

Objection to the Adoption of New Cadastral Plans

Purpose: The purpose of the electronic application for objection to the adoption of New Cadastral Plans is the friendly and quick submission of the application by the citizen, avoiding the need to visit and District Lands Office. The applicant has the option to submit the application electronically, stating the reason for the objection and attaching a detailed report explaining clearly the problem that was created on his property, with the adoption of the New Cadastral Plans.

Login to the System: The user by using his access codes proceeds with Login into the System. Automatically, the page "**Dashboard**" appears, with a catalogue of available electronic applications, as shown in Figure 1.

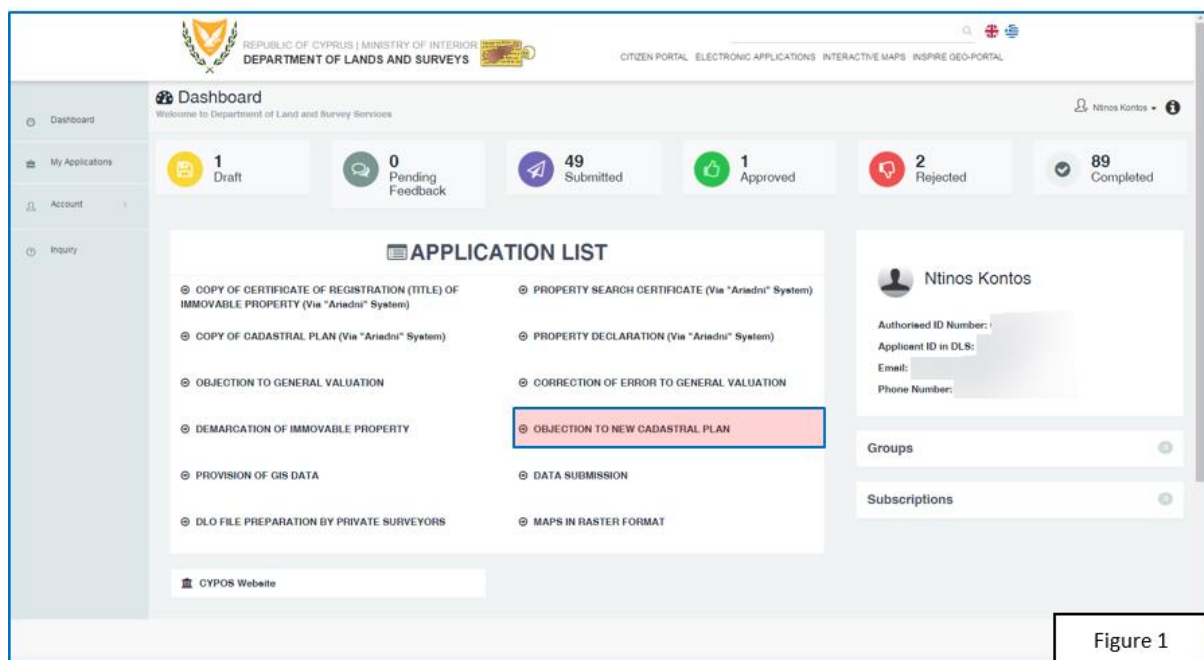


Figure 1

Tab 1 "General Information": From this catalogue, the user selects the application "**Objection to New Cadastral Plans**", as shown in the red box in Figure 1. Automatically the System opens the page of the tab 1 "**General Information**", as in Figure 2, which includes a brief description of the application.

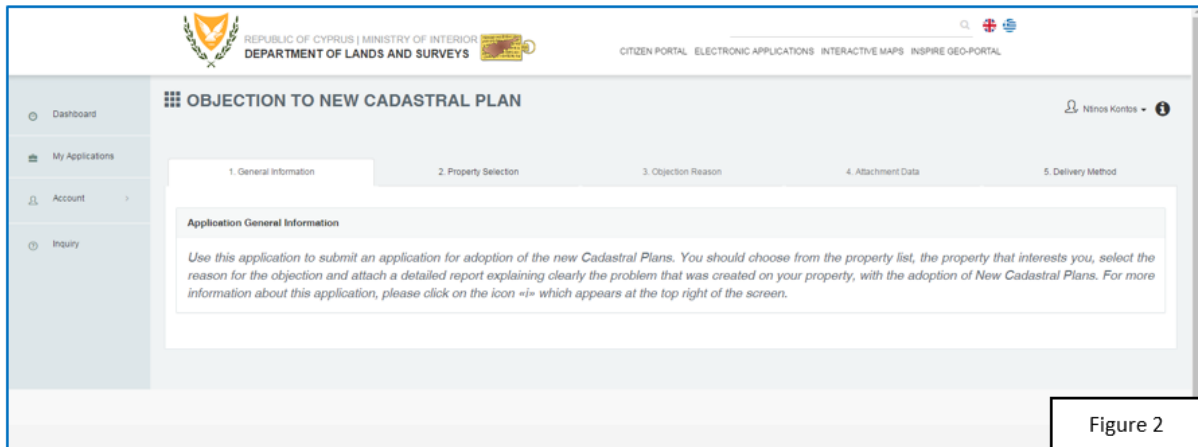


Figure 2

Tab 2 «Property Selection»: Then the applicant selects tab 2, "Property Selection". The first part of the page appears as in figure 3, from which the applicant has to choose if he acts on his own properties, or the properties of someone who represents.

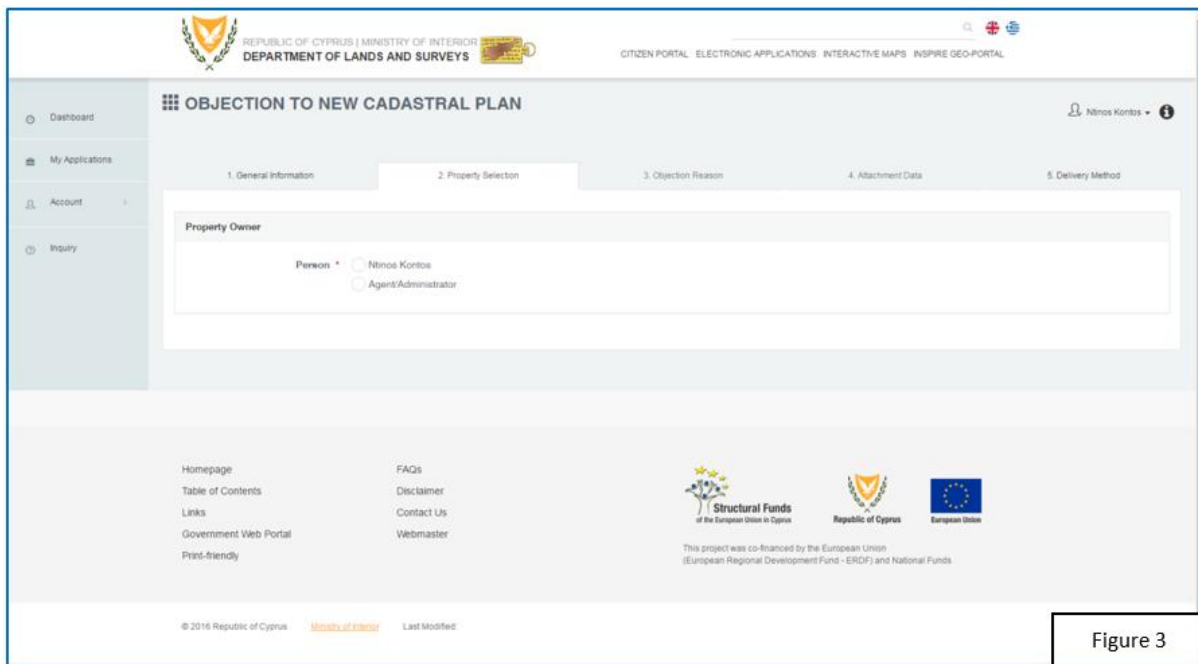


Figure 3

Property Catalogue: According to the choice of the applicant, the System displays the property ownership catalogue of the applicant or the one any person he may be acting on behalf, as in Figure 4.

OBJECTION TO NEW CADASTRAL PLAN

1. General Information | 2. Property Selection | 3. Objection Reason | 4. Attachment Data | 5. Delivery Method

Property Owner

Person * ☒ Ntinos Kontos
☐ Agent/Administrator

Please select a property from the catalogue

The list of properties shown below includes ONLY your properties for which there is an Open Application for Adoption of New Cadastral Plans and the new plans have been already posted/published.

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel No	Scale	Registration Block/Number	Location	Extend	Share	Expiry Date
FIELD	Nicosia	AKAKI		29	06	0	126	1:5000	0/7165	BYZATZIA	1338	1/2	30/04/2016
FIELD	Nicosia	AKAKI		29	06	0	128	1:5000	0/7167	BYZATZIA	1338	1/1	30/04/2016
FIELD	Nicosia	AKAKI		29	06	0	130	1:5000	0/7169	BYZATZIA	1338	1/2	30/04/2016
FIELD	Nicosia	AKAKI		29	06	0	140	1:5000	0/7181	BYZATZIA	2676	1/2	30/04/2016

If any of your properties is not shown on the «Property Catalogue» above, please apply to a District Land Office or use the e-service "PROPERTY DECLARATION (Via "Ariadni" System)", in order to declare your property. Your request will be investigated by an officer of the Department of Lands and Surveys and you will be informed accordingly.

Figure 4

Properties which are not displayed in the Property Catalogue: The properties are displayed in this catalogue are ONLY the properties for which New Cadastral Plans have been already published, with an Adoption of New Cadastral Plans or General Registration DLO File. If you realize that any of your properties, for which New Cadastral Plans have been already published, is not displayed in the Property Catalogue, this means that the specific property is registered in the Department of Lands & Surveys with a special number different than your identity card.

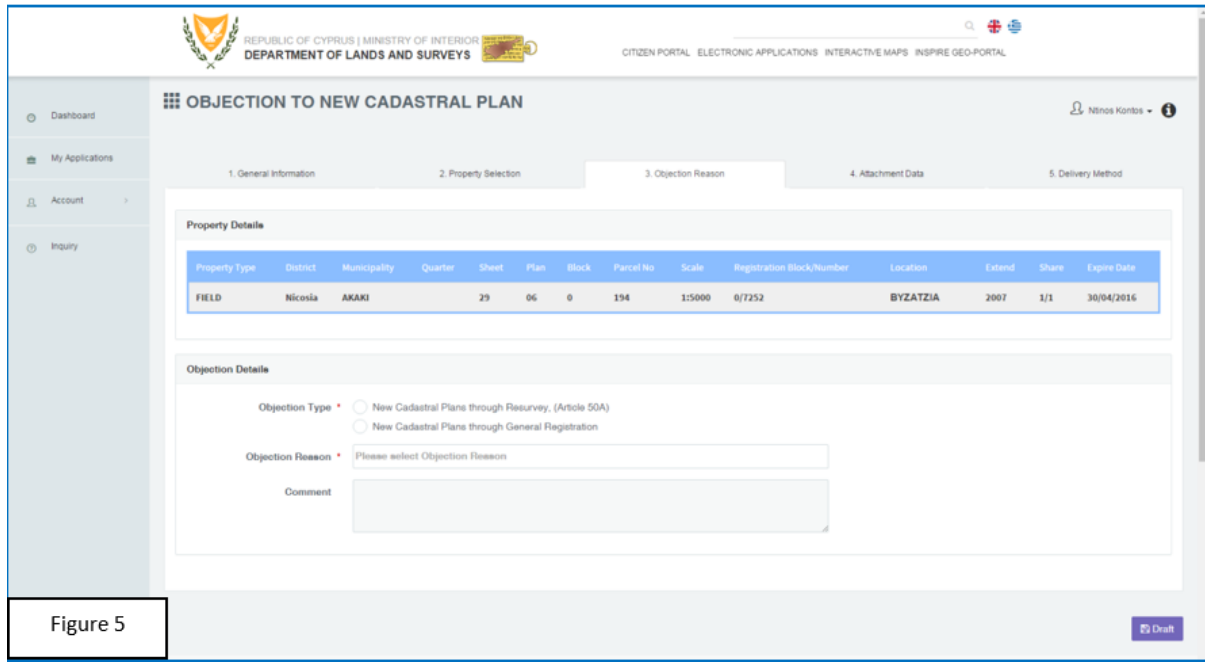
This number is a "special number", which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys has been making continuous efforts to replace these numbers with the actual identity card numbers.

Citizens' contribution in this effort is important and valuable therefore, our request is to respond positively through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.

Therefore, you can apply to a District Land Office or use the online service "Property Declaration" and declare your property which is not appear in the "Property Catalogue". A DLS officer will then examine your entries, and after the investigation you will be informed accordingly.

From this catalogue, the applicant can select the property for which he wants to submit an application for objection. He can limit, (filter), this catalogue depending on the District he will choose, using the **"Filter"** button as shown in red frame in figure 4 above.

Tab 3 «Objectio Reason»: After the applicant selects the property he is interested in, the system transfers him to the page of tab 3 **"Objectio Reason"**, where he must register the Objection Details (obligatory action), as in Figure 5.



The screenshot shows the 'OBJECTION TO NEW CADASTRAL PLAN' form, Tab 3: Objection Reason. The form is divided into two main sections: 'Property Details' and 'Objection Details'.

Property Details:

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel No	Scale	Registration Block/Number	Location	Extend	Share	Expire Date
FIELD	Nicosia	AKAKI		29	06	0	194	1:5000	0/7252	BYZATZIA	2007	1/1	30/04/2016

Objection Details:

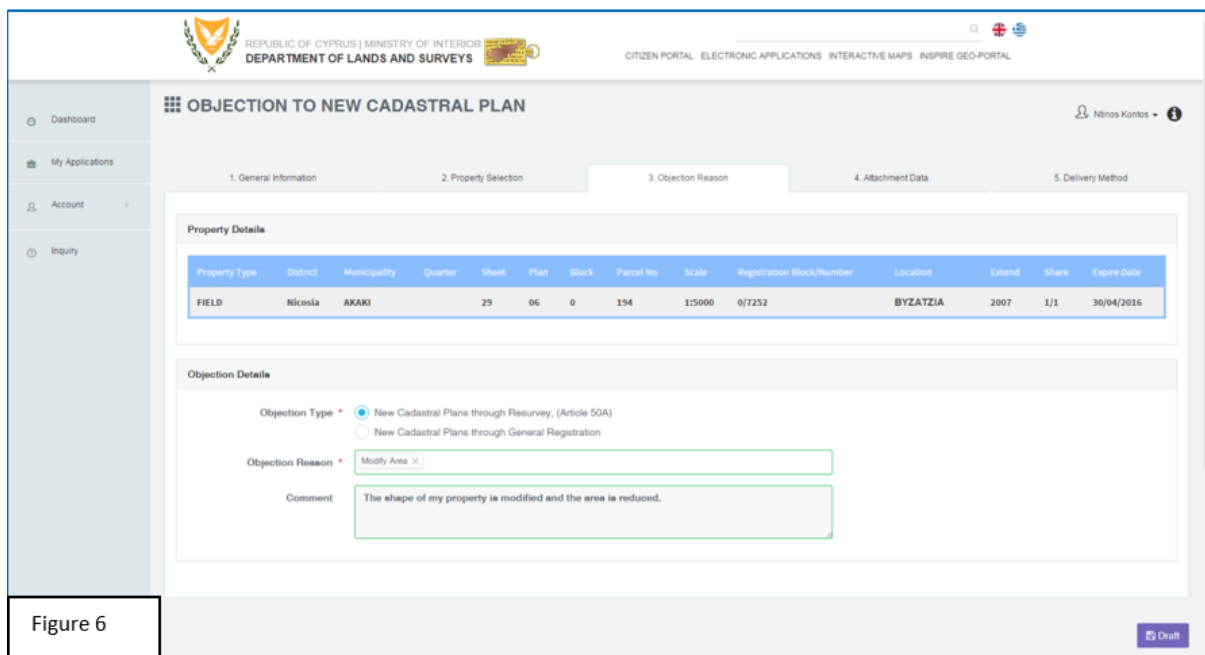
Objection Type * ☐ New Cadastral Plans through Resurvey, (Article 50A) ☐ New Cadastral Plans through General Registration

Objection Reason *

Comment

Figure 5

The fields **"Objection Type"** and **"Objection Reason"** are mandatory and in the field **"Comments"** the user may optionally enter a brief description, which identify the problem. In the **"Objection Reason"** field, the user may choose more than one reason from the List of Values, as in Figure 6.



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Objection Details:

Objection Type * ☒ New Cadastral Plans through Resurvey, (Article 50A) ☐ New Cadastral Plans through General Registration

Objection Reason *

Comment

Figure 6

Tab 4 "Attachment Data": Once the applicant registers the above information, he selects tab 4 "Attachment Data" and the System displays the page from which the applicant has the ability to attach files, as in picture 7. The applicant is encouraged to attach a detailed report explaining clearly the problem created on his property, with the adoption of New Cadastral Plans. There are the following options:

1. **Upload File:** The user can upload one or more files from the browser.
2. **Upload folder:** The user can upload a folder from the browser.

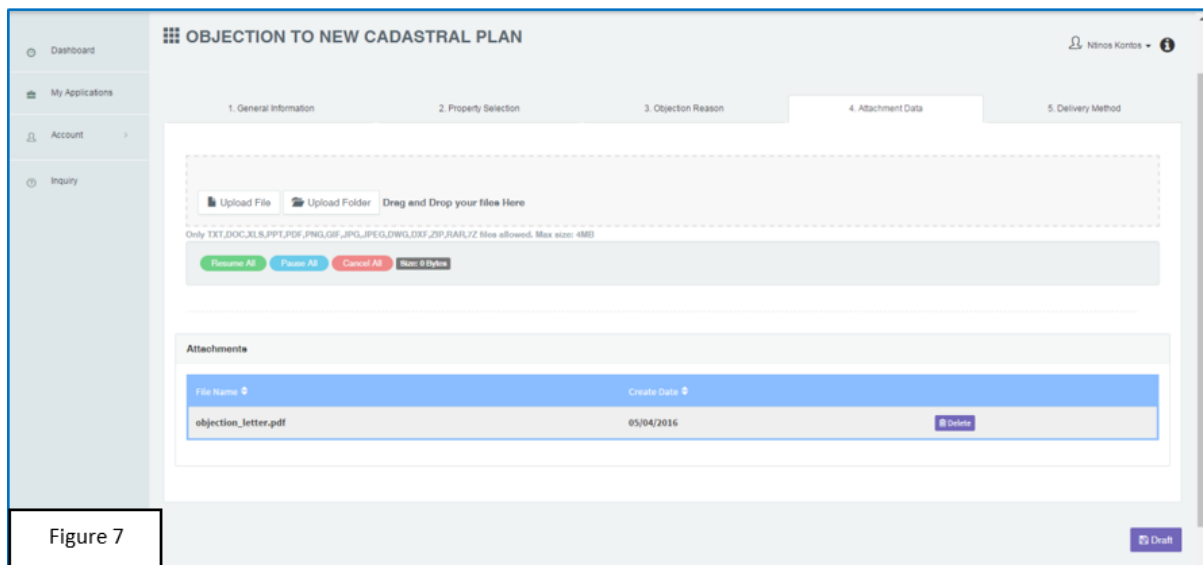


Figure 7

After the applicant attaches the files, using the "Upload File" button, he can see the attachments appearing immediately in the attachment frame, or he can delete them using the "Delete" button that appears in the file line as shown in the picture above

Tab 5 "Delivery Method": After the applicant attaches the necessary files, he selects tab 5, "Delivery Method", to indicate the details of his postal address in which he wishes to be informed of the date of application examination, or for anything else he may need about his application, as shown in Figure 8.

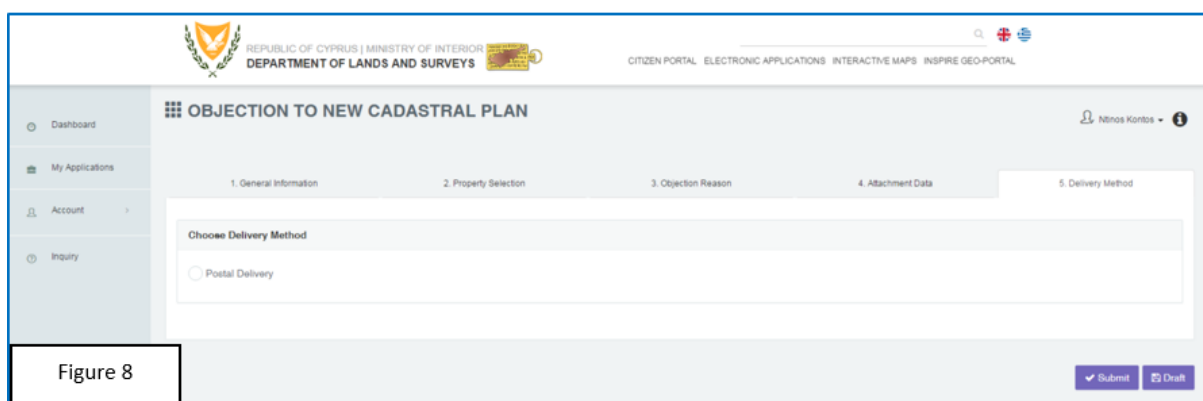


Figure 8

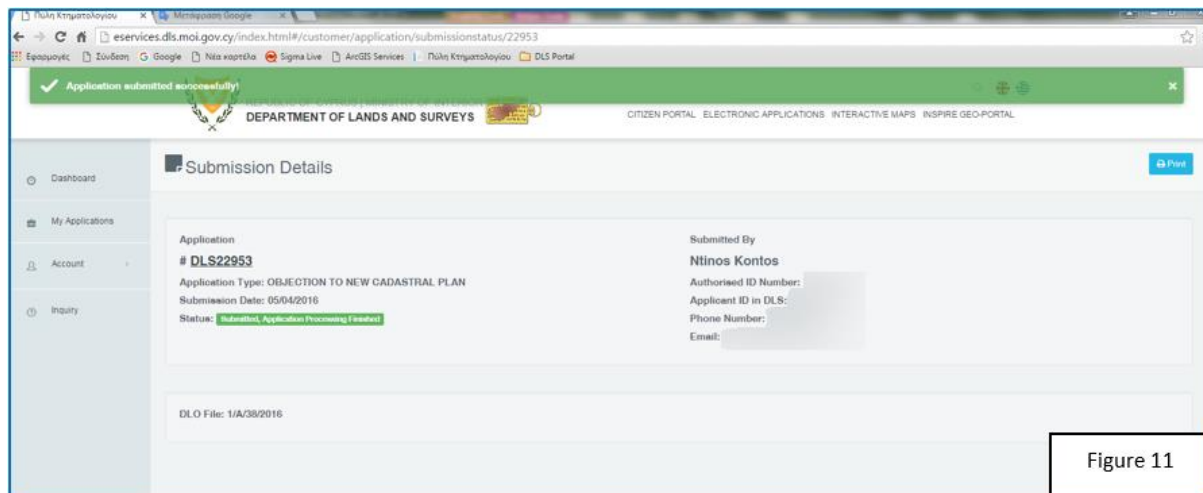
Postal Address: By selecting the Postal Delivery method, the System displays the Fields of the Postal Address which the applicant has to confirm or modified, as in figure 9.

Figure 9

After the applicant determines his postal address, he selects the **"Submit"** button to complete the application. Automatically the System displays a message for the applicant to confirm if he wants to proceed with the submission of the application, as in Figure 10.

Figure 10

The system displays a message that the application has been submitted successfully and simultaneously displays the confirmation of the submission of the application, as in Figure 11, below.



Note: At this stage, the submission of the application of Objection to the Adoption of New Cadastral Plans is free.

View the Details of the application: The applicant has the option to see the details of his application in two ways:

1. By selecting the button 'My Applications' shown on the left side of each screen.
2. By Selecting directly the number of the application from the confirmation screen of the submission, which appears immediately after the payment.