

SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Public review, submission, verification and coordination of spatial data of topographic plans and engineering network plans
2.	Service recipients	Natural persons Business entities Public sector entities Foreigners
3.	Service type: electronic/ non-electronic service	Electronic service
3.1.	Reference to e-service (<i>in the case of an electronic service</i>)	https://www.geoportal.lt/extra-services-webapp/views/topd/serviceInfo.jsf
3.2.	Reference to the application form(s) (<i>in the case of a non-electronic service</i>)	-
4.	Service provision term	12 business days
5.	Service price	-
6.	Methods and procedure of payment for the service (<i>including the possibility of payment for foreigners</i>)	-
7.	Service provision process description	Registration on the portal (www.geoportal.lt), submission of the application to the administrator of the portal by e-mail topd@gis-centras.lt , data collection from authorities for the ordered territory, submission, examination and coordination of plans
8.	Information and documents to be submitted by the person	The log-in name to www.geoportal.lt and the surveyor's qualification certificate number
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	Tautvydas Berteška, the Chief Specialist of the Division of Architecture and Territorial Planning Phone: +370 343 90036, e-mail: tautvydas.berteska@marijampole.lt .
10.	The procedure of appealing against acts (omissions) of the service provider	According to the procedure established by legal acts
11.	Contact details of the organisations (<i>if any</i>) that can provide the necessary information or practical assistance to	National Centre for Remote Sensing and Geoinformatics GIS-Centras (SE GIS-Centras) Phone: +370 5 272 4741, e-mail: topd@gis-centras.lt

	service recipients	
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