

SERVICE CARDS

MUNICIPALITY OF LARISSA

SERVICE CARD	
Name and purpose of service	
Control and functioning of farmer's markets	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
Producers or resellers apply for farmer's market permit	
Competent Authority	
Department for the Regulation of Commercial Activities/ Directorate for Local & Agricultural Economy	
Documents required to process the request	
(a) Producers: certificate of registration with the Farmers Register, certificate by the social security organization, types and quantities of produce, health certificate, business activity commencement, cash register, tax clearance certificate	
(b) Resellers: unemployment certificate, social criteria, social security clearance certificate, tax clearance certificate, income criteria, health certificate, business activity commencement, cash register	
Procedure and time required to process the request (by the Authority concerned)	
(a) Producers: application, submission of supporting documents, Municipal Council decision, granting of permit - placement, if there are vacancies in farmer's markets (20 days)	
(b) Resellers: identification of vacancies in farmer's markets, Municipal Council decision, approval by the Regional Authority, publication of Notice by the Regional Authority, submission of applications & supporting documents (within 1 month), evaluation of applications by a 5-member committee appointed by the Head of Region, granting of permit - placement in farmer's markets (3 months)	
(c) Supervision of farmer's markets: daily presence of an officer of the Authority at farmer's markets (6 days/week - 15 farmer's markets)	
Competent officers/Contact persons	
2 persons for granting permits; 3 persons for supervision - fee collection	
Fees	
EUR 1/ linear meter/day	
Legal basis	
Law 4264/2014 (& new recent law on street trading -13 November 2017)	
Appeal procedure	
Application reviewed by the supervisor (Municipal officer) in cooperation with the collective bodies of producers and small distributors	
Additional information	
The new law on street trading provides different procedures for applications, placement, placement improvement, award of promotion points, etc. to be reviewed by a committee setup by the Regional Authority	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Permit to operate health-regulated establishments	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
A natural person or the legal representative of a legal person or other authorized person files an application	
Competent Authority	
Department for Permits & Advertising/ Directorate for Local & Agricultural Economy	
Documents required to process the request	
Application, map of the area indicating the exact position of the establishment, land usage, solemn declaration that the operation of the establishment is allowed under the Rules of the building where it is located, certificate that there are no debts to the Municipality, Articles of Association (in case of companies)	
Procedure and time required to process the request (by the Authority concerned)	
(a) Supporting documents are checked for completeness - certificate is issued for registration of the commencement of professional activity with the tax office (legislation: within (15) days from the application - Permit Card 2 days, at the most) - certificate valid for 5 months	
(b) The commencement of professional activity is registered with the tax office, fees are paid to the Municipality	
(c) The body fills in the online form (notifybusiness.gov.gr), permit is issued online - Municipality is informed online	
(d) The information entered in the online form is checked and forwarded to the competent authorities (fire department, health department, urban planning authority, Greek Police) for checking - deadline 5 (working) days (also applies for the Municipality)	
(e) Penalties are imposed (compliance period of 5-10 days, fine)	
Competent officers of the Authority/Contact persons	
3 persons for permit granting and penalties	
Fees:	
EUR 185 payable to the Municipality	
Legal basis	
Government Gazette Series II 1723/18-5-2017 (ANNEXES A-D)	
Appeal procedure	
Appeals may be lodged to the Decentralized Administration within fifteen (15) days from the date of the decision or ten (10) days past the 15-day time limit without any action having been taken (Article 227 of Law 3852/2010)	
Appeals may be lodged with the second-level committee referred to in Article 152 (within 1 month from the appeal lodged with the Decentralized Administration) as well as with administrative courts (no time limits apply)	
Additional information	
Currently, the old procedure for granting permits applies only to entertainment venues, play grounds and Internet establishments (establishments where Internet services are offered) (about 2% of the permits applied for)	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Inspections of unauthorized structures/buildings	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
Complaint (the complainant's identity is known), police order, press publications	
Competent Authority	
Department for the Inspection of Structures & Buildings / Urban Planning Directorate	
Documents required to process the request	
Complaint form	
Procedure and time required to process the request (by the Authority concerned)	
<p>(a) A search is performed in the authority's records for related documents, permits, approvals, etc. regarding the property concerned</p> <p>(b) An inspection team (two officers of the Authority) is set up and carries an on-site inspection the property</p> <p>(c) Urban planning legislation violations are identified, a report is prepared, signed by the members of the team and sent to the owner of the property</p> <p>(d) Appeals, if any, are lodged within the time limit set, appeals are heard and the decision of the respective Board for Urban Planning and Contestation Matters is sent to the Authority</p> <ul style="list-style-type: none"> · If the appeal is admitted: the procedure ends and no fine is imposed · If the appeal is dismissed: the amount of the fine is calculated (both for the building and keeping of the structure/building) - where the unauthorized structure/building is authorized (subject to applicable legislation) the owner is called upon to pay a fine for its building. The penalty for keeping the structure/building is calculated until the date of its authorization <p>(e) The amount of the fine is calculated based on the violations identified, a fine assessment is issued and sent to the Treasury (Financial Department) of the Municipality and the Tax Office</p>	
Competent officers/Contact persons	
6 persons (1 person with university education, 5 persons with engineer education)	
Fees	
No	
Legal basis	
Legislation on unauthorized structures/buildings	
Appeal procedure	
Appeals lodged against the inspection report (reviewed by the respective Board for Urban Planning and Contestation Matters)	
Additional information	
<p>Due to shortage of staff and vehicles it is not possible to carry out inspections on own initiative</p> <p>The setting up of a 2-person team and the registration of inspection reports limit the risk of illegal transactions</p> <p>Due to the fines imposed on the owners of the properties inspected there are suspicions that specific persons may be targeted</p>	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Building approval and permit (and justified refusal to grant permit)	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
Application filed by a citizen. Accompanying supporting documents are checked for completeness	
Competent Authority	
Building Permit Department - Urban Planning Directorate	
Documents required to process the request	
Those established by the urban planning legislation	
Procedure and time required to process the request (by the Authority concerned)	
Building approval procedure: Topographical map is studied, building diagrams and tax-related aspects are checked	
Building permit procedure: The designs involved are checked for completeness, individual designs and tax-related aspects are checked	
Building approval time limit: 5 days / 2 months in case of observations	
Building permit time limit: 2 days	
Competent officers/Contact persons	
Building approval: 2 surveyors, 5 engineers of various specialties (architect, civil engineers with university and technical education), 1 electrician	
Building permit: 5 engineers of various specialties (architect, civil engineers with university and technical education), 2 structural engineers, 2 mechanical engineers with university and technical education, 1 electrician	
+ 3 engineers (Municipality of Tempí) + 1 engineer (Municipality of Kileler)	
Fees	
Those established by the urban planning legislation	
Legal basis	
Urban planning legislation	
Appeal procedure	
Appeal - appeal to the respective Board for Urban Planning and Contestation Matters - appeal to the Secretary-General for Decentralized Administration - extrajudicial notices - complaints and court appeals	
Additional information	
Complex legislation - ownership (land registration is underway) - disagreements with engineers	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Applications certificates	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
Citizen application	
Competent Authority	
Building Permit Department - Urban Planning Directorate	
Documents required to process the request	
Those established by the urban planning legislation in each case	
Procedure and time required to process the request (by the Authority concerned)	
Procedure: on a case to case basis (other departments or authorities may look for information kept on file, possibility of queries to the Decentralized Administration)	
Time limit: 50 days (Public Servant Code)	
Competent officers/Contact persons	
18 engineers of various specialties + 2 8-month periods + 3 engineers (Municipality of Tempi) + 2 engineers (Municipality of Kileler)	
Fees	
Where required under urban planning legislation	
Legal basis	
Urban planning legislation	
Appeal procedure	
Appeal - extrajudicial notices - complaints and court appeals	
Additional information	
Complex legislation - ownership (land registration is underway) - constant contact with citizens (providing information, meetings for inspections, clarifications, corrections) - disagreements with engineers - negative preconceptions	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Application of the regulation for the operation of the new Municipal Cemetery (exhumations)	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
(a) application by the responsible party	
(b) procedure launched by the Municipality on own initiative (for time periods over 5 years)	
Competent Authority	
Department for Cemeteries / Directorate for Local & Agricultural Economy	
Documents required to process the request	
(a) Identification card of the responsible party	
(b) List of long abandoned graves	
(c) Public Prosecutor order (only for periods under 3 years)	
Procedure and time required to process the request (by the Authority concerned)	
(a) The identity of the responsible party is checked against the data in the system, exhumation is performed, the responsible party provides a solemn statement with instructions about further disposal of the bones	
(b) The Authority records long abandoned graves and sends a first notice to the responsible parties (with proof of delivery), followed by a 2nd notice after 2 months in case of no action on the part of the recipients of the notices. Next, a list is drafted with remains eligible for exhumation (in respect of which there has been no response to the Authority's actions), the list is approved by the competent Vice-Mayor, the exhumations are performed in line with the regulation and the bones are disposed of (notwithstanding the regulation, exhumed bones are kept for 5 months to accommodate cases where the responsible parties are late to respond).	
Competent officers/Contact persons	
3 persons	
Fees	
3 years: EUR 205 (parish church), EUR 230 (church of the new cemetery)	
Each extension year: EUR 77/year	
Legal basis	
Municipal Cemetery Regulation (approval by the Town Council) - bodies remain buried for three years (mandatory period), extension to 5 years. Past the 5-year period bodies must be exhumed	
Appeal procedure	
No provision is made for appeals. In all other respects, the provisions on administrative courts apply	
Additional information	
There is no legislative framework establishing a procedure for own initiative exhumations (the relevant procedure is established in the regulation of each Municipality)	
The law is unclear as to who the responsible party is (disagreements among family members, litigations, etc.) and about future obligations to the Authority	
It is a delicate matter that requires delicate handling, and causes conflicts between family members, social groups and authority officers	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Application of the regulation for the operation of the new Municipal Cemetery (burials)	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative) Declaration by the funeral home	
Competent Authority	
Department for Cemeteries / Directorate for Local & Agricultural Economy	
Documents required to process the request	
Burial permit	
Procedure and time required to process the request (by the Authority concerned) The time of the burial is agreed with the priest (of the parish church or of the church of the new cemetery), the authority is notified of the burial and of the particulars of the responsible party, the burial site is established and the burial performed No mandatory time limit is set for action - concerns arrangements made by the deceased's family	
Competent officers/Contact persons	
3 persons	
Fees	
3 years: EUR 205 (parish church), EUR 230 (church of the new cemetery)	
Each extension year: EUR 77/year	
Legal basis	
Municipal Cemetery Regulation (approval by the Town Council) - bodies remain buried for three years (mandatory period), extension to 5 years. Past the 5-year period bodies must be exhumed	
Appeal procedure	
No provision is made for appeals. In all other respects, the provisions on administrative courts apply	
Additional information	
There is lack of institutional framework for official burial procedures (each Municipality establishes burial-related aspects in its Cemetery Regulation) - recommendations have been made by the Ombudsman The law is unclear as to who the responsible party is (disagreements among family members, litigations, etc.) and about future obligations to the Authority It is a delicate matter that requires delicate handling, and causes conflicts between family members, social groups and authority officers Often professionals take advantage of family members/relatives as regards the funeral service, the burial, the maintenance of graves, etc. in the name and without any involvement of the Authority Amounts collected are not paid to the Municipality (fees which funeral homes collect and must pay to third parties)	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Controlling stationary - itinerant trade	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative)	
Own-initiative control, complaints by natural persons, agencies, associations, press publications	
Competent Authority	
Municipal Police / Greek Police	
Documents required to process the request	
Application - Report - Complaint	
Procedure and time required to process the request (by the Authority concerned)	
Immediate control action, fines, inventory, destruction of goods, payment of half the fine for appeals	
Competent officers/Contact persons	
4 municipal police officers (supervisor, call operator, active duty officers)	
Fees	
No	
Legal basis	
Law 4497/2017 (Article 55(1), Annex 1C)	
Appeal procedure	
Appeals may be lodged with the Decentralised Administration Coordinator (30 days)	
On a second level appeals may be lodged with an Administrative Court of First Instance (60 days)	
Additional information	
Information about the procedure is given in the violation report	
Information about annexes	

SERVICE CARD	
Name and purpose of service	
Control procedure regarding the installation of tables and chairs on pedestrian walks - sidewalks - squares	
	Date of approval of the service card
	Person in charge
Commencement of administrative procedure (a. external application e.g. by citizens, businesses, other agencies, b. internal application e.g. by another agency of the Municipality concerned, c. action by the competent Authority taken on own initiative) Own-initiative control, complaints by natural persons, agencies, associations, press publications	
Competent Authority Municipal Police /Revenues Department	
Documents required to process the request Application - Report - Complaint	
Procedure and time required to process the request (by the Authority concerned) Immediate control actions are taken, a 7-day compliance period is granted, tables and chairs are removed (subject to decision by the Revenues Department)	
Competent officers/Contact persons 4 municipal police officers (supervisor, call operator, active duty officers)	
Fees No	
Legal basis Law 3463/2006, Law 3852/2010, Royal Decree 24-9-1958, Law 1080/1980, Law 4483/2017 (Article 55)	
Appeal procedure Inspection reports may be appealed within 10 days	
Additional information Information about the procedure is given in the inspection report	
Information about annexes	

MUNICIPALITY OF SKYROS

SERVICE CARD	
Name and purpose of service: Burial Permit - Use of Municipal Cemeteries	
	Date of approval of the service card: 28 November 2017
	Person in charge: Dimitrios Givisis, Mersyni Mandilara
Commencement of administrative procedure: <p>The citizen concerned submits to the Civil Registry of Skyros (Mandilara) the medical death certificate for the deceased and the death certificate is issued, which includes the burial permit against a fee of EUR 100 payable to the Municipality</p>	
Competent Authority: <p>Department of Administrative-Financial Services of the Municipality of Skyros, Civil Registry of Skyros</p>	
Documents required to process the request <p>Medical death certificate and identification card of the deceased</p>	
Procedure and time required to process the request <p>Burial permits are granted immediately</p>	
Competent officers of the Authority/Contact persons: Mersyni Mandilara	
Fees Burial fee: EUR 100	
Legal basis: (The Regulation on Cemeteries adopted by the Town Council is not yet applied)	
Appeal procedure:	
Additional information <p>1/ The burial fee is paid before the burial permit is issued WHERE THE PERMIT IS ISSUED ON WORKING DAYS AND HOURS WHEN THE MUNICIPALITY'S TREASURY IS OPEN. Otherwise, the Civil Registrar informs the citizen concerned about the fee, which the citizen has to pay on a following business day.</p> <p>2/ However, it is difficult to collect the burial fee after the permit has been issued as the Authority has to prepare an assessment report for the fee and assign it to the Taxpayer Identification Number of the person concerned/heir.</p> <p>NOTE: On the island/in the Municipality of Skyros there are no funeral homes or morgues where the body can be kept so that the permit granting procedure and the burial can be performed on business days and hours in order for the Town Council to collect the burial fee.</p>	
Information about annexes	

SERVICE CARD	
Name and purpose of service: Permit to use parts of beaches	
	Date of approval of the service card: 28 November 2017
	Person in charge: Dimitrios Givisis
Commencement of administrative procedure: <p>A citizen submits an application to the competent officer indicating the public part of a beach he/she wants to rent (the topographic map for that part of the beach is prepared by a land surveyor employed by the Municipality)</p>	
Competent Authority: <p>Municipality of Skyros, Administrative-Financial Department (to this date there is an overlap with the competences of the Department for Economic Development)</p>	
Documents required to process the request: Application	
Procedure and time required to process the request <p>According to the relevant Joint Ministerial Decision the aforementioned supporting documents and draft contract are submitted to the Public Real Estate Agency for approval. The entire process takes about 10 days.</p>	
Competent officers of the Authority/Contact persons: Dimitrios Givisis	
Fees : <p>The annual fee fixed by the Town Council is adjusted based on the surface area of the beach portion concerned each time</p>	
Legal basis: <p>The respective Joint Ministerial Decision</p>	
Appeal procedure	
Additional information <p>Monitoring is needed on a constant basis and not just occasionally</p>	
Information about annexes	

SERVICE CARD	
Name and purpose of service: Permit to use public areas	
	Date of approval of the service card: 28 November 2017
	Person in charge: Dimitrios Givisis
Commencement of administrative procedure: <p>A citizen submits an application to the competent officer indicating the public part of a beach he/she wants to rent (the topographic map for that part of the beach is prepared by a land surveyor employed by the Municipality) The Municipality checks on its own initiative if the applicant has any debts to the Municipality. This check is a prerequisite for the rental</p>	
Competent Authority: <p>Municipality of Skyros, Administrative-Financial Department (to this date there is an overlap with the competences of the Department for Economic Development)</p>	
Documents required to process the request: Application	
Procedure and time required to process the request <p>Applications are approved by decision of the Town Council</p>	
Competent officers of the Authority/Contact persons: Dimitrios Givisis	
Fees: <p>The annual fee fixed by the Town Council is adjusted based on the surface area of the beach portion concerned each time</p>	
Legal basis: <p>The respective Joint Ministerial Decision</p>	
Appeal procedure	
Additional information <p>Monitoring is needed on a constant basis and not just occasionally</p>	
Information about annexes	

SERVICE CARD	
Name and purpose of service: Permit to connect a building to the municipal water supply network	
	Date of approval of the service card: 28 November 2017
	Person in charge: Spyridoula Skaltsari (Head of the Technical Department)
Commencement of administrative procedure: An application is filed by a citizen or another agency	
Competent Authority: Municipality of Skyros, Technical Department	
Documents required to process the request: Application form, identification card, permit for the building issued by the urban planning authority, proof of payment of the connection fee, ownership title	
Procedure and time required to process the request 1/ The plumber of the Municipality (Evangelos Lykos) reviews the application to ensure the technical requirements are met and the citizen is informed about the connection cost 2/ The citizen pays the connection fee to the Treasury of the Municipality 3/ The application is approved by the Head of the Technical Department who also schedules the installation of the water meter	
Competent officers of the Authority/Contact persons Evangelos Lykos (plumber), Dimitrios Givisis (treasurer), Spyridoula Skaltsari (Head of the Technical Department)	
Fees Connection fee EUR 180.00. There may be an additional charge if additional materials are needed	
Legal basis: Regulation of the Municipality on water supply	
Appeal procedure: Town Council	
Additional information The above procedure in respect of an application can be easily stopped by members of the elected administration because either supporting documents are missing or the application was given priority when it should not have	
Information about annexes	

SERVICE CARD	
Name and purpose of service: Acceptance of land concession to obtain plot size and shape suitability certificate	
	Date of approval of the service card: 28 November 2017
	Person in charge: Spyridoula Skaltsari (Head of the Technical Department)
Commencement of administrative procedure: Application is filed by citizen	
Competent Authority: Municipality of Skyros, Technical Department	
Documents required to process the request: Application form, identification card, concession deed, topographic map	
Procedure and time required to process the request 1/ The land surveyor of the Municipality, Ms Paraskevi Gablia, reviews the application to ensure the technical requirements are met and submits her proposal to the Town Council 2/ The concession is made in the presence of two Municipal Officers to verify the surface area of the land conceded	
Competent officers of the Authority/Contact persons Paraskevi Gablia, Land Surveyor, and Dimitrios Gennimatas, Mechanical Engineer, officers from the Technical Department	
Fees:	
Legal basis: Article 6 of Presidential Decree 24.4/3.5.1985, as amended by Article 1(3) of Presidential Decree 25.4/16.5.1989.	
Appeal procedure: Town Council	
Additional information: The written concession certificate does not always match the actual concession	
Information about annexes	

SERVICE CARD	
Name and purpose of service: Permit to operate health-regulated establishments	
	Date of approval of the service card:
	Person in charge:
Commencement of administrative procedure: A natural person or the legal representative of a legal person or other authorized person files an application	
Competent Authority: Department responsible for granting permits to operate health-regulated establishments – financial department	
Documents required to process the request: Application form/ map of the area showing the exact location of the establishment/ solemn statement that the operation of the establishment is allowed under the rules of the building/ certificate regarding the space of the main activity / fire protection certificate/ professional activity certificate/ engineer technical report, etc.	
Procedure and time required to process the request (by the Authority concerned): (A) land usage is checked / the town council grants preliminary approval within fifteen (15) days from receipt of the application (B) Supporting documents are submitted/ the health authority of the region concerned issues an opinion/ the mayor issues a decision granting the permit within thirty (30) days from receipt of the application	
Competent officers of the Authority/Contact persons:	
Fees: Fees envisaged in joint ministerial decision 61167/2007 (Government Gazette Series II 2438/28-12-2007): (α) establishments seating up to two hundred persons EUR 280 - 840, (b) establishments seating two hundred persons EUR 375 – 1 100	
Legal basis: Joint Ministerial Decision DIADP/φ.α.2.1-/31600/2013 (Government Gazette Series II 3106/9.12.2013)	
Appeal procedure: Appeals may be lodged to the decentralized administration within fifteen (15) days from the date of the decision or ten (10) days past the 15-day time limit without any action having been taken (article 227 of law 3852/2010)	
Additional information: For instance information on the permit granting procedures and the municipal bodies in charge is available on the municipality's website.	
Information about annexes: See for instance article 8 of law 3463/2006, law 4442/2016, joint ministerial decision 61167/2007 (Government Gazette Series II 2438)/ Joint Ministerial Decision DIADP/Φ.Α.2.1./31600/2013 (Government Gazette Series II 3106)	

SERVICE CARD	
Name and purpose of service: Permit to operate health-regulated establishments	
	Date of approval of the service card: 28 November 2017
	Person in charge: Dimitrios Givisis, Mersyni Mandilara
Commencement of administrative procedure: Application filed by a citizen or another agency (a natural person or the legal representative of a legal person or other authorized person files an application)	
Competent Authority: Municipality of Skyros, Financial Department	
Documents required to process the request Completed application form (application forms are available to citizens from the Municipality)	
Procedure and time required to process the request 1/ The certificate referred to in Article 28 of Law 4442/2016 must be submitted within five days from the date of the application 2/ A certified user prints the electronic notification by the citizen concerned and forwards it to: the Health Directorate in Chalkida, the Building Authority of the Municipality of Kymi in Aliveri, the Police Station of Skyros and the Fire Department of Skyros.	
Competent officers of the Authority/Contact persons: Dimitrios Givisis, Mersyni Mandilara	
Fees: EUR 75.00	
Legal basis: Law 4442/2016	
Appeal procedure:	
Additional information <i>1/ It is ensured that all permits are fully legitimate since all jointly competent authorities review all and not just a sample of the notifications</i> <i>2/ In addition, in the Municipality of Skyros the issuance of the certificate required for the submission of notification is in the absolute discretion of only one officer and is not subject to approval by another single- or many-member body.</i>	
Information about annexes:	

SERVICE CARD	
Name and purpose of service: Authorization to implement a project to utilize water resources	
	Date of approval of the service card: 30 November 2017
	Person in charge: Nikolaos Kritikos
Commencement of administrative procedure: <i>A natural person or the legal representative of a legal person or other authorized person files an application</i>	
Competent Authority <i>Directorate for Water Resources of Continental Greece - Department for the Monitoring and Protection of Water Resources</i>	
Documents required to process the request <i>Application form / land register map showing the catchment point / solemn statement that the needs in water indicated in the application cannot be fully met by another water supply source / Decision Approving Environmental Terms (AEPO)/ Standard Environmental Commitments (PPD)/ Certified copy of legal title, etc.</i>	
Procedure and time required to process the request (by the Authority concerned): <i>(a) The file is checked for completeness by the receiving authority (First level Local Government Organization) / the file is checked within ten (10) business days from its submission</i> <i>(b) The reception authority (First level Local Government Organization) submits the file along with a summary report to the competent Directorate for Water Resources of the Decentralized Administration / The file is evaluated within twenty (20) business days from its receipt / The competent authority grants the permit within fifteen (15) business days from the day on which the evaluation of the file was completed</i>	
Competent officers/Contact persons: <i>Nikolaos Kritikos / Agronomist in the Municipality of Skyros / First level Local Government Organization</i>	
Fees: None	
Legal basis: <i>Joint Ministerial Decision No οικ. 146896/2014 (Government Gazette Series II 2878/27-10-2014) / Joint Ministerial Decision No οικ. 140424/ 2017 (Government Gazette Series II 814/14-03-2017)</i>	
Appeal procedure: None	
Additional information: <i>The respective first level local government organisations act as reception authorities, check the file for completeness and prepare a summary report which they send to the Directorate for Water Resources of the respective Region where it is evaluated. Therefore, transparency is almost entirely ensured</i>	
Information about annexes: <i>For more information about the annexes see the aforementioned Joint Ministerial Decisions</i>	