of the parcels can be registered only:
1. If the parcels are free of mortgage and other encumbrances,
2. If the creditor consents to the subdivision or merging of the parcel,
3. If the creditor or the possessor of the property rights has given his consent for a new order of priorities in the new parcel,

4. If there are mortgages or other encumbrances registered with different creditors in the parcels which are merged, then the right of mortgage or other encumbrances is realized in the new cadastral unit by the creditors in proportion to the mortgage or the initial registered encumbrance.

7.1 Creation of parcel from subdivision

The division of cadastral parcels consists of the latest data on parcels and a set of forms. The set of forms contains measurements and other forms, on the basis of which individual records, maps and recording of data recorded before the latest data have been made.

The process of subdivision of a parcel is specified in the following cases:

7.1.1 Subdivision of parcel based on factual situation in the field

In cases where the subdivision of the parcel is done according to the factual condition which is used in the field which means a limited area with existing signs such as wall, fence, metal picket, wooden picket or other sign, then the surveyor must first investigate the factual situation. Once the survey is done, the data should be processed and compared with the boundary of base parcel. If the surveyor finds that there are differences between field data or the base parcel with data from KCLIS-CM, and the differences are within the tolerance set out in the table below, then the KCLIS-CM vector correction must first be corrected and then proceed with the subdivision of the parcels according to the factual situation.

Vector correction is done only for the boundaries of the parcels which have their source in the cadastral maps (1: 500, 1: 1000, 1: 2500) and for the cases in which the parcel boundary is created by field measurements (verified point) it is not subject to correction, except when field measurements have been performed but the vector has not been changed.
<table>
<thead>
<tr>
<th>Scale of cadastral map</th>
<th>0.4 mm x P (scale of map)</th>
<th>Tolerance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:500</td>
<td>0.4mm x 500</td>
<td>&lt; 0.20m</td>
</tr>
<tr>
<td>1:1000</td>
<td>0.4mm x 1000</td>
<td>&lt; 0.40m</td>
</tr>
<tr>
<td>1:2500</td>
<td>0.4mm x 2500</td>
<td>&lt; 1.00m</td>
</tr>
</tbody>
</table>

*Table 1. Tolerance of error of boundary points for cadastral maps in scale 1:500, 1:1000 and 1:2500*

Correction and subdivision are included within one case.

### 7.1.2 Parcelization based on projected subdivision

In cases when the basic parcel which will be subject to subdivision has verified coordinates, then first is done the design of the parcels in the office, then is done the stakeout and measurement of the subdivided points in the field, and the case is prepared for submission to the MCO.

In cases when the change of the boundary of the basic parcel with the factual situation on the ground is beyond the tolerance defined in *Table number 1*, then for these cases the procedure of re-regulation of the boundary must take place. If after this procedure the difference is beyond the tolerance set out in the boundary re-regulation procedure, then the process of creating new parcels through subdivision must be followed.

In cases where there is no factual situation for the boundary of the basic parcel, the licensed surveyor must first check the data from KCLIS-CM with cadastral maps (old), if there are changes and are they within the tolerance then the correction of data is made from KCLIS-CM for the boundary of the basic parcel and then continues with the design of new parcels. After designing the parcels, their field subdivision should be done, and the case is prepared for submission to the MCO. Correction and subdivision are included within one case.

### 7.1.3 Parcelization in zones with land consolidation

In the measure of land consolidation in which the land is regulated, the change of shape, direction and reduction of the area of the cadastral parcels in the cadastral zones cannot be done, except in the case of written consent from the Commission for Land Regulation.
The consent of the Commission for Land Regulation is not necessary in cases of creation of new cadastral parcels, which after the subdivision are not less than 1 ha.

New parcels that are created in areas with consolidation must maintain the function of the parcel which is subject to change, so the new parcels that are created must have access to existing roads and the shape of the new parcels must be conform to the basic parcel.

7.1.4 Subdivision of joint ownership

The subdivision of joint ownership according to the AI is defined for two different cases, the case of division of joint ownership during regular procedures and the case of division of joint ownership in cases when it was prohibited before issuing administrative instructions or instruction no. 12/2019 on the subdivision and registration of the parcel.

The subdivision of joint ownership during the regular procedure can be done with legal act of the competent body, where the same is submitted to the MCO together with all other relevant documentation compiled by the surveyor or the licensed surveying company.

So, initially the request is submitted to the surveyor or the licensed surveying company for subdivision of the parcel in joint ownership, where this subdivision is registered in the name of the co-owners. With the new ownership certificates, the subdivision of joint ownership is done to the competent body and the same are registered in the Cadastre.

For the subdivision of joint ownership in urban areas, in which cases previously no consent has been given for subdivision, the following must be done:

The licensed surveyor based on the request of the party and the documentation provided makes the measurement of the factual situation on the field. If the area deriving from the measurements of the factual field condition matches the area from the property certificate then the surveyor compiles the minutes in which the neighbors must sign with whom the part of the parcel which is being treated. Neighbors who sign the minutes must be co-owners of the basic parcel and the same must appear on the property certificate. The signature can also be made by
the person authorized by the co-owner or the successor of the co-owner who proves this with the act of death of the co-owner.

After the completion of the process of measuring and compiling the minutes, the licensed surveyor completes the case with the following documentation:

1. The request of the party to the licensed surveyor,
2. Certificate of ownership (copy),
3. Copy of plan (copy),
4. ID copy of the applicant,
5. ID copy of the neighbors signed in the minutes,
6. Minutes,
7. The manual where the names of the neighbors of the parcel who have signed the minutes should be presented,
8. Register of changes,
9. List of coordinates of the new unit,
10. List of coordinates for the basic parcel issued by the MCO or evidence on the payment of data in digital format and
11. Documentation of licensed surveyor.

In cases when the contract for the creation of joint ownership has attached the sketch compiled by the surveyor at the time when the joint ownership was created, then in these cases the signatures from the neighbors are not needed. The sketch must have the correct information about the position of the ownership part, it must have the coordinates of the points in Kosovaref01 or Gauss Kryger.

In cases where the parties do not agree with the area that is the derivative from the measurements of the factual situation on the ground, then the whole basic parcel must be treated.

In cases where one of the co-owners has his share in the mortgage, then the consent of the bank must be obtained.

7.1.5 **Numbering of new parcels after subdivision**

In cases when the parcel with number e.g. P-71914059-00125-0 is divided into two parts, then the new parcels in this case get the number P-71914059-00125-1
and P-71914059-00125-2 until the base parcel number P-71914059-00125-0 passes to the archive.

In cases where the parcel with the number e.g. P-71914059-00125-1 is divided into three parts, then the new parcels in this case take the number P-71914059-00125-3, P-71914059-00125-4, P-71914059-00125-5, while the parcel P-71914059-00125-1 passes to the archive.

7.1.6 The format and content of the case

The case which is submitted to the MCO for updating must have the following content:

1. Case wrapper (Appendix 3),
2. List of documents:
   a. Request submitted by the owner or person authorized from the owner,
   b. Evidence of the official data source issued by the MCO or KCA,
   c. Proof of payment for data received by the MCO or KCA,
   d. Invoice issued by a licensed surveyor, licensed surveying company or licensed technical surveyor regarding cadastral services according to Administrative Instructions no. 11/2019 and no. 12/2019, which must be evidenced by fiscal coupon or regular invoice,
   e. Field minutes (Appendix 4),
   f. Manual of the cadastral unit for parcel (Appendix 5),
   g. Register of changes for parcel (Appendix 6),
   h. List of measured coordinates per parcel (Appendix 7),
   i. Form for area correction (Appendix 8)
   j. Owner's ID card
   k. Property certificate (copy) and
   l. Copy of the plan (copy)
3. Technical report (Appendix 9),
4. All documents mentioned above after being stamped and signed must be
scanned and saved as a PDF file. The PDF file is named with the case protocol number.

5. List of data in digital format;
   a. Original measurement file,
   b. List of coordinates in xls file,
   c. The registry of changes in the xls file,
   d. Graphic data for new units in one of the digital formats (dwg, shapefile, gml) and
   e. PDF scanned file,

7.1.7 Technical report

The technical report (Appendix 9) on the first page should contain the data of the surveyor or licensed surveying company which has drafted the case, the data of the cadastral unit (municipality, cadastral zone and unit number), description of the type of case, date and place.

The report should fully describe the work process that has been done for the case in question, starting from the submission of the request by the party to the completion of the subject.

If the boundary or area has been corrected, describe how the data analysis was performed, after which it was concluded that the boundary or area correction should be made for the parcel in question.

The measurement method, the type of instrument used for the measurement, the control points used to perform the measurements, as well as the eventual challenges during the field measurements should be described.

Present in tabular form the data for the unit which has been subjected to subdivision, presenting the area before the subdivision as well as the new units that have been created (parcel number and area m²).

7.1.8 Manual for subdivision of parcel

The manual (Appendix 5) for the creation of cadastral units from the subdivision process must have the following content and characteristics:
1. The parcels in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The parcels in the manual are oriented to the north,

2. The old boundary of the cadastral unit is presented in black color,

3. The new boundary of the cadastral unit is presented in red color,

4. The new boundary points are numbered with temporary numbers from 1 to N and are presented in red color,

5. The new number of the cadastral unit is presented in red color,

6. The old number of the cadastral unit is presented in black color and with a red line crossed through the number,

7. The manual shows the numbers of the neighboring parcels, in black color,

8. In cases when the parcel is in boundary with the road, river, railway, etc., in addition to the number, it should be mentioned, e.g. street name, river name etc. In cases when the name cannot be specified then only the description (railway, stream, etc.) is made,

9. Buildings registered in the register of immovable properties and which appear in copies of the plan, but during the measurements do not exist in the field, then in the manual is marked “X” with red color in the building number and in the basement lines of the building. Based on legal procedures, the MCO is obliged to delete it from the register,

10. The manual for the creation of cadastral units is printed in color on white paper in A4 or A3 formats (120 g / m² paper) and

11. The manual for the establishment of cadastral units must be on a fixed scale (full number) e.g. 1: 500, 1: 600, 1000, 1: 2500 which enables the presentation of the described content.

7.2 Creation of parcel from merging

The merging of cadastral parcels consists of the latest data on parcels and a set of forms. The set of forms contains measurements and other forms, on the basis of which individual records, maps and recording of data recorded before the latest data have been made.
The process of merging the parcels is specified in the following cases:

### 7.2.1 Merging of parcels with same owner

In cases when the parcels that will be subjected to the merging process have verified coordinates, then first is done the merging of the parcels in the office, and is prepared the case for submission to the MCO.

In cases where the merging of the parcels is done according to the factual situation which is used in the field, then the surveyor must first measure the factual situation. Once the measurement is done, the data must be processed and compared with the base parcel boundary. If the surveyor finds that there are differences between the field data for the boundary of the pieces to be merged compared to the data from the KCLIS-CM, and the changes are within the specified tolerance in table no. 2, then the vector correction must first be made based on the manual of the surveyor and then proceed with the joining of the parcels according to the factual situation. Correction and merging are included within a case.

In cases where there is no factual situation for the boundary of the parcels to be merged, the licensed surveyor must first check the data from KCLIS-CM with cadastral maps (old), if there are changes and they are within the tolerance in table no. 2, then the data is corrected by KCLIS-CM for the boundary of the parcels to be merged and then their merge is done. After merging of the parcels, the border points of the merged parcel in the field should be marked, and if the parties agree with that situation, the preparation of the case for submission to the MCO should continue. Correction and merging are included within a case.

The correction of the vector is done only for the boundary lines of the parcels which have their source in the cadastral maps (1: 500, 1: 1000, 1: 2500), and for the cases in which the boundary line of the parcel is created by field measurements (coordinate verified) it is not subject to correction, except when field measurements have been performed but the vector has not been changed.

### 7.2.2 Merging of parcels with different owner

In cases when it is required to merge properties with different owners, the creation of co-ownership is done only in the parcel formed by merging, which must be created in advance with a final document from the competent body.
The case for merging of the parcels with different owners, the surveyor submits to the MCO at the same time also the final document for the creation of the co-ownership compiled by the competent body.

7.2.3 **Merging of parcels with different cultures**

In cases where we have a request to merge the parcels with different cultures, the merging is only allowed to preserve the parcel cultures as they were before merging.

The change of culture of the same category is done by the surveyor with the exception of cases prohibited by special laws and regulations.

7.2.4 **Merging of parcels with different property ownership rights**

The merging of the parcels with the direction of the most complete use for the valid legal documentation with which the right of joint ownership can be foreseen and the merging of the parcels with the rights of wanting, compiling and certifying by the competent body.

Establishing joint ownership in rights of lease with others, decides only on the possibility of providing leasehold.

7.2.5 **Numbering of new parcels after merging process**

In cases of merging of two or more parcels, the number of the new parcel from the merging process is obtained by adding one (+1) to the last number of the parcel within the cadastral zone which is in the KCLIS-T database.

To illustrate we can take the example of the merging of the parcel P-71914059-00125-0 and P-71914059-00126-0, after the creation of the new unit, if the last number within the area is P-71914059-01890-0 then the number for the created parcel will be +1, ie P-71914059-01891-0.

7.2.6 **Format and content of a case**

The case which is submitted to the MCO for updating must have the following content:

1. Case wrapper (*Appendix 3*),
2. List of documents:
   a. Request submitted by the owner or person authorized by the owner,
   b. Evidence of the official data source issued by the MCO or KCA,
   c. Proof of payment for data received by the MCO or KCA,
   d. Invoice issued by a licensed surveyor, licensed surveying company or technician surveyor regarding cadastral services according to Administrative Instructions no. 11/2019 and no. 12/2019, which must be evidenced by fiscal coupon or regular invoice,
   e. Field minutes (Appendix 4),
   f. Manual of the cadastral unit for parcel (Appendix 5),
   g. Register of change per parcel (Appendix 6),
   h. List of measured coordinates per parcel (Appendix 7),
   i. Area correction form (Appendix 8)
   j. Owner's ID card
   k. Property certificate (copy) and
   l. Copy of the plan (copy)

3. Technical report (Appendix 9),

4. All documents mentioned above after being stamped and signed must be scanned and saved as a PDF file. The PDF file is named with the subject protocol number,

5. List of data in digital format:
   a. Original measurement file,
   b. List of coordinates in xls file,
   c. The registry of changes in the xls file,
   d. Graphic data for new units in one of the digital formats (dwg, shapefile, gml) and
   e. PDF scanned file.
7.2.7 **Technical report**

The technical report *(Appendix 9)* on the first page contains the data of the surveyor or licensed surveying company which has drafted the case, the data of the cadastral unit (municipality, cadastral zone and unit number), the description of the type of case and the date and place.

The report should fully describe the work process that has been done for the subject in question, starting from the submission of the request by the party to the completion of the case.

If the boundary or area correction has been made, describe how the data analysis was performed, after which it was concluded that the boundary or surface correction should be made for the parcel in question.

The measurement method, the type of instrument used for the measurement, the control points used to perform the measurements, as well as the eventual challenges during the field measurements should be described.

Present in tabular form the data for the units that have been merged, presenting the areas for each parcel, the number and area of the new unit created by merging process.

7.2.8 **Manual for merging of parcels**

The manual *(Appendix 10)* for the creation of cadastral units from merging process must have the following content:

1. The parcels in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The parcels in the manual are oriented to the north,

2. The old boundary of the cadastral unit is presented in black color,

3. The new boundary points are numbered with temporary numbers from 1 to N and are presented in red color, also the boundary of the new parcel created by merging is presented in red color,

4. The boundary of the new created parcel by merging is presented in red,

5. The new number of the cadastral unit is presented in red color,
6. The old numbers of the cadastral unit are presented in black color and red line crossed through the number,

7. The sketch shows the numbers of the neighboring parcels, in black color,

8. In cases when the merged parcel is in boundary with road, river, railway, etc., in addition to the number, it should be mentioned, e.g. street name, river name etc. In cases when the name cannot be specified then only the description (railway, stream, etc.) is made,

9. The old boundary line of the cadastral unit which is changed or canceled, is covered with red “X” in the part of the boundary line,

10. Buildings registered in the register of immovable properties and which appear in copies of the plan, but during the measurements do not exist in the field, then in the manual is marked “X” with red color in the building number and in the basement lines of the building. Based on legal procedures, the MCO is obliged to delete it from the register,

11. The manual for the creation of cadastral units is printed in color on white paper in A4 or A3 formats (120 g / m² paper) and

12. The manual for the establishment of cadastral units must be on a fixed scale (full number) e.g. 1: 500, 1: 600, 1000, 1: 2500 which enables the presentation of the described content.

8. **Return of the old parcel number**

The old parcel number which has been canceled and is considered archived can no longer be used, except in the following cases:

- In cases where we are dealing with decisions from de-expropriation processes,

- In cases where we are dealing with a second instance decision or a court decision to cancel the registration and return the old condition.
9. Stakeout of parcel boundaries

In cases when is done stakeout of the parcel coordinates, which coordinates are verified then their field stakeout is done without any prior control procedure.

In cases where the coordinates of the points are not verified, before starting the process of stakeout of the points of the parcels, the measurement of the factual situation should be done if it exists. After the measurement, the data should be processed and compared with the parcel boundary. If the surveyor finds that there are differences between the field data for the boundary of the parcel that will be marked with the data from KCLIS-CM, and the changes are within the tolerance defined in table no.1, then the correction of vector in KCLIS-CM based on field measurements and then proceed with stakeout. Changes in KCLIS-CM are made by the MCO, after the submission of the report (appendix 9) by the surveyor or the licensed surveying company.

In cases when there is no factual situation for the boundary of the parcel that will be the stakeout of the parcel points, the licensed surveyor must first check the data from KCLIS-CM with cadastral maps (old), if there are changes and the same are within tolerance in table no. 1, then the data is corrected by KCLIS-CM for the boundaries of the parcels to be stakeout, the report (appendix 9) is submitted to the MCO for data correction and then their stakeout is done.

9.1 Minutes of the stakeout

The minutes of stakeout contains:

1. Licensed surveyor data,
2. Date and time of stakeout,
3. Request protocol number,
4. Measurement method,
5. Applicant's name and surname,
6. Name and surname of the parties present,
7. Stakeout of points work report,
8. The text "the minutes shall be read to all parties engaged in stakeout",
9. Statements of the parties if they have objections,
10. Signatures of the parties present and
11. Name, surname and signature of the licensed surveyor.
In the minutes of the performed stakeout, in the part related to the result of the field stakeout, a brief description / report of the course of the actions performed in the stakeout process is made, depending on the type of field measurements. The report contains:

1. Brief description of the selected method of geodetic measurement and work procedure,
2. Points used by the reference network,
3. Cadastral data used,
4. Comparison of cadastral data with the situation on the field and
5. Accuracy of measurements.

A copy of the minutes shall be delivered to the party upon completion of the stakeout. *(Appendix 11).*

### 10. Process of boundary re-regulation

Re-regulation of the parcel border is done at the request of one of the owners of the parcels that are border for the part where the border will be re-regulated. The request is submitted to the geodetic or licensed geodetic company. Along with the request, the party must submit the following documents:

1. Property certificate (copy),
2. Copy of the plan (copy) and
3. Copy of ID.

The surveyor or surveying licensed company after receiving the request from the submitter, makes the request to the MCO for obtaining the following data:

1. Boundary of parcels which are subject to boundary re-regulation in one of the digital formats (dwg, shapefile, gml) and
2. Coordinates of boundary points in xls, printed and stamped,

After receiving the data from the MCO, it is necessary to start measuring the factual situation on the field. In the field, the boundary is measured, which is presented by both bounders who must be present during the measurement. Re-regulation depends on the change of the area gained from the measurement of the factual situation on the field with that of the official data from KCLIS-CM.
Depending on the area of parcel, the allowed percentage for area change has also been determined:

1. For parcels with an area of 100 m² to 250 m², the correction of the area of the base plot through the re-regulation process can be done up to 5%,
2. For parcels with an area of 251 m to 500 m, the correction of the area of the base parcel through the re-regulation process can be done up to 8%,
3. For parcels with an area of 501 m² to 2500 m², the correction of the surface of the base parcel through the re-regulation process can be done up to 4%,
4. For parcels with an area of 2501 m² to 5000 m², the correction of the area of the base parcel through the re-regulation process can be done up to 3%,
5. For parcels with an area over 5000 m², the correction of the area of the basic parcel through the re-regulation process can be done up to 2%.

Example 1: in the case where the subject of the boundary re-regulation are two parcels, 1-0 with an area of 250 m² and parcel 2-0 with an area of 600 m², and the change of the boundary is done within the plot 1-0, then the area that can the change must be less than or equal to 12.5 m² (5% of the parcel with an area of 250 m²).

Example 2: in the case when two parcels are subject to re-regulation, parcels 3-0 with an area of 300 m² and parcel 2-0 with an area of 600 m², and the change of the boundary is done in two parcels 3-0 and 2-0, then the area that can be changed should be smaller or equal to 24m² (8% of the plot with an area of 300 m²) while for the plot 2-0 it should be smaller or equal to 24 m² (4% of parcel with an area of 600 m²).

Example 3: in the case where the subject of the border re-regulation are two parcels, 1-0 with an area of 250 m² and parcel 2-0 with an area of 600 m², and the change of the boundary is done within the parcel 2-0, then the area that can the change must be less than or equal to 24 m² (4% of the parcel with an area of 600 m²).

In all cases, the re-regulation of the boundary between the two parcels can be accomplished only once.
Re-regulation is prohibited in cases where the position of the parcels that are subject to this process is changed.

In cases when through the process of re-regulation the change of the area exceeds the limitations of the percentages mentioned above, then for those cases it is necessary to go with subdivision or merging of parcels.

10.1 Format and content of the case

The case which is submitted to the MCO for updating must have the following content:

1. Case wrapper (Appendix 3),
2. List of documents:
   a. Request submitted by the owner or person authorized from the owner,
   b. Evidence of the official data source issued by the MCO or KCA,
   c. Proof of payment for data received by the MCO or KCA,
   d. The invoice issued by the licensed surveyor or the licensed surveying company regarding the cadastral services according to AI 11/2019 and 12/2019, which must be evidenced by a fiscal coupon or a regular invoice,
   f. Minutes from the field signed by the owners of the treated parcels (Appendix 4),
   g. Cadastral Unit Boundary Regulation Manual (Appendix 12),
   h. Register of changes (Appendix 6),
   i. List of measured coordinates (Appendix 7),
   j. Area correction form in cases where there is area change (Appendix 8)
   e. Owners' ID cards,
   f. Property certificate (copy) and
   g. Copy of the plan (copy)
3. Technical re-regulation report (Appendix 13),
4. All documents mentioned above after being stamped and signed must be scanned and saved as a PDF file. The PDF file is named with the subject protocol number,
5. List of data in digital format:
   a. Original measurement file,
   b. List of coordinates in xls file,
   c. Register of changes in xls file,
d. Graphic data for new units in one of the digital formats (dwg, shapefile, gml) and
e. PDF scanned file.

10.1.1 Technical report

The technical re-regulation report (Appendix 13) on the front page must contain the data of the surveyor or licensed surveying company which has drafted the case, the data of the cadastral unit (municipality, cadastral zone and unit number), description of type of case, date and place.

The report should fully describe the work process that has been done for the case in question, starting from the submission of the request by the party to the completion of the case.

The measurement method, the type of instrument used for the measurement, the control points used to perform the measurements, and the eventual challenges during the field measurements should be described.

Present in tabular form the data for the unit which has undergone the re-regulation of the border, presenting the area before the re-regulation as well as the areas after the re-regulation of the border.

10.1.2 Manual for re-regulation

The manual (Appendix 12) for boundary re-regulation must have the following content:

1. The parcels in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The parcels in the manual are oriented to the north,

2. The old boundary of the cadastral unit is presented in sketch with black color,

3. The new boundary of the cadastral unit is presented with a red color,

4. The old boundary line of the cadastral unit which is changed or canceled, is covered with red “X” in the part of the boundary line,

5. The new boundary points are numbered with temporary numbers from 1 to N and are presented in red, color
6. Number of parcel with black color,

7. The sketch shows the numbers of the neighboring parcels, in black color,

8. In cases when the parcel is in boundary by road, river, railway, etc., in addition to the number, it should be mentioned, e.g. road name, river name in other cases only description (rail, stream, etc.),

9. Buildings registered in the register of immovable properties and which appear in copies of the plan, but during the measurements do not exist in the field, then in the manual is marked “X” with red color in the building number and in the basement lines of the building. Based on the procedures, the MCO is obliged to delete it from the register,

10. The manual is printed in color on white paper in A4 or A3 formats (120 g/m² paper) and

11. The manual for the establishment of cadastral units must be on a fixed scale (full number) e.g. 1: 500, 1: 600, 1000, 1: 2500 which enables the presentation of the described content.

11. Identification of cadastral units

In order to identify a cadastral unit (parcel, building or part of the building) from the MCO, the following data are issued:

1. Certificate of ownership,
2. Copy of plan,
3. Sketch of the cadastral unit with coordinates and
4. Sketch of the building or a part of the building, respectively a part of the technical documentation (floor plan in which the part of the building is located).

Identification of parcels can be done in two ways, with and without field measurements.

Identification without field measurements is done based on existing official data, making comparisons and analyzes in terms of shape, position, size and manner of use of the cadastral unit.
If the identification cannot be carried out in the office, based on cadastral data, the identification is carried out with the stakeout procedure.

For parcels that are missing in the graphic part, depending on the case, identification can be done in the following ways:

**The first case** - the identification of the missing parcel in the graphic part - the area within the tolerance.

The condition presented by the owner or user must first be measured. Minutes must be created in which the owner of the parcel and the neighbors with whom the parcel is in the process of identification must sign, by means of which the parties confirm that the boundary which has been presented for measurement is the boundary which also used and respected by all, as well as the area which is the derivative of the measurement of the factual situation is registered in KCLIS.

If the identified parcel is in boundary with socially-owned property (roads, rivers, railways, etc.) the signature of the owners of these parcels must not be obtained.

After identification, measurements and acceptance of the factual situation, the case is completed, which is submitted to the MCO for updating to KCLIS.

**The second case** - in cases when the parcel subdivision manual is found which has the coordinates of the parcel points, then these points only need to be transformed in Kosovref01, checked according to the above mentioned rules and the same are updated in KCLIS-CM.

**The third case** - if an official cadastral map is found in which the change of the parcel is presented and the same is missing in KCLIS-CM, then the map should be digitized and these changes should be updated in KCLIS-CM by MCO.

**Fourth case** - if any official cadastral map is found in which major changes are presented and the same are missing in KCLIS-CM, then the map should be digitized and these changes should be updated in KCLIS-CM. The changes in these cases are made only by the KCA.

For cases where the identification is done by the old cadastral maps (1: 500, 1: 1000, 1: 2500) the comparison of the area created by the vectorization of the
parcel with the area in KCLIS-T according to table no. 2, if the areas are out of tolerance should be supplemented with field measurements and field minutes should be prepared (Appendix 4). In cases such as point 4, you should be warned that the parcels have area inconsistencies.

<table>
<thead>
<tr>
<th>Scale of cadastral map</th>
<th>Tolerance for area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:500</td>
<td>$0.2 \times \sqrt{\text{area}}$</td>
</tr>
<tr>
<td>1:1000</td>
<td>$0.4 \times \sqrt{\text{area}}$</td>
</tr>
<tr>
<td>1:2500</td>
<td>$1 \times \sqrt{\text{area}}$</td>
</tr>
</tbody>
</table>

*Tabla 2. Tolerance of error for areas from cadastral plans with a scale of 1:500, 1:1000 and 1:2500*

### 12. Correction of areas of cadastral units

The following are the cases and procedures for correcting the area of cadastral units during various activities:

1. In cases when the points are stakeout on the ground and the parties agree with the situation after the points are stakeout, then the area that is the derivative of those points must be corrected in KCLIS-T,

2. In all cases when we are dealing with subdivision, merging, identification and meet the specified technical criteria, then the area is corrected in KCLIS-T, based on the area of the parcels that receive the status of verified parcels.

3. After ascertaining that the boundaries of parcel that is subject to treatment are out of tolerance, then the MCO is obliged to provide the licensed surveyor with additional free graphic and textual data, for all neighboring parcels at the request of the surveyor, that this the latter can do the analysis and correction of that data. This data can only be used for the purpose of studying the case.

In the field minutes, the owners sign that they agree with the final border points located in the field, from which the final area that is registered in KCLIS is derived. *(Appendix 4)*
Also, the licensed surveyor or surveying company must attach to the case the form for area correction (*Appendix 8*), which is signed and stamped only by the licensed surveyor.

12.1 **Data transformation error handling**

In cases where there are errors in the transformation of boundary points from the Gauss Kryger coordinate system to the Kosovaref01 coordinate system, then the surveyor must find in that part where he is developing the activity at least two old polygonal points, which are used in the process of measurement for the parcel or block of parcels that are treated and have known coordinates. Then the measurement of these points with GPS should be done using the KOPOS network, and the comparison of the measured coordinates with those obtained from the transformation should be done. The change that is obtained must be corrected to the coordinates of the points of the cadastral unit.

After that, the surveyor licensed for geodetic services compiles a detailed report, where he presents all the findings and the steps he has taken to correct those findings. It also presents the new situation in the manual and submits the completed subject to the relevant MCO for correction.

After checking the case, the MCO is obliged to update / correct the data in KCLIS-CM.

In cases where it is found that there are changes with a block of parcels, the surveyor or licensed surveying company should try to hold a meeting with the all owners of the block so that the measurements in the complete block can be realized and the same can be updated in KCLIS-CM.

If the surveyor or the surveying company fails to do so, he is obliged to compile a report in which he reflects the workflow and submits it to the KCA.

The KCA should analyze the problem and resolve it by providing for the Reconstruction of Cadastral Information on that block or any other form.

13. **Creation of building as a cadastral unit**

Based on the Law on cadastre no. 04 / -L-013, Article 7, paragraph 2, the building is a separate cadastral unit.
The cadastral unit - building contains the following data:

1. Cadastral zone code,
2. Building number,
3. The boundary of the building,
4. Floors of the building,
5. The address of the building,
6. The Area,
7. Data on the registered owner and / or user,
8. Current use and
9. Position and shape of the building that is presented in KCLIS-CM.

For the registration of the cadastral unit of the building in the cadastral register, the party must submit a request to the surveyor or licensed surveying company.

Until the registration of the cadastral unit - building, the following steps are described.

13.1 Measurement of building

The measurement of the building is done by measuring at least three points of the two longest ribs with geodetic instruments, while other points can also be created by measuring the fronts with measuring distance or any other method.

For the preparation of the subject for registration in KCLIS, the measurement is done at the breaking points of the foundation foot of the building. The accuracy of the measurements is specified in the chapter on cadastral measurements.

In addition to the base of the building, all other floors must be measured, which differ from the shape of the base of the foundation of the building (basement, suture base, ground floor base and other characteristic floors).

In cases where the building has the same shelter it should be measured and presented in the manual.
13.2 Numbering of buildings

The numbering of the building within the cadastral zone is done starting from 1 to N. The building number format contains the abbreviation O (Object) in front of the cadastral zone code and the unit number e.g. O-71914059-155-0.

In cases where there are registered buildings within a cadastral zone, then each new building receives the last number within a cadastral zone plus one (+1), e.g. if the last building number within a cadastral zone is O-71914059-155-0 then the new building number is plus one (+1), i.e. O-71914059-156-0.

The building number is unique within a cadastral zone.

13.3 Format and content of the case for registration of the building in the cadastral register

The case which is submitted to the MCO for updating must have the following content:

1. Case wrapper (Appendix 3),
2. List of documents,
   a. Request submitted by the owner or person authorized from the owner,
   b. The invoice issued by the licensed surveyor and the licensed surveying company regarding the cadastral services according to AI 11/2019 and 12/2019, which must be evidenced by a fiscal coupon or a regular invoice,
   c. Building Manual with Parts of Buildings (Appendix 14)
   d. Manual of the cadastral unit building (Appendix 15)
   e. Register of changes of building with parts of buildings (Appendix 16),
   f. Register of changes for building (Appendix 17),
   g. List of coordinates (Appendix 18),
   h. Certificate of ownership of the parcel,
   i. Copy of plan,
   j. Joint investment agreement,
   k. Certificate of use,
   l. Identity card or business certificate of the applicant;
   m. Other documents provided by the laws and administrative instructions in force and
   n. Address certificate.
3. Technical report (*Appendix 9*),
4. All documents mentioned above after being stamped and signed must be scanned and saved as a PDF file. The PDF file is named with the subject protocol number,
5. List of data in digital format:
   a. Original measurement file,
   b. List of coordinates in xls file,
   c. The registry of changes in the xls file,
   d. Graphic data for new units in one of the digital formats (dwg, shapefile, gml) and
   e. PDF file scanned according to point 4.

### 13.4 Technical report

The technical report for the registration of the building (*Appendix 9*) on the first page must contain the data of the surveyor or licensed surveying company which has drafted the case, the data of the cadastral unit (municipality, cadastral zone and unit number), description of type of subject, date and place.

The report should fully describe the work process that has been done for the subject in question, starting from the submission of the request by the party to the completion of the subject.

The measurement method, the type of instrument used for the measurement, and the eventual challenges during the field measurements should be described.

### 13.5 Manual for building

The manual (*Appendices 14 and 15*) for the establishment of the cadastral unit of the building must have the following content:

1. Buildings in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The buildings in the manual are oriented to the north,
2. The boundary of the cadastral unit parcel is presented in sketch with black color,
3. The cadastral unit of the building is presented with a red color line,
4. The points of the building are numbered with temporary numbers from 1 to N and are presented in red color,

5. The new number of the cadastral unit is presented in red color,

6. Buildings registered in the register of immovable properties and which appear in copies of the plan, but during the measurements do not exist in the field, then in the manual is marked “X” with red color in the building number and in the basement lines of the building. Based on the procedures, the MCO is obliged to delete it from the register,

7. The manual for the creation of the cadastral unit is printed in color on white paper in A4 or A3 formats, (120 g / m² paper) and

8. The manual for the establishment of cadastral units must be in a fixed scale (full number) e.g. 1: 500, 1: 600, 1000, which enables the presentation of the described content.

13.6 Register of building

The building register is the official form in which the necessary data for the building are presented, which will be registered in KCLIS.

The register of individual buildings contains the following data:

1. Municipality,
2. Cadastral area,
3. Number of the cadastral unit of the building,
4. Number of floors of the building,
5. Floor area (m²) - *Area for each floor*,
6. Base surface (m²) - *the toe surface of the building*,
7. Building address - *street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal* (http://geoportal.rks-gov.net),
8. The place so called,
9. Current use of the building,
10. Owner - *the data for the owner (name, parent's name and surname) are filled in, if the applicant is a business then the company data is filled in,*
11. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number and
12. Part of ownership.

The register of buildings with parts of buildings contains the following data:

1. Municipality,
2. Cadastral area,
3. Number of the cadastral unit of the building,
4. Area (m²) - the toe of the building,
5. Type of building,
6. Current use of the building,
7. Number of floors of the building,
8. Building address - street name and address number to which the building has access, address data can be obtained from the directorate of urbanism, which issues the address certificate or even from the State Geoportal (http://geoportal.rks-gov.net).
9. The place called,
10. Construction permit - construction permit number,
11. Owner - data on the owner (name, parent's name and surname) are filled in, if the applicant is a business then the company data is filled in,
12. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number,
13. Owner's address, and
14. Part of ownership.

13.7 Subdivision of building

The division of the building is realized by making measurements in the field. From the realization of these measurements new units of the building are created. The dividing line which is the basis for the division of the building also separates all the floors which are registered, as well as the counting of all units as part of the building is changed. In order to carry out the process of subdividing the building, a special permit issued by the competent bodies must be presented.
The building number after the partition is determined. To illustrate this we will take the example of the subdivision of the building with number O-71914059-155-0, into two parts. The new units to be created will receive these numbers O-71914059-155-1 and O-71914059-155-2.

Appendix 19 presents the format for dividing a building

13.8 Merging of buildings

The new cadastral unit building can also be created by merging two or more buildings.

The merging of buildings in these cases is carried out without making field measurements. The dividing line that existed before the merger, which was the basis for the subdivision of the building, is removed, while with the process of merging the buildings, all the floors that are registered are merged and the numbering of all units within the building is changed. In order to carry out the process of merging the building, a special permit issued by the competent bodies that allows the merger of the building must be presented.

The number of the building after the merging is determined. To illustrate this we will take the example of merging of two buildings, the building number O-71914059-155-0 and O-71914059-156-0. The new unit to be created takes the last number of the building within the area plus one (+1), so if the last registered building has the number O-71914059-350-0 then the number of the new unit created after the merger will be O-71914059-351-0.

Appendix 20 shows the format for merging buildings.

14. Creation of part of the building as a cadastral unit

Based on the law on cadastre no. 04 / -L-013, Article 7, paragraph 2, the part of the building is a separate cadastral unit.

Cadastral unit - part of the building contains:

1. Cadastral zone code,
2. The number of the part of the building,
3. The boundary of the part of the building,
4. Area,
5. Data on the registered owner and / or user and

14.1 Measurement of part of the building

The measurement of the part of the building is done using instruments for measuring distance-meters or tape measure. The measurement should be carried out by measuring all the limiting fronts of part of the building, which should then be positioned correctly based on the building.

14.2 Numbering of part of the building

Cadastral unit number - part of the building is unique.

Cadastral unit format - part of the building is standardized and contains O-71914059-155-1-1-0. The letter O represents the building, the number 71914059 represents the cadastral zone number, the number 155 represents the building number, the number 1 represents the entrance number and the number 1-0 represents part of the building number.

The number of parts of the building is counted from left to right starting from the floor where the entrance to the building is located.

The part of the building is identified with the building number. In cases where the building has more than one entrance then the numbering of the entrances is done from left to right starting from 1 to n. The two-entrance building numbers contains this format: O-71914059-155-1 and O-71914059-155-2

In KCLIS are registered two areas, gross and net according to the standards defined by the laws and instructions in force.

The parts of the building will be numbered as follows:

1. The parts of the building from the ground floor or high ground floor will be numbered from 1 to N, i.e. O-71914059-155-1-1-0 ..... O-71914059-155-1-N-0

2. The parts of the building below the level of the ground floor or the ground floor will be counted from the number 1 to N, adding the submission B to each
14.3 Format and content of the case

The case which is submitted to the MCO for updating must have the following content:

1. Case wrapper (Appendix 3),
2. List of documents,
3. Request submitted by the owner or person authorized from the owner,
4. The invoice issued by the licensed surveyor or the licensed surveying company regarding the cadastral services according to AI 11/2019 and 12/2019, which must be evidenced by a fiscal coupon or a regular invoice,
5. Manual of the cadastral unit part of the building (appendix 21),
6. Register of change (Appendix 16),
7. Coordinate list (Appendix 22),
8. Certificate on parcel ownership,
9. Copy of plan,
10. Joint investment agreement,
11. Certificate of use,
12. Identity card or business certificate of the applicant
13. Other documents provided by the laws and administrative instructions in force and

All documents mentioned above after being stamped and signed must be scanned and saved as a PDF file. The PDF file is named with the case protocol number,

List of data in digital format:

1. List of coordinates in xls file,
2. The registry of changes in the xls file,
3. Graphic data for new units in one of the digital formats (dwg, shapefile, gml),
4. PDF file scanned.
14.4 Technical report

The report (Appendix 9) on the first page should contain the data of the surveyor or licensed surveying company which drafted the case, the data of the cadastral unit (municipality, cadastral zone and unit number), the description of the type of case, the date and place.

The report should fully describe the work process that has been done for the subject in question, starting from the submission of the request by the party to the completion of the case.

The method of measurements, the number of residential units within the building, their type and eventual challenges during the implementation of the course should be described.

14.5 Manual for part of the building

The manual (Appendix 21) for the creation of cadastral units - part of the building must have the following content:

1. The parts of the building in the manual are presented in the correct position according to the coordinates, on one of the reduction scales. The parts of the building in the manual is oriented to the north,

2. The points of the part of the building are numbered with temporary numbers from 1 to N,

3. Number of cadastral units,

4. The space of stairs with dashed lines,

5. In the register of coordinates presented in the manual, the floor must also be presented,

6. The manual for the creation of the cadastral unit is printed in color on white paper in A4 or A3 formats, (120 g / m² paper) and

7. The manual for the establishment of cadastral units must be in a fixed scale (full number) e.g. 1: 500, 1: 600, 1000, which enables the presentation of the described content.
14.6 Register of part of the building

The building register is the official form in which the necessary data for the parts of the building are presented, which will be registered in KCLIS, which contains the following data:

1. Municipality,
2. Cadastral area,
3. Number of the cadastral unit of the building,
4. Area (m²) - of the toe of the building,
5. Type of building,
6. Building address - street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal (http://geoportal.rks-gov.net).
7. The place so called,
8. Construction permit - If the building has a construction permit then this field is filled in with the permit number,
9. Owner - the data for the owner (name, parent's name and surname) are filled in, if the applicant is a business then the company data is filled in,
10. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number,
11. Owner's address and
12. Part of ownership.

The second part describes the data for the parts of the building and it is these columns that must be completed:

1. Cadastral unit number - part of the building,
2. Entry,
3. Floor,
4. Net area (m²),
5. Gross surface (m²),

6. Building address - street name and address number to which the building has access, address information can be obtained from the urban planning directorate, which issues the address certificate or even from the State Geoportal (http://geoportal.rks-gov.net).

7. The place called,

8. Current exploitation - data related to the current exploitation of the cadastral unit (eg dwelling, local, garage or warehouse) are completed.

9. Owner- the owner's data are filled in: name, parent's name and surname, if the applicant is a business then the company's data is filled in,

10. Personal number - if the owner is a natural person then it is filled in with the data of the personal number, if the owner is a legal person then it is filled in with the data of the unified business number,

11. Ownership and

12. Owner address.

14.7 Subdivision of part of the building

The part of the building can be subdivided by creating new units of the part of the building.

The subdivision of the part of the building is realized by making measurements. From the realization of these measurements, new units are created as part of the building. In order to carry out the process of subdividing the part of the building, a special permit issued by the competent bodies must be presented.

After subdividing the part of the building O-71914059-155-2-1-0-0 the parts of the building get new numbers e.g. O-71914059-155-2-1-1 and O-71914059-155-2-1-2.

14.8 Merging of part of the building

The new cadastral unit part of the building can also be created by merging two or more parts of the building.
The merging of the parts of the building in these cases is realized without making measurements. The dividing line which existed before merging which was the basis for the subdivision of the part of the building. In order to carry out the process of merging the building, a special permit issued by the competent bodies must be presented.

After merging the parts of the building, the new unit created gets a new number, the last number of the part of the building within the building + 1.

15. Creation of cadastral units for common areas

Based on the relevant laws on co-ownership residential buildings, common areas should be registered as separate cadastral units for each floor.

Common areas defined by special laws such as stairs, elevators, corridors, etc. must be georeferenced in the Kosovaref01 coordinate system.

For the registration of common areas for buildings that have registered cadastral units - parts of buildings, the request can be made by one of the owners of the cadastral unit within the building.

The number of common areas is numbered from the lowest level of the building (eg basement) to the highest level by adding the prefix HP before the unit number, e.g. O-71914059-155-2-HP1-0 ...... O-71914059-155-2-HPN-0.

16. Special cases of registration of buildings and parts of buildings

The geodetic and cadastral process and documentation required for the registration of the building and parts of the building in special cases are divided into the following categories:

1. Treatment of illegal constructions,
2. Buildings built before 1999 and
3. Houses as the apartment.
16.1 Treatment of illegal buildings

16.1.1 Measurement of building – Situation

The measurement of buildings is done by measuring at least three points of the two long ribs with measuring instruments GNSS / Total Station, while other points should be created by measuring the fronts with measuring distance or any other method. Additional information about the building, which is presented as a feature, is also the shelter.

In the manual compiled by the surveyor or the licensed surveying company, in addition to the building being treated, the following data must also be presented:

1. Shelter,
2. Connection to electricity,
3. Connection to the water supply network,
4. Connection to the sewage network,
5. The part of the neighboring buildings which are built near the boundary of the parcel or near the treated building,
6. Circumstances (wall, metal fence, etc.),
7. Roads and
8. The address of the building (street name and building number), which is identified by the State Geoportal.

Appendix 23 presents the manual format for individual buildings.

16.1.2 Evidence from the geoportal and photos of the building

In the legalization process it is specified that the buildings that can be treated are only those that are built until September 5, 2018, so the documentation must be accompanied by a sketch from the state geoportal, which proves that the building is presented in the orthophoto of year 2018.

An appendix number 24 presents an example of geoportal evidence for a building.

During the measurement, the surveyor must also take photographs of the building, which must be attached to the case which is submitted to the relevant directorate within the municipality.
16.1.3 Preparation of sketches for floors

In the case of residential buildings, sketches should be prepared for each floor, in which the floor gabarite should be presented, including the terraces. Based on these data, the total area of the building will be calculated.

In Annexes 25, 26, 27 and 28, the format for the contents of the manual for the floors of the building is presented.

For each floor, a list of coordinates must be prepared (Appendix 29) that must contain: the number of points, the coordinates Y, X and the quota of the base plate of the respective floor H as well as the floor area.

<table>
<thead>
<tr>
<th>No.</th>
<th>Y</th>
<th>X</th>
<th>H</th>
<th>Floor</th>
<th>Area (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>7511461.92</td>
<td>4720540.65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>7511467.56</td>
<td>4720540.42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>7511467.22</td>
<td>4720529.68</td>
<td>634.59</td>
<td>Basement</td>
<td>58.82</td>
</tr>
<tr>
<td>B4</td>
<td>7511462.18</td>
<td>4720529.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>7511462.31</td>
<td>4720532.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B6</td>
<td>7511461.66</td>
<td>4720532.91</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3. Coordination list for floors of residential buildings

16.1.4 Preparation of data for submission in the Cadastre

After processing the data, the manual is prepared according to the official format.

From the data obtained from field measurements and their processing in the office, the building register is prepared. The building register is the official format in which the necessary data for the building will be presented, which will be registered in KCLIS.

The registry contains the following data:

1. Municipality,
2. Cadastral area,
3. Number of cadastral unit (building),
4. Number of floors of the building (flooring),
5. Floor area (m²) - *Area of each floor of the building*,
6. Area (m²) - *of the toe of the building*,
7. Address of the cadastral unit - *the name of the street to which the building has access*, *the address data can be obtained from the State Geoportal* ([http://geoportal.rks-gov.net](http://geoportal.rks-gov.net))
8. The place so called,
9. Current use,
10. Owner - *the data for the owner (name, parent's name and surname) are filled in, if the applicant is a business then the company data is filled in*,
11. Personal number - *if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number and*
12. Part of ownership.

In the *appendix number 14 and 15* is presented the format of the register of the cadastral unit - building.

The format of the cadastral unit number of the building is standardized only that in the legalization process, in addition to the number of the cadastral zone, the number of the cadastral unit is completed by municipal officials, such as O-71914075- -.

In KCLIS-CM for each building (residential house) should be updated the gabarite of each floor according to the data mentioned in point 16.1.3.

**16.1.5 Residential units / Buildings of the second category**

The measurement of the foundation for the buildings of the second category becomes the same as for the first category, specifically as the description in point 16.1.1.

*Appendix 16* presents the register format of the cadastral unit - building and parts of the building.
The only difference in the second category is that for this category the data are prepared for the cadastral units part of the building (dwelling, premises, garages, warehouses), where the sketches for residential units and the register for parts of buildings change and have this content:

The first part describes the data for the building and it is these columns that must be completed:

1. Municipality,
2. Cadastral area,
3. Number of the cadastral unit of the building,
4. Area (m²) - of the toe of the building,
5. Type of building,
6. Building address - the name of the road to which the facility / building has access, the address data can be obtained from the State Geoportal (http://geoportal.rks-gov.net)
7. The place so called,
8. Construction permit - If the building has a construction permit then this field is filled in with the permit number,
9. Owner - the data for the owner (name, parent's name and surname) are filled in, if the applicant is a business then the company data is filled in,
10. Personal number - if the applicant is a natural person then it is filled in with the personal number data, if the applicant is a company then it is filled in with the data of the unified business number,
11. Owner's address and
12. Part of ownership.

The second part describes the data for the parts of the building and it is these columns that must be completed:

1. Cadastral unit number - part of the building,
2. Entry,
3. Floor,
4. Net area (m²),
5. Gross area (m²)
6. Unit address - *the name of the street to which the building has access, the address data can be obtained from the State Geoportal* ([http://geoportal.rks-gov.net](http://geoportal.rks-gov.net)),
7. Address number - *building number, address data can be obtained from the State Geoportal* ([http://geoportal.rks-gov.net](http://geoportal.rks-gov.net)),
8. The place so called,
9. Current use,
10. Owner - the owner's data are filled in: name, parent's name and surname, if the applicant is a business then the company's data is filled in,
11. Personal number - if the owner is a natural person then it is filled in with the data of the personal number, if the owner is a legal person then it is filled in with the data of the unified business number,
12. Owner address
13. Part of ownership.

### 16.2 Cadastral units building with parts of buildings built before 1999

In the special cases of registration of buildings and parts of buildings, in addition to the ongoing legalization process, the cases of buildings with parts of buildings built before 1999 and houses as the apartments also built before the year 1999 will be reflected.

Construction permits for pre-1999 socially owned buildings do not exist in many cases. All of these buildings are considered to have possessed a building permit if the municipal authorities do not certify otherwise. Orthophotos from 2000 and 2001 can be used in cases where there is a suspicion that the building was actually built before 1999. Therefore, the registration of these buildings is the same as for buildings that have a building permit.
16.3 Houses treated as apartment

In cases when it is applied for the registration of the house as an apartment, built before 1999, for which a contract is certified by the competent bodies, then the building is identified in the field, measurements are made and registered in the cadastre.

In cases when the area of the actual condition of these objects does not match the area from the contract certified by the competent court, then the object is vectorized from the cadastral plans (which must be provided to surveyors and surveyed companies free of charge) and if the vectorized surface and that in the contract they match (within tolerance) as per table no. 2, then the building is registered. While the rest of the surface from the actual situation that exceeds the area in the contract is treated with other processes (eg legalization process).

In cases when only the usable area (eg only rooms) is marked in the sales or privatization contract, while the building built before 1999 has a larger area (including bathroom, kitchen, hallway) and with cadastral plans it is confirmed that the surface of the object is larger than in the contract, then the actual condition is measured. If it matches the area from the cadastral plans, then the total area of the facility is recorded as it is considered as a building permit.

17. The format and content of the data provided by the MCOs

The MCO is obliged to specify their statute at the time of submitting the data for the cadastral unit (point from the vector, measured point, point from the tacheometric notebooks, etc.).

The data that MCOs should provide to entities licensed for geodetic services are:

a) Coordinates of cadastral unit points in xls format, Border of cadastral unit in one of the digital formats (shape, dwg, gml).

b) The coordinates of the points of the cadastral unit together with the sketch must be submitted in an analogous manner printed, signed and stamped.
At the moment of submitting the data according to the points mentioned above, the MCO must issue a stamped and signed certificate listing the data that have been submitted.

If before the submission of the above data any eventual discrepancies or errors in the data are noticed then the quality control should be done as follows:

1. Check the area between the graphic base and the text base (KCLIS),
2. To check the vector with the cadastral plan (raster) and according to the cases to make the necessary corrections and
3. To check the cadastral plans - this should be done by instructing the points of order I, order II, order III, trigonometric points, detailed points and the connection of the plans among themselves.

In all cases where changes are made to the data, the MCO is obliged to update the status of the cadastral unit, e.g. verified or corrected unit.

18. Acceptance and control of the case by the MCO and the KCA

After the submission of the request by the licensed surveyor, the licensed surveying company or the licensed surveyor technician, the MCO is obliged to verify and control the case.

The control of the case is done according to the control list (Appendix 30), where each case must be completed according to the requirements and standards in force.

After the completion of the control, the MCO prepares the report on the status of the case and if there are no shortcomings, it starts with the update in KCLIS within three days, after the completion of the update and registration, the applicant is notified that the case has been completed.

If the case has deficiency then the MCO must accurately describe the type of errors and require that additions be made within 15 days.

The notification of the MCO for the licensed surveyor, the licensed surveying company and the licensed surveyor technician must have this content (Appendix 33):
• Case number and date,
• Data on the entity licensed for geodetic services,
• Identified deficiencies to be specified,
• Determining the deadline of 15 days for correction and
determining the manner of the complaint.

If, within the said period, the surveyor or the surveying company does not correct and eliminate the reported deficiencies, then the MCO through a decision rejects the request for the required change.

If the licensed surveyor, after the notification from the MCOO, has completed all the remarks, then the MCO has no right to submit other remarks.

The KCA monitors licensed surveyors, licensed surveying companies and licensed surveyor technicians at least once a year. The monitoring is done for the subjects performed by the licensed subjects.

After each monitoring, the KCA compiles the monitoring report and submits the same report to the licensing commission as well as to the licensed entity. If violations are found, the licensing commission is obliged to take action in accordance with the legislation in force.

19. Cadastral measurements for all cadastral units

Cadastral measurements are made for the purpose of collecting and processing data from the field for registration of cadastral units in the cadastre. All measurements for registration or updating of cadastral data must be made in the state geodetic reference system Kosovaref01.

19.1 State geodetic reference system KOSOVAREF01

The Kosovaref01 geodetic network is homogeneous and extends throughout the territory of Kosovo. This network is based on the well-known permanent points of the EUREF network (Italy, Croatia, Austria and Greece).

The parameters of the Kosovaref01 geodetic date are:

• Orientation: ETRS89
• Ellipsoid: GRS80
• Big Semiaxis: 6378137
The parameters of the Kosovaref01 cartographic projection are:
- Design model: Transver Mercator
- Central Meridian: 21 °
- Area inclusion: 3 °
- Design area: 7
- Relocation to the east: 7500000
- Relocation to the north: 0
- Reduction rate in central meridian: 0.9999
- Length unit: Meter (m) and
- Width origin: Equator

The KOPOS positioning system in the Republic of Kosovo is a unique state network with the exact position in real time. KOPOS consists of a total of 8 permanent stations which cover the territory of the Republic of Kosovo.

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<thead>
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<th>City</th>
<th>Code</th>
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<th>Longitude</th>
<th>Elips. height</th>
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<td>20° 39' 16.32320&quot;</td>
<td>1094.351</td>
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<td>KAME</td>
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<td>21° 34' 42.92311&quot;</td>
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<td>MITR</td>
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<td>20° 51' 57.04548&quot;</td>
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<td>20° 17' 18.50231&quot;</td>
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</tr>
<tr>
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<td>21° 11' 30.61312&quot;</td>
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</tr>
</tbody>
</table>

The measurement methods offered by KOPOS are:
- Static Method,
- Differential method and
- Kinematic Method - Real Time Kinematic-RTK

**Static method** with GNSS are methods that enable the achievement of maximum accuracy in determining the position of stationary points with the help
of GNSS phase measurements and basic data. Static methods, which are realized by phase measurements of one or two frequencies and by processing after the measurement process.

**The Differential method** is used when low accuracy of up to 0.5 m is required.

**Cinematic Method** - RTK (Real-Time Cinematic) is a GNSS cinematic method where measurements are processed in real time and offers high accuracy in plan and height for the needs of topographic surveys.

<table>
<thead>
<tr>
<th>Type of service</th>
<th>Description</th>
<th>Accuracy range</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGNSS</td>
<td>Low accuracy in real time (RTK –Code)</td>
<td>0.3 – 0.5 m</td>
</tr>
<tr>
<td>RTK</td>
<td>High accuracy in real time (RTK –Phase)</td>
<td>0.02 – 0.04 m</td>
</tr>
<tr>
<td>RINEX</td>
<td>High accuracy (Post process – Phase)</td>
<td>&lt;0.01 m</td>
</tr>
</tbody>
</table>

*Table 5. Services of KOPOS system*

### 19.2 Coordinate source categories

The source of coordinates of cadastral units is specified in the following four categories:

1. **Point acquired with measurement (PM)** - coordinates of the points of cadastral units measured in the field with GPS or Total Station based on the Kosovaref01 coordinate network.

2. **Transformed point (PT)** - coordinates of the points of the cadastral units transformed by the Gauss Kryger coordinate system in Kosovaref01, which have their source from the division manuals,

3. **Point from tacheometric measurements (PMT)** - coordinates of the points of the cadastral units which are obtained from the calculation of data from the tacheometric notebooks,

4. **Digital point from cadastral maps (1: 2500, 1: 1000, 1: 500) (CD)** - coordinates of points of cadastral units which are created by vectorization of scanned and georeferenced cadastral maps.

### 19.3 Point codes

The measured point must have the code based on the code list. The following are the point codes and their descriptions.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Points of parcel boundary</strong></td>
</tr>
<tr>
<td>1</td>
<td>Monument (nayral stone, engraved etc.)</td>
</tr>
<tr>
<td>2</td>
<td>Picket – metal pillar</td>
</tr>
<tr>
<td>3</td>
<td>Wall</td>
</tr>
<tr>
<td>4</td>
<td>Picket – plastic pillar</td>
</tr>
<tr>
<td>5</td>
<td>Detail point of building (object)</td>
</tr>
<tr>
<td>6</td>
<td>Picket-wooden pillar</td>
</tr>
<tr>
<td>7</td>
<td>Picket – concrete pillar</td>
</tr>
<tr>
<td></td>
<td><strong>Control points</strong></td>
</tr>
<tr>
<td>10</td>
<td>Point of I-st order</td>
</tr>
<tr>
<td>11</td>
<td>Point of II-nd order</td>
</tr>
<tr>
<td>12</td>
<td>Point of III-rd order</td>
</tr>
<tr>
<td>13</td>
<td>Old trigonometric, polygonal, connecting point</td>
</tr>
<tr>
<td>14</td>
<td>Stabilized supplementary point</td>
</tr>
<tr>
<td></td>
<td><strong>Other point of detail</strong></td>
</tr>
<tr>
<td>20</td>
<td>The points of the building, the walls</td>
</tr>
<tr>
<td>21</td>
<td>Water supply wells</td>
</tr>
<tr>
<td>22</td>
<td>Sewage wells</td>
</tr>
<tr>
<td>23</td>
<td>Atmospheric water wells</td>
</tr>
<tr>
<td>24</td>
<td>The other wells</td>
</tr>
<tr>
<td>25</td>
<td>Electric pole</td>
</tr>
<tr>
<td>26</td>
<td>Lighting pole</td>
</tr>
<tr>
<td>27</td>
<td>The edge of the mountain</td>
</tr>
<tr>
<td>28</td>
<td>On the side of the road</td>
</tr>
</tbody>
</table>
19.4 Standards for cadastral measurement

The methods and standards for measuring cadastral units are specified and explained below.

19.4.1 Geodetic methods of cadastral measurements

In the procedure of cadastral measurements can be used: polar measurements, the method of the Global Navigation Satellite System (GNSS), as well as their combinations.

If measurements cannot be made with one of the methods mentioned above, the orthogonal method can also be used.

Cadastral measurements should be made according to the following procedures and standards:

1. Before starting the measurements with GNSS, or after the completion of the measurements, a control point should be measured at the closest distance from the location of the measurements. Measurement / observation with GNSS equipment of the control point should be done in the time interval of not less than 1 minute,

2. Measurements / observations with GNSS for the boundary points of the cadastral units must be made in the time interval of not less than 10 seconds,
3. Measurement with total station is done using three fixed points. One station point and two orientation points. Fixed points from which the boundary points of the cadastral units are measured and the measurement at the orientation points must be from the geodetic base (Kosovaref01) or placed as additional points measured with GNSS. At the end of the survey from the same station, the measurement is made at one of the orientation point,

4. In free station measurement, the free station method can also be used. In these cases we must have a minimum of three orientation points. After the completion of the survey, the measurement / control should be done at one of the orientation points,

5. The original field measurement file for the control points and for the boundary points of the cadastral units must be archived and stored / labeled with the subject protocol number.

**19.4.2 Accuracy during measurements with GNSS**

All categories of the source of the specified coordinates to obtain the status of **Verified point (VP)**, must meet the accuracy criteria which are presented in the table below, after field measurements.

Since the coordinates of certain points gain the status of VP, these must be updated in KCLIS-CM with the status of VP.

Relative accuracy during measurements with GNSS for detail points as well as standard deviation for double measured points are presented in the table as follows:

<table>
<thead>
<tr>
<th>Type of measured point</th>
<th>Region</th>
<th>Source</th>
<th>Standard deviation (Y,X) (σ)</th>
<th>Standard deviation (h) (σ)</th>
<th>Reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td>The boundary point of the parcel</td>
<td>Urban</td>
<td>PM</td>
<td>50 mm</td>
<td>70 mm</td>
<td>VC</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>PM</td>
<td>80 mm</td>
<td>100 mm</td>
<td>VC</td>
</tr>
<tr>
<td></td>
<td>Pyje</td>
<td>PM</td>
<td>120 mm</td>
<td>150 mm</td>
<td>VC</td>
</tr>
<tr>
<td>The boundary point of the building</td>
<td>Urban</td>
<td>PM</td>
<td>30 mm</td>
<td>50 mm</td>
<td>VC</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------</td>
<td>----</td>
<td>-------</td>
<td>-------</td>
<td>----</td>
</tr>
<tr>
<td>Rural</td>
<td>PM</td>
<td></td>
<td>50 mm</td>
<td>70 mm</td>
<td>VC</td>
</tr>
<tr>
<td>Pyje</td>
<td>PM</td>
<td></td>
<td>80 mm</td>
<td>100 mm</td>
<td>VC</td>
</tr>
</tbody>
</table>

*Table 7. Relative accuracy of measurements and standard deviation*

### 19.4.3 Checking the accuracy of measurements with GNSS

When measuring the boundary points of cadastral units within a case, double measurements must be made for a certain number of points of parcels or buildings as follows:

- 1 double point - if up to 10 points are measured within the case
- 2 double points - if 11-29 points are measured within the case
- 3 double points - if 30-59 points are measured within the case
- 4 double points - if 60-99 points are measured within the case and
- 5 double points - if more than 100 points are measured within the case

Measurement of double points should be done after a period of time not less than 35 minutes from the first measurement. In the second measurement, the height of the antenna should be changed, for example, if the first measurement was made at a height of 1.8 m, then the second measurement should be made at a height of 1.6 m. Double-measured points must be evenly distributed, for example they cannot be one after another.

The standard deviation allowed for double measurements is shown in Table 7.

### 19.4.4 Control points

The unit for determining the accuracy of geodetic measurements is the standard deviation (σ). The accuracy of the coordinates for the control points of the first, second order, third order and additional stabilized point for continuation of the measurements of the boundary points of the cadastral units are specified with standard deviation (σ) allowed as in the following table:
<table>
<thead>
<tr>
<th>No.</th>
<th>Standard deviation (σ) in the horizontal plane</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>σ ≤ 20 mm</td>
<td>First, second and third order reference points</td>
</tr>
<tr>
<td>2</td>
<td>σ ≤ 30 mm</td>
<td>Additional stabilized point for continuation of detail measurements</td>
</tr>
</tbody>
</table>

*Table 8. Standard deviation in the horizontal plane*

Allowed error (Δ) for cadastral measurements is approved as per formula for standard deviation (σ): $\Delta = \pm 2 \sigma$

The standard deviation for measurements with the total station is: $\sigma \leq 20$mm

### 20. Certification of geodetic instruments

Only certified instruments can be used for cadastral measurements. Certification of measuring instruments must be done by the institution or company authorized by the instrument manufacturer. The certificate / certificates for the instrument must not be older than two years.

Instruments for cadastral measurements which must be certified are:

1. GNSS instruments and
2. Total Station.

Licensed surveyors, licensed surveying companies and licensed geodetic technicians are obliged to repeat the same after two years after the instruments has been certified and to submit the new certificate to the licensing commission at KCA. On the contrary, ie if the licensed surveyors, licensed surveying companies and licensed surveyor technicians do not submit the certificate of repetition of the certification within the set deadline, then their license is automatically considered suspended until the re-certification criterion is met.
21. **Field services with measurement and without measurement**

Below are the types of services isolated in terms of the need for field measurements or those for which no field measurements are required.

For the changes mentioned below it is necessary to carry out geodetic works in the field:

1. Subdivision of the parcel,
2. Merging the parcels,
3. Re-regulation of the parcel boundary,
4. Change of culture,
5. Change of land use,
6. Determining the easement,
7. Creation, division and merging of the building,
8. Creating the building,
9. Deleting a building or part of a building and
10. Changing the way the building is used and the part of the building.

For the changes mentioned below it is not necessary to perform fieldwork:

1. Registration of the right of ownership,
2. Registration of the right of use,
3. Registration of the right of lease,
4. Mortgage registration, modification and deletion,
5. Registration of property burdens and encumbrances,
6. Correction of errors and deficiencies,
7. Correction / completion of data for owner / user,
8. Correction of immovable property rights and
9. Merging of the parcels when the coordinates of their boundaries are verified
22. **Correction of data on the owner / user in KCLIS**

Below are the corrections that can be made in KCLIS for the owner / user of immovable properties:

1. The correction of the personal number of the owner in KCLIS is done with a statement from the owner of the parcel. The copy of the identity card must be attached to the declaration. (*Appendix 31*)

2. The correction of other data such as name, surname, etc., is done on the basis of administrative documents defined by other laws.

23. **Registration of servitude**

A servitude is the right of the respective owner / user of an immovable property (dominant immovable property) to use another immovable property (service immovable property) in a certain way or to prohibit the performance of a certain action or to exclude the exercise of a certain right, which derive from the right of ownership / use in the service immovable property. The servitude is created on the basis of a legal work, a decision of a state body or a law. There are two types of servitude, real servitude and personal servitude.

The right of servitude is registered for both the service and dominant parts of the cadastral unit, if they are for a certain duration. If the servitudes affect only a part of the immovable property service unit, the affected part will be identified in the registration. The right of servitude is created at a certain time and indefinitely.

For the registration of the servitude right, the manual (*appendix 32*) and the register of the servitude (*appendix 33*) must be created, in which the cadastral units which are subject to the servitude are precisely specified. In cases where the right of servitude is not related to full cadastral units, then based on standardized measurements, the part of the cadastral unit is presented graphically. Measurements for the definition of the servitude for parts of the cadastral unit must meet the requirements and standards of measurements as well as for the creation of cadastral units.
24. **Registration of mortgage**

Mortgages will be registered in the encumbrances portion of the register. Mortgage registration will include the name, identification number and address of the debtor (debtor), mortgagee (debtor-guarantor) of the borrower (creditor) and whether the debtor or creditor is a legal entity, business identification number from the business register and address of the headquarters business, description of the property entered in the mortgage the amount of the claim (debt), the repayment period of the claim (debt), the description and value of the property entered in the mortgage if it exists and the priorities.

The Bank is obliged on the basis of the AI to register the mortgage in KCLIS, while the control and approval is done by the officials in the MCO.

**24.1 Information on the mortgage**

During the registration of the mortgage in the immovable property register, the following data are recorded:

1. The type of mortgage defined by law,
2. Name, surname, address, or business name,
3. Name and surname, address, or business name, debtor's headquarters,
4. Name and surname, address, or business name, creditor's headquarters,
5. The amount provided by the mortgage,
6. Interest rate,
7. Date of registration,
8. Repayment period and

**24.2 Mortgage modification and deletion**

The Bank is obliged by the AI to modify or even delete the mortgage in KCLIS, while the control and approval of this process is done by the MCO officials.
25. **Registration of lease and right of use**

The right to use and rent is registered in the register:

1. The right to use:
   a. indefinitely (permanent) and
   b. set time,
2. The right to lease over 3 years and
3. Construction and other exploitation rights.

In the register of immovable properties, for the registration of the lease and the right of use, the following data are also registered:

1. Date of lease or right of use,
2. The date of termination of the lease or the right of use, if known at the time of registration and
3. The name of the lessor and the lessee or holder of the right of use.

26. **Recording of ecubrances and other burdens**

The ecubrances and other burdens will be registered in the register in the part of the ecumbrances and burdens of the register and will include the date of creation of the stop, a brief description of the nature of the stop and the duration of the stop if known at the time of registration.

27. **Changing the boundaries and names of cadastral zones**

Based on the decisions of the relevant state institutions, the KCA is responsible for changing the cadastral data for administrative units and cadastral units in accordance with the changes in the boundaries and names of administrative units (Cadastral Zones and Municipalities).
28. **Subdivision and merging of cadastral zones**

When one CZ consists of two or more settlements and is necessary, a CZ may be established for each settlement.

Proposals for the formation, amendment or termination of the CZ are submitted and justified by the inhabitants of the CZ in the municipal assembly or other institutions authorized by the legislation in force. The KCA makes the changes after receiving the request from the Municipal Assembly or other institutions authorized by the legislation in force.

Based on the decisions of the relevant state institutions, the KCA is responsible for changing the cadastral data for administrative units and cadastral units in accordance with the changes in the boundaries and names of administrative units (Cadastral Zones and Municipalities).

29. **Changing the boundaries and names of municipalities**

Based on the decisions of the relevant state institutions, the KCA is responsible for changing the cadastral data for administrative units and cadastral units in accordance with the changes in the boundaries and names of administrative units (Cadastral Zones and Municipalities).

30. **Final provisions**

The framework for measuring, creating and registering cadastral units will replace and at the same time abrogate the current manuals and guidelines, including:

1. KCA 2005/02 Framework for Cadastral Reconstruction of Information

2. KCA 2005/02 Framework for the treatment of surface differences

3. KCA 2005/03 Framework for the maintenance of cadastral information

4. KCA 2005/04 Framework for the Third Order Network and the local reference network
5. KCA 2005/05 Framework for the use of total stations
6. KCA 2005/06 Framework for traverse and detailed measurements
7. KCA 2005/07 Framework for EDM calibration of official control bases
8. KCA 2006/08 Framework for georeferencing maps
9. KCA 2005/09 Framework for vectorization of parcels in GeoMedia / GeosPro
10. KCA 2005/10 Framework for vectorization of land surface objects
11. KCA 2005/11 Framework for quality control of vectorized data
12. KCA 2005/12 Framework for backing up vectorized data
13. KCA 2005/13 Framework for the Transformation of Cadastral Data
14. KCA 2005/14 Framework for compiling GWS and warehouse
15. KCA 2005/15 Framework for the use of the computer program "Mutation GeosPro"
16. KCA 2005/16 Framework for the second order reference network
17. KCA 2005/17 Framework for the maintenance of geodetic instruments
18. KCA 2009/01 Framework for registration of buildings and parts of buildings
19. KCA 2013/01, Surface Correction Framework
20. KCA 2019/01, Framework for standardization of cadastral measurements
21. Catalog for measurement and creation of cadastral units, published by the Kosovo Cadastral Agency in 2013
The Kosovo Cadastral Agency has the obligation to notify all Municipal Cadastral Offices, licensed surveyors, licensed surveying companies and surveyor technicians immediately after the signing of this framework, for the entry into force of the framework.

This working framework enters into force on the date of its signing by the Executive Director of the Kosovo Cadastral Agency.

Prishtina

21.04.2020

Executive Director of KCA

Avni Ahmeti

____________________________
## 31. **Appendixes**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application form for geodetic services</td>
<td>65</td>
</tr>
<tr>
<td>2</td>
<td>Protocol Register</td>
<td>66</td>
</tr>
<tr>
<td>3</td>
<td>Subject wrapper</td>
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<tr>
<td>4</td>
<td>Minutes from the fieldwork</td>
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<tr>
<td>5</td>
<td>Manual for Parcel</td>
<td>69</td>
</tr>
<tr>
<td>6</td>
<td>Register of changes for parcel</td>
<td>70</td>
</tr>
<tr>
<td>7</td>
<td>Coordinates of points for parcel</td>
<td>71</td>
</tr>
<tr>
<td>8</td>
<td>Surface correction</td>
<td>72</td>
</tr>
<tr>
<td>9</td>
<td>Technical report for parcel</td>
<td>73</td>
</tr>
<tr>
<td>10</td>
<td>Manual for merging of parcels</td>
<td>74</td>
</tr>
<tr>
<td>11</td>
<td>Minutes for stakeout of parcel</td>
<td>75</td>
</tr>
<tr>
<td>12</td>
<td>Manual for re-regulation of border</td>
<td>76</td>
</tr>
<tr>
<td>13</td>
<td>Technical report on border re-regulation</td>
<td>77</td>
</tr>
<tr>
<td>14</td>
<td>Manual for building with parts of the building</td>
<td>78</td>
</tr>
<tr>
<td>15</td>
<td>Manual for building</td>
<td>79</td>
</tr>
<tr>
<td>16</td>
<td>Register for building with parts of the building</td>
<td>80</td>
</tr>
<tr>
<td>17</td>
<td>Register of changes for building</td>
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<td>18</td>
<td>Coordinates for building</td>
<td>82</td>
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<td>19</td>
<td>Manual for the division of the building with parts of the building</td>
<td>83</td>
</tr>
<tr>
<td>20</td>
<td>Manual for merging the building with parts of the building</td>
<td>84</td>
</tr>
<tr>
<td>21</td>
<td>Manual for apartament units</td>
<td>85</td>
</tr>
<tr>
<td>22</td>
<td>Coordinates for parts of the building</td>
<td>86</td>
</tr>
</tbody>
</table>
KËRKESË PËR SHERBIMET KADASTRALE NGA GJEODETI APO KOMPANIA GJEODETE E LICENCUAR

<table>
<thead>
<tr>
<th>Gjeodeti / Kompania gjeodete e licencuar:</th>
<th>Numri i licencës:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Komuna:</th>
<th>Zona Kadastrale:</th>
</tr>
</thead>
</table>

Numri i njësisë kadastrale:

1. Të dhënat për parashtruesin e kërkesës

<table>
<thead>
<tr>
<th>Emri / Emri i Kompanisë:</th>
<th>Mbiemri:</th>
<th>Emri i prindit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Numri personal:</th>
<th>Adresa:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numri i biznesit: (për person juridik dhe kompani)</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Nr. Tel:</td>
</tr>
</tbody>
</table>

2. Parashtruesi i kërkesës: □ Pronar □ Përfaqësues i Autorizuar □ Trashëgimtaret e pronarit □ Shfrytëzues

□ Mbajtësi i interesit juridik

3. Kërkesa për:

1 □ Ndërrim të kulturës së parcelës | 6 □ Matjen dhe regjistrimin e ndërtesës
2 □ Ndarjen e parcelës | 7 □ Matjen dhe regjistrimin e pjesës së ndërtesës
3 □ Bashkimin e parcelës | 8 □ Punë të veçanta gjeodezike
4 □ Përcaktimin e kufigje të parcelës | 9 □ Matja e ndërtësës për legalizim
5 □ Ri-rregullimin e kufirit të parcelës

4. Lista e dokumenteve të nevojshme:

1 □ Letërnjoftimin / Certifikatë biznesi (kopje) | 5 □ Certifikata e pronës
2 □ Autorizimin e vërtetuar te organi kompetent (kopje) | 6 □ Kopja e planit
3 □ Akti i vdekjes se pronarit | 7 □ Certifikata e pranimit teknik të ndërtesës
4 □ Vendimi i trashëgiminisë

Nënshkrimi: __________________________ Data: __________________________
| Numri i protokollit | Emri (Prindi) Mbiemri | Adresa | Numri personal | Numri i telefonit | Lloji i shërbimit të ofruar | Komuna | Zona | Kadastrale | Data e paraqitjes së kërkesës së palës | Data e ekzekutimit të punimeve në teren | Data e dorëzimit të lëndës në ZKK | Numri i protokolit nga ZKK | Data e përfundimit të lëndës nga ZKK | Evindetimi i mangësive të shënuara në procesverbal gjatë shqyrtimit dhe pranimit të lëndës në ZKK (po / jo) | Vërejte / Sqarim |
|---------------------|------------------------|--------|---------------|-------------------|-----------------------------|--------|------|-----------|---------------------------------|---------------------------------|-------------------------------|-----------------------------|-------------------------------|~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~|------------------|
|                     |                        |        |               |                   |                             |        |      |           |                                 |                                 |                               |                             |                               |                               |                                                                 |
1. Ndërrimi i kulturës së parcelës
2. Ndarja e parcelës
3. Bashkimin e parcelës
4. Përcaktimin e kufijvës e të parcelës
5. Rrregullimin e kufirit të parcelës
6. Matja dhe regjistrimin e ndërtesës
7. Matja dhe regjistrimin e pjesës së ndërtesës
8. Regjistrimi i servitut
9. Punë të veçanta gjeodezike
10. Matja e ndërtesës për legalizim

"GJEODET I LICENCUAR"

+383 00 000 000

gjeodetlicencuar@gmail.com

"GJEODET I LICENCUAR"

<table>
<thead>
<tr>
<th>Numri i licencës: ..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gjeodeti / Kompania gjeodete e licencuar: ..................................</td>
</tr>
</tbody>
</table>

AGENCIJA KADASTRALE E KOSOVËS / KOSOVSKA KATASTARSKA AGENCIJA / KOSOVA CADASTRAL AGENCY

Institute for Environment and Spatial Planning

Ministry of Environment and Spatial Planning / Ministria e Ambitës dhe Ambitës të Shtetit / Ministry of Environment and State / Ministra e Ambitiit dhe Ministri i Shtetit / Ministry of Environment and State

Republika e Kosovës
Gjeodeti / Kompania gjeodete e licencuar: ____________________________
Numri i licencës: ____________________________

Komuna: ____________________________
Zona Kadastrale: ____________________________

Numri i njësisë kadastrale: ____________________________

Matja/piketimi është realizuar me:

GPS/GNSS [ ]
Stacion Total [ ]

1. Përshkimi i procesit:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

2. Vërejtje:

__________________________________________________________________________________________
__________________________________________________________________________________________

3. Nënshkrimi i palëve

Pronarët janë pajtuar me pikat definitive kufitare të vendosura në terren nga të cilat derivohet sipërfaqja definitive që do të registrohet në Sistemin e Informacioneve Kadastrale për Tokën në Kosovë.

Të poshtëshënuarve u lexohet procesverbali dhe nëse pajtohen me atë nënshkruajnë më poshtë, në të kundërtën japin arsyet e mospajtimit.

<table>
<thead>
<tr>
<th>Emri (emri i prindit) mbiemri</th>
<th>Numri personal</th>
<th>Numri i njësisë kadastrale</th>
<th>Nënshkrimi</th>
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Nënshkrimi dhe vula e gjodetit: ____________________________
Data: ____________________________

Gjeodeti i licencuar: N.N. Numri i licencës: XX
Zyra kadastrale komunale / Opštinska katastarska kancelaria: ________________

Zona kadastrale / Katastarska zona: ________________

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Parcel

Nr. i njësisë kadastrale / Br. katastarske jedinice: 4410-10

Numri i lëndës / Broj predmeta: 01/2020

Shkalla e zvoglimit / Razmera plana 1: 500

Lista e koordinatave, kodi dhe përfshkrimi i tyre / Lista koordinata, kod i njihov opis

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<tr>
<th>Nr.</th>
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Rilevoi / Snimio: ______________________________

(emri dhe mbiemri i gjeodetit/kompanisë/ime i prezime gjeodetit/kompanije)

Aprovoi / Usvojio: ______________________________

(emri dhe mbiemri i përsonit zyrtar/ime i prezime službenog lica)

Nr. i licençës / Br. licence: ____________________________

V.V.

Nënshkrimi / Potpis: ____________________________

Data e rilevimit / Datum snimanja: ____________________________

Data e aprovimit / Datum usvajanja: ____________________________
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<th>Shfrytëzimi aktual</th>
<th>Aktuelna upotreba</th>
<th>Sipërfaqja, Površina (m²)</th>
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**Numri rendor, Redni broj**

**Komuna**

**Opština**

**Zona kadastrale**

**Katastarska zona**

**Kultura, klasa**

**Shfrytëzimi aktual**

**Aktuelna upotreba**

**Sipërfaqja, Površina (m²)**

**Përshkr. i gjendjes së Njësisë**

**Opis stanja**

**Jedinice**

1. **Adresa, Vendi i quajtur**
2. **Infrastruktura**
3. **Tjera karakterist.(referencë)**

**Gjeodeti/kompania e licencuar:**

**Nr i licencës:**

**Nënshkrimi dhe vula:**

**Qendra**

**Republika e Kosovës**

**Qeveria e Kosovës**

**Ministria e Infrastrukturës dhe Ambientit/Ministrastvo Infrastrukture i Sredine/Ministry of Infrastructure and Environment**

**AGJENCIA KADASTRALE E KOSOVËS/KOSOVSKA KATASTARSKA AGENCIJA/KOSOVA CADASTRAL AGENCY**

**Agjencia Kadastrale e Kosovës**

**Prishtinë**

**Tokë ndërtimore**

**U 4410-16**

**Tokë ndërtimore**

**U 4410-17**

**Dokumenti në të cilin bazohet ndërrimi dhe rezultati i shiqimit në vend të ngjarjes nga personi zyrtar për mirëmbajtjen e kadastrit.**

**Dokument na kome se zasniva promena i rezultat uviđaja na licu mesta od strane službenog lica za održavanje katastra.**
### Komuna:

**Zona Kadastrale:**

**Numri i njësis kadastrale:**

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### Koordinatat përfundimtare

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Gjedeti / Kompania gjedete e licencuar:

Numri i licencës

Nënshkrimi dhe vula:
### FORMULARI PËR KORIGJIMIN E SIPËRFAQËS

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<th>Komuna:</th>
<th>Zona Kadastrale:</th>
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<tbody>
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<td>Numri i njësisë kadastrale:</td>
<td>Numri i lëndës:</td>
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#### 1. Tabela e ndryshimeve të sipërfaqes

<table>
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<tr>
<th>Numri i parcelës</th>
<th>Sipërfaqja faktike (m²)</th>
<th>Sipërfaqja nga SIKTK-T (m²)</th>
<th>Ndryshimi (m²)</th>
<th>Sipërfaqja e korrigjuar (m²)</th>
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*Bazuar në procesverbalin e terrenit, pronarët janë pajtuar me pikat definitive kufitare të vendosura në terren nga të cilat edhe është derivuar sipërfaqja definitive që regjistrohet në SIKTK.*

Nënskrimi dhe vula e gjodetit: ____________________  Data: ________________

---

Adresa:
RAPORTI TEKNIK

Gjeodeti / Kompania gjeodete e licencuar: ______________________ |
Numri i licencës: ______________________

Komuna: ______________________ |
Zona Kadastrale: ______________________

Numri i njësisë kadastrale: ______________________ |
Lloji i lëndës: ______________________

Bazuar në kërkesën e palës _______________ me numër personal _______________ të parashtruar me datën __________, është bërë kërkesa për marrjen e produkteve kadastrale në Zyrën Kadastrale Komunale _______________ me datë __________.

Pas analizimit të është dhënave me datë ___________ janë realizuar matjet në terren, për (ndarjen/bashkimin) e parcelave bazuar në (gjendjen faktike/sipërfaqe të barazuara).

Matjet në terren janë realizuar me instrument (lloji i instrumentit), ku fillimi është bërë matja e pikës kontrolluese __________ pastaj matjet janë realizuar bazuar në kornizën AKK nr.: 2020/01

Matje të dyfishta kontrolluese janë realizuar në pikat numër _______________.

Sfida gjatë realizimit të matjeve:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Matje të dyfishta kontrolluese janë realizuar në pikat numër _______________.

Raporti në formë tabelare:

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Nënshkrimi dhe vula e gjodetit: ______________________ |
Data: ______________________
Zyra kadastrale komunale / Opštinska katastarska kancelaria: Prishtine

Zona kadastrale / Katastarska zona: Prishtine

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Parcel

Nr. i njësisë kadastrale / Br. katastarske jedinice: 4410-10

Numri i lëndës / Broj predmeta: 01/2020

Shtëpia e zgjedhjes / Razmera plana: 500

Lista e koordinatave, kodë dhe përdhembrit e tyre / Lista koordinata, kod i njihov opis

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Rilevoi / Snimio: ____________________________

(Emri dhe mbiemri i gjeodetit/kompanisë/ ime i prezime gjeodetit/kompanije)

Aprovoi / Usvojio: ____________________________

(Emri dhe mbiemri i përsonit zyrtar/ ime i prezime službenog lica)

Nr. i licencës / Br. licence: ____________________________

V.V.

Nënshkrimi / Potpis: ____________________________

Data e rilevimit / Datum snimanja: ____________________________
**Procesverbal i Piketimit të Parcelës**

Gjeodeti / Kompania gjeodete e licencuar: ____________________________

Numri i licencës: ____________________________________________

Komuna: ____________________________

Zona Kadastrale: ____________________________

Numri i njësisë kadastrale: ____________________________

Bazuar në kërkesën e palës/ve ________________ me numër personal ________________ të parashtruar me datën ____________. Është bërë kërkesa për marrjen e produceve kadastrale në Zyrën Kadastrale Komunale ________________ me datë ____________. 

Pas analizimit të të dhënave me datë ____________ janë realizuar matjet në terren, për piketimin e parcelës/ave bazuar në (gjendjen faktike/koordinatave nga ZKK). Matjet në terren janë realizuar me instrument (lloji i instrumentit), ku fillimisht është bërë matja e pikës kontrolluese ____________ pastaj matjet janë realizuar bazuar në kornizën AKK nr.: 2020/01, përkatësisht kapitullit 9 për piketimin e kufijëve të parcelës. Matje të dyfishta kontrolluese janë realizuar në pikat numër ____________.

**Përshkrimi i realizimit të lëndës:** 1. kur në terren kemi gjendje faktike, 2. kur në terren nuk kemi gjendje faktike

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Nënshkrimi dhe vula e gjetetit: ____________________________

Data: ____________________________

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Gjeodeti i licencuar: N.N. Numri i licencës: XX

Adresa: ____________________________
Republika e Kosovës
Republika Kosova-Republic of Kosova
Qeveria - Vlada - Government
Ministria e Infrastrukturës dhe Ambientit/ Ministrastvo Infrastrukture i Sredine/ Ministry of Infrastructure and Environment
AGJENCA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/ KOSOVA CADASTRAL AGENCY

Zyra kadastrale komunale / Optïniska katastarska kancelaria: ______________________
Zona kadastrale / Katastarska zona: ______________________
Njësi kadastral / Vrsta katastarske jetëzakës: ______________________
Br. kadastrale jetëzakës / Br. katastarske jedinice: ______________________
Njësi i lëndës / Broj prejmet: ______________________
Rilevoi / Snimio: ______________________
Nënshkrimi / Potpis: ______________________
Data e rilevimit / Datum snimanja: ______________________
Aprovoi / Usvojio: ______________________
Nënshkrimi / Potpis: ______________________
Data e aprovimit / Datum usvajanja: ______________________

Listë e koordinatave, kodë dhe përshkrimi i tyre / Lista koordinata, kod i njihov opis

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Rilevoi / Snimio: ______________________
(emri dhe mbiemri i gjeodetit/kompanisë/ ime i prezime gjeodetit/kompanije)

Aprovoi / Usvojio: ______________________
(emri dhe mbiemri i përviti zyrtar/ ime i prezime shulbenj lica)

Nr. i licencës / Br. licence: ______________________
Nënshkrimi / Potpis: ______________________
Data e aprovimit / Datum usvajanja: ______________________

Data e rilevimit / Datum snimanja: ______________________
Gjeodeti i licencuar: N.N. Numri i licencës: XX

RAPORTI TEKNIK PËR RI-RREGULLIMIN E KUFIRIT TË PARCELAVE

Gjeodeti / Kompania gjeodete e licencuar: Numri i licencës:

Komuna: Zona Kadastrale: Numri i njësive kadastrale: Bazuar në kërkesën e palës _______________ me numër personal __________________ të parashtuar me datën __________, është bërë kërkesa për marjen e produktave kadastrale në Zyrën Kadastrale Komunale _______________ me datë _______________.

Pas analizimit të të dhëna me datë ____________ janë realizuar matjet në terren, për ri-rregullimin e kufinjëve të parcelave kadastrale bazuar në gjendjen faktike në terren.

Matjet në terren janë realizuar me instrument (lloji i instrumentit), ku fillimisht është bërë matja e pikës kontrolluese __________ pastaj matjet janë realizuar bazuar në kornizën AKK nr: 2020/01.

Matje të dyfishta kontrolluese janë realizuar në pikat numër ______________.

*Sfidat gjatë realizimit të matjeve:

Raporti në formë tabelare:

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<th>Sipërfaqja para ri-rregullimit të kufijve (m²)</th>
<th>Sipërfaqja e shprehur në (m²) dhe përqindje</th>
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Nënshkrimi dhe vula e gjodetit: ________________________ Data: ____________________
Zyra kadastrale komunale / Opštinska katastarska kancelaria: ________________

Zona kadastrale / Katastarska zona: Matičan

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Ndërtes

Numri i lëndës / Broj predmeta: 07/2019

Rilevoi / Snimio: ______________________________________

Nr. i licencës / Br. licence: ______________________

V.V.

Lista e koordinatave, kodë dhe përshkrimi i tyre / Lista koordinata, kod i njihov opis

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Aprovoi / Usvojio: ___________________________ (emri dhe mbiemri i përsonit zyrtar/ ime i prezime sluzbenog lica)

Nënshkrimi / Potpis: ______________________

Data e aprovimit / Datum usvajanja: ______________________

Data e rilevimit / Datum snimanja: ______________________

P a g e  7 8
Rr. Adem Jashari

Zyra kadastrale komunale / Opštinska katastarska kancelarija: ____________

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: _______________

Nr. i njësisë kadastrale / Br. katastarske jedinice: ____________

Numri i lëndës / Broj predmeta: ____________

Lista e koordinatave, kodi dhe përshkrimi i tyre / Lista koordinata, kod i njihov opis

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Aprovoi / Usvojio:
(emri dhe mbiemri i përsonit zyrtar/ ime i prezime sluhashnj lica)

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**Republika e Kosovës**

**Qeveria - Vlada**

**Ministria e Infrastrukturës dhe Ambientit /Ministarstvo Infrastrukture i Sredine / Ministry of Infrastructure and Environment**

**AGJENCIA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/ KOSOVA CADASTRAL AGENCY**

**REGJISTRI I PJESEVE TE NDERTESËS**

Gjeodeti apo kompania gjeodete e licencuar: XX numri i licencës: 99

O-71914075-00286-4-____-1-0

NDËRTESA O-71914075-00286-4-____-0

**Sipërfaqja [m²]**

37.86

**Lloji i Ndërtesës**

Shtëpi Banimi

**Adresa e Ndërtesës**

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**Adresa e Njësisë:**

**Vendi i quajtur:** Republika e Kosovës

**Shfrytëzimi i aktual:** Republika Kosova - Republic of Kosovo

**Qeveria e Kosovës - Vlada Kosova - Government of Kosovo**

**Ministria e Infrastrukturës dhe Ambientit/ Ministrastvo Infrastrukture i Sredine/ Ministry of Infrastructure and Environment**

**AGJENCIA KADASTRALE E KOSOVËS/ KOSOVSKA KATASTARSKA AGENCIJA/ KOSOVA CADASTRAL AGENCY**

**REGJISTRIMI I NdERTESËS / SHTËPISË**

**Pronari / Shfrytëzuesi:**

**Emri (Emri i prindit) Mbiemri:** Genc (Gentrit) Gashi

**Shtëpi banimi:** Lugu i thatë

**Rr. Radika:** 111.67

**1/1**: 100100100

**Gjeodeti/kompania e licencuar:**

**Nr i licencës:**

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Numri i lëndës / Broj predmeta: 07/2019
Rilevoi / Snimio: ______________________________________
Nr. i licencës / Br. licence: ______________________
Nënshkrimi / Potpis: ______________________
Data e rilevimit / Datum snimanja: ______________________
Aprovoi / Usvojio: ___________________________
Nënshkrimi / Potpis: ______________________
Data e aprovimit / Datum usvajanja: ______________________

Zona kadastrale / Katastarska zona: Matičan
Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Ndërtes
Shkalla e zvoglimit / Razmera plana: 1: 750

Lista e koordinatave, kodi dhe përhkrimi i tyre / Lista koordinata, kod i njihov opis

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V.V.

Nënshkrimi / Potpis: ______________________

Data e rilevimit / Datum snimanja: ______________________
Zyra kadastrale komunale / Opštinska katastarska kancelarija: Pristinë

Zona kadastrale / Katastarska zona: Malicion

Lloji i njësise kadastrale / Vrsta katastarske jedinice: Ndërtes

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Nr. i licencës / Br. licence: ________________________

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Nënshkrimi / Potpis: ________________________

Data e aprovimit / Datum usvajnja: ________________________

Data e rilevimit / Datum snimanja: ________________________

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Numri i licencës:  
Nënshkrimi dhe vula:

Koordinatat janë gjenëruar pas pozicionimit të pjesëve të ndërtesës në sistem koordinat Kosovare01

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Parcela 1270-3
Zyra kadastrale komunale / Opštinska katastarska kancelarija: Prishtinë

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Çaglavicë

Zona kadastrale / Katastarska zona: Çaglavicë

Ndërime / Predmet: 06/2019L

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Shtëpi

Shkalla e zvoglimit / Razmera plana: 1: 200

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Republika e Kosovës
Republika Kosova
Qeveria - Vlada - Government
Ministria e Infrastrukturës dhe Ambientit / Ministarstvo Infrastrukture i Sredine / Ministry of Infrastructure and Environment
AGENCIA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/ KOSOVA CADASTRAL AGENCY

Prishtinë
Shënti 200

Zona kadastrale / Katastarska zona: Çaglavicë

Ndërime / Predmet: 06/2019L

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Shtëpi

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Republika e Kosovës
Republika Kosova
Qeveria - Vlada - Government
Ministria e Infrastrukturës dhe Ambientit / Ministarstvo Infrastrukture i Sredine / Ministry of Infrastructure and Environment
AGENCIA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/ KOSOVA CADASTRAL AGENCY

Prishtinë
Shënti 200

Zona kadastrale / Katastarska zona: Çaglavicë

Ndërime / Predmet: 06/2019L

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Shtëpi

Shkalla e zvoglimit / Razmera plana: 1: 200

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Zona kadastrale / Katastarska zona: Çaglavici

Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Shëpi

Rilevoi / Snimio: ______________________________________

Nr. i licencës / Br. licence: 06/2019L

Nënshkrimi / Potpis: ______________________

Data e rilevimit / Datum snimanja: ______________________

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Aprovoi / Usvojio: ___________________________

Nënshkrimi / Potpis: ______________________

Data e rilevimit / Datum snimanja: ______________________

Data e aprovimit / Datum usvajanja: ______________________

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**Republika e Kosovës**

**Republika Kosova-Republic of Kosova**

**Qeveria -Vlada-Government**

**Ministria e Infrastrukturës dhe Ambientit/Ministrastvo Infrastrukture i Sredine/Ministry of Infrastructure and Environment**

**AGENCIJA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCY KOSOVA/KOSOVA CADASTRAL AGENCY**

Zyra kadastrale komunale / Opštinska katastarska kancelarija: Prishtinë

Nr. i njësisë kadastrale / Br. katastarske jedinice: 00252-7

Zona kadastrale / Katastarska zona: Caglavice

Numri i lëndës / Broj predmeta: 06/2019L

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Rilevoi / Snimio: ______________________

(vendi dhe mbiemri i gjeodetit/kompanisë/ ime i prezime gjeodetit/kompanisë)

Nr. i licencës / Br. licence:__________________________ V.V.

Aprovoi / Usvojio: ______________________

(vendi dhe mbiemri i përsonit zyrtar/ ime i prezime službenog lica)

Nënshkrimi / Potpis: ______________________

Data e rilevimit / Datum snimanja: ______________________

Nënshkrimi / Potpis: ______________________

Data e aprovimit / Datum usvajanja: ______________________

Republika e Kosovës

Republika Kosova-Republic of Kosova

Qeveria -Vlada-Government

Ministria e Infrastrukturës dhe Ambientit/Ministrastvo Infrastrukture i Sredine/Ministry of Infrastructure and Environment

AGENCIJA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCY KOSOVA/KOSOVA CADASTRAL AGENCY
### Komuna:
#### Numri i njësis kadastrale:

<table>
<thead>
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<th>Nr.</th>
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Gjeodeti / Kompania gjeodete e licencuar: Nënkulem
Numri i licencës: 642.590
Kati 1: 113.02
Bodrumi: 58.82
Përshes: 116.67
Kani 1: 113.02
Nënükalem: 76.80

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Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria e Kosovës- Vlada Kosova- Government of Kosovo
Ministria e Infrastrukturës dhe Ambientit/ Ministrastvo Infrastrukture i Sredine/ Ministry of Infrastructure and Environment
AGJENCIA KADASTRALE E KOSOVËS/KOSOVSKA KATASTARSKA AGENCIJA/ KOSOVO CADASTRAL AGENCY

---

Gjeodeti / Kompania gjeodete e licencuar: Nënkulem
Numri i licencës: 642.590
Kati 1: 113.02
Bodrumi: 58.82
Përshes: 116.67
Kani 1: 113.02
Nënükalem: 76.80
### Lista e Kontrollit Nga ZKK Për Përmbytjen e Lëndës

<table>
<thead>
<tr>
<th>Gjeodeti / Kompania gjeodete e licencuar:</th>
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<th>Komuna:</th>
<th>Zona Kadastrale:</th>
<th>Numri i lëndës:</th>
</tr>
</thead>
</table>

**Numri i njësisë kadastrale:**

1. **Përmbytja e lëndës**

| 1. | Kërkesa e parashtruar nga pronari apo i autorizuar i pronarit; |
| 2. | Dëshmia e burimit të dhënave zyrtare të lëshuara nga ZKK; |
| 3. | Dëshmia e pagesës për të dhënat e pranuara nga ZKK; |
| 5. | Procesverbali nga terreni; |
| 6. | Manuali i njësive kadastrale; |
| 7. | Regjistri i ndërrimeve; |
| 8. | Lista e koordinatave të matura; |
| 9. | Formulari i korrigjimit të sipërfaqes; |
| 10. | Letërnoftimi i pronarit; |
| 11. | Raporti teknik; |
| 12. | Certifikatën e pronësisë; kopja e planit |
| 13. | Letërnoftimi/Certifikata e biznesit kopje i parashtruesit të kërkesës; |
| 14. | Letërnoftimi kopje i fqinjëve; |
| 15. | Dokumentacioni i gjeodetit të licencuar; |
| 16. | Lista e të dhënave në formatin digital; |
| 17. | Marrëveshja për investim të përbashkët |
| 18. | Certifikata e përdorimit |
| 19. | Certifikata e adresës |
| 20. | Dokumente tjera që parashihen me ligjet dhe udhëzimet administrative në fuqi |

Emri dhe mbiemri i zyrtarit/es së ZKK-së: ____________________

Nënshkrimi: ____________________ Data: ____________________
DEKLARATË PËR PLOTËSIMIN / KORIGJIMIN E TË DHËNAVE PËR PRONAR NË SIKTK

Me datë ______________ me kërkesë për plotësim / korrigjim të të dhënave për pronar në SIKTK është paraqitur:______________________, me numër personal ______________, i lindur më ______________ në __________________, komuna _______________, me adresë ________________________________, i/e cila deklaron se të dhënat në Sistemin e Informacioneve Kadastrale të Tokave të Kosovës , janë të pasakta e të cilat duhet plotësuar/korigjuar me të dhëna të sakta.

Të dhënë për plotësim / korigjim janë:

<table>
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<tr>
<th>Nr.</th>
<th>Të dhënët në SIKTK</th>
<th>Të dhënët e plotësuara / korigjuara</th>
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<tr>
<td>5.</td>
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Pala bartë përgjegjësi juridike dhe penale për deklarimin e dhënë lidhur me deklarimin për plotësimin / korigjinën e të dhënave në SIKTK.

Bashkangjitur deklaratës janë këto dokumente (nënvizo): letërnjoftimi, çertifikata e lindjes, çertifikata e adresës, dokument tjetër ________________________________.

Emri, Mbiemri dhe nënshkrimi i deklaruesit/es: ___________________________________________
Republika e Kosovës
Republika Kosova-Republic of Kosova
Qeveria-Vlada-Government
Ministria e Infrastrukturës dhe Ambientit /Ministarstvo Infrastrukture i Sredine / Ministry of Infrastructure and Environment
AGJENCIA KADASTRALE E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/KOSOVA CADASTRAL AGENCY

Zyra kadastrale komunale / Opštinska katastarska kancelaria: Prishtinë Nr. i njësisë kadastrale / Br. katastarske jedinice: 100-0
Zona kadastrale / Katastarska zona: Prishtinë Numri i lëndës / Broj predmeta: 20/2020
Lloji i njësisë kadastrale / Vrsta katastarske jedinice: Parcelë Shkalla e zvoglimit / Razmera plana 1: 1000

Lista e koordinatave, kodri dhe përshkrimi

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Rilevoi / Snimio: ______________________________________
(Emri dhe mbiemri i gjeodetit/kompanisë/ ime i prezime geodeta/kompanije)

Aprovoi / Usvojio: ______________________________________
(Emri dhe mbiemri i përsionit zyrtar/ ime i prezime službenog lica)

Nr. i licencës / Br. licence: ____________________________
V.V.

Nënskrimi / Potpis: ____________________________

Data e rilevimit / Datum snimanja: ____________________________

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|----------------------|----------|--------------|-------------|-----------|

<table>
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<tr>
<th>Lloji i Servitutit</th>
<th>1. I përhershëm</th>
<th>2. I përkohshëm</th>
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**Komente, dokumente dhe vërejtje për Servitutin**

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<th>1. Regj. i qytetarëve</th>
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**Sipërfaqja e parcelës m²**

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**Kultura, klasa Shfrytëzimi**

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**Regjistrimi i Servitutit**

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**AGJENCIA KADASTRAL E KOSOVËS/ KATASTARSKA AGENCIJA KOSOVA/ KOSOVA CADASTRAL AGENCY**

**Republika e Kosovës**

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**Republika Kosova-Republic of Kosova**

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<th>Government</th>
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**Ministria e Infrastrukturës dhe Ambientit /Ministarstvo Infrastrukture i Sredine / Ministry of Infrastructure and Environment**

**Gjeodeti apo kompania gjeodete e licencuar: XX numri i licencës: 99**

**Rajoni shëndetëshi (Commune)**

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**REGJISTRI I SERVITUTIT**

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| REGJISTRI I SERVITUTIT | |
|------------------------|---|---|

| REGJISTRI I SERVITUTIT | |
|------------------------|---|---|