

REALIZING A WORK FLOW WITH E-TERRA 3 PROGRAM FOR REGISTRATION OF DATA AT THE CADASTRAL AND IMOBILIAR ADVERTISING OFFICE

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Abstract: *The present paper refers to a complete plan of achieving an analogous work (cadastral documentation type) as well as on a digital support (dwg, dxf format etc.) with all its solutions until finalization through resolution at the Cadastral and Advertising Office Real estate from Timis. The documentation starts from an enumeration of documents, certificates and annexes completed by the owner and the service contract in which the authorized person is employed, as well as the description of the receipt of the work by an office subordinated to the National Agency for Cadastral and Real Estate Advertising, in our case OCPI. As well as the internal flow of analog and digital work through the Referent and the integrated cadastral and real estate advertising system E-terra until the endorsement by a specialized inspector in the cadaster of the same institution. And last but not least, the act issued by the OCPI with the technical notification, which makes the object of its enrollment in Land Registry also under the action of a Public Notary. The present paper refers to a complete plan of achieving an analogous work (cadastral documentation type) as well as on a digital support (dwg, dxf format etc.) with all its solutions until finalization through resolution at the Cadastral and Advertising Office Real estate from Timis. The documentation starts from an enumeration of documents, certificates and annexes completed by the owner and the service contract in which the authorized person is employed, as well as the description of the receipt of the work by an office subordinated to the National Agency for Cadastral and Real Estate Advertising, in our case OCPI. As well as the internal flow of analog and digital work through the Referent and the integrated cadastral and real estate advertising system E-terra until the endorsement by a specialized inspector in the cadaster of the same institution. And last but not least, the act issued by the OCPI with the technical notification, which makes the object of its enrollment in Land Registry also under the action of a Public Notary.*

Key words: ANCP, OCPI, E-terra, GML, ZIP, dxf, PAD, CF, CAD, TOP, GPS, Inspire, Esri.

INTRODUCTION

The E-Terra integrated cadastral and land registry information system manages over 50 million requests from citizens from 2007 until present (ŞMULEAC, A. ŞI COLAB., 2015, 2016, 2017, 2012; HERBEI, M.V. ŞI COLAB., 2018).

It works 5 of 5 business days across the country and has not had a day of malfunction in the last 12 years. In 2016, from all the 42 counties of the country, in the period May-November, were migrated to the new E-terra 3 counties, migration realized with the help of ANCP employees without major incidents, with the assistance of the contracted supplier.

The E-terra3 program is a digital instrument of data storage and processing tool from topographic and legal measurements. Being a National Instrument in 2016, reaching the third version on a wider platform, that is, on any exploration device (PC, SMARTPHONE, TABLE) and with huge potential for real-time data co-relaying and its ability to share information with other institutions of the Romanian State.

MATERIAL AND METHODS

Cadastral documentation:

It is the set of technical (MILOŠRUSNÁK ȘI COLAB., 2017), legal and administrative documents necessary for the registration of the real estate upon request in the integrated cadaster and land registry system, which reveals the real situation from the field. It is drawn up by a legal person authorized by the National Agency for Cadastral and Real Estate Advertising and includes the measurements and technical data of a building. The documentation itself is an entire dossier that includes, in addition to the request for acceptance and registration, various annexes, location and delimitation plans (PAD), property documents, various certificates, certificates (WWW.ANCPI.RO, WWW.OCPITIMIS.RO; SIMON M. ȘI COLAB., 2017, 2018; HERBEI, M. V. ȘI COLAB., 2010, 2016).

Types of cadastral documentation that can be executed:

1. documentation for the first registration in the integrated cadaster and land registry system;
2. documentation for updating the cadastral information of the buildings registered in the integrated cadaster and land registry system:
 - construction registration/de-registration;
 - surface modification;
 - update categories of use/destinations for part of the building;
 - repositioning;
 - identification of the part of the immovable property affected by the dismantling of the property right if these rights are constituted only on part of the building;
 - updating other information about the real estate;
 -

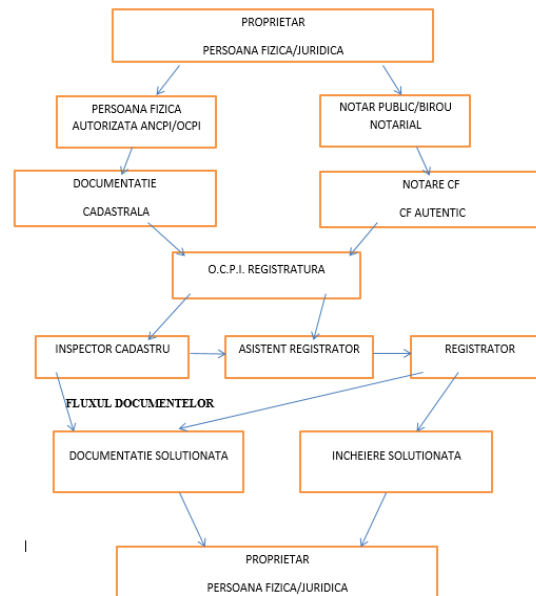


Fig. 1 The flow of the documentation accomplishment

2. documentation of the location of the real estate located on another UAT than the one in which it was registered in the land register;
3. documentation drawn up for the assignment of the cadastral number, without registration in the land register;
4. land clearing/landing documentation;
5. first UI registration documentation;
6. documentation for the apartment;
7. UI disclosure documentation;
8. documentation for re-assignment;
9. documentation for the reconstitution of lost, destroyed or stolen landed books.

Document flow chart (Figure 1):

RESULTS AND DISCUSSIONS

The workflow carried out by specialists in dismantling of a building.

This operation will be divided into **5 phases** according to flow diagram (fig.1), namely:

1. DRAWING OF THE DOCUMENTATION

Preparation of cadastral documentation and commitment by ANCPI authorized natural person in the processing of owner data both analogical and digital;

Required documents are:

- Land Register Extract, (original or copy);
- Mortgage creditor agreement (if the property is mortgaged);
- Copy of owners' identity papers;
- Sketches, plans of the building (if they are any);

The Authorized is obliged to draw up the cadastral documentation based on the measurement of the land by a specialist in the presence of the owner.

- The documents held by the owner are analyzed and is established the date of the measurements;
- Are identified the boundaries of the property by the owner together with the authorized person;
- Are measured the building and its neighborhood (as appropriate);
 - Perform field measurements with remote sensing tools, GPS;
 - Extract data and process data from measurements in the office;
 - Processing data according to extracted information;
- On the basis of the concluded agreement, the authorized person requests from the OCPI the information from the database.

2. THE ACTIVITY OF NATURAL/LEGAL PERSON

The Authorized person also has the obligation to register, pricing, and manage the state of documentation at the Office of Cadastral and Real Estate Publicity and to apply the data request according to the norms and the law.

2.1 Processing in computer system

In order to enter the data into the E-Terra 3 integrated system, the Authorized Officer selects the type of documentation in our case Real Estate Disposal, County and UAT.

Then enter the electronic identifier (IE) or any other technical identification data from the land statement (CAD, TOP, CF) into the search module. After identifying the property in the E-Terra 3 database, move to the next step, meaning Generate Electronic Documentation, so it will open 2 windows:

2.2 Entering textual data

We find 3 modules according to analog documentation:

- Technical data of the building
- Acts
- The person or the owner

2.3 Entering spatial data

In the right window with spatial data, we have the building geometry from the ANCP/ESRI platform database that includes the following buttons (Figure 2):

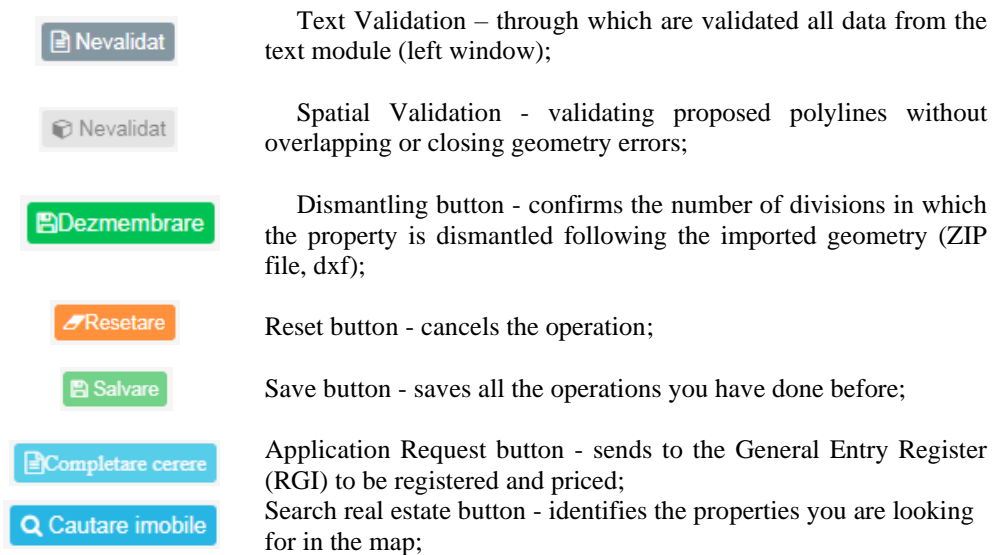


Fig. 2 Presentation of spatial data

In the map there are several graphical tools in the right window (Figure 3).







-  Information
-  Import
-  Export
-  Edit
-  Map view
-  Layer View (LAYER)
-  Coordinates
-  Labeling

Fig. 3 Graphic tools

3. RECEIVING DOCUMENTATION AT OCPI

The documentation is submitted to the OCPI in 3 copies for technical reception (figure no. 1).

An admission report is issued for receipt of the documentation with assignment of cadastral numbers for each resultant building.

OCPI through the cadaster inspector (registrator assistant), may request additions to the documentation for 5-15 working days and/or may order the on-the-spot verification of the correctness of the preparation of the documentation.

Following the rejection of the documentation, the Authorized Officer may **reschedule** the work without any other charge within 30 working days from the date of settlement of the rejected documentation.

The authorized person may request **re-examination** of the previous documentation or redeployment, the latter will be assigned to the chief engineer (technical part), a registrator assistant and the chief registrator for a more detailed check.

At this point, the stripping is received from the **TECHNICAL** point of view.

Upon the fulfillment of the term the authorized person raises the cadastral documentation received by OCPI and sends it to the owner in two copies.

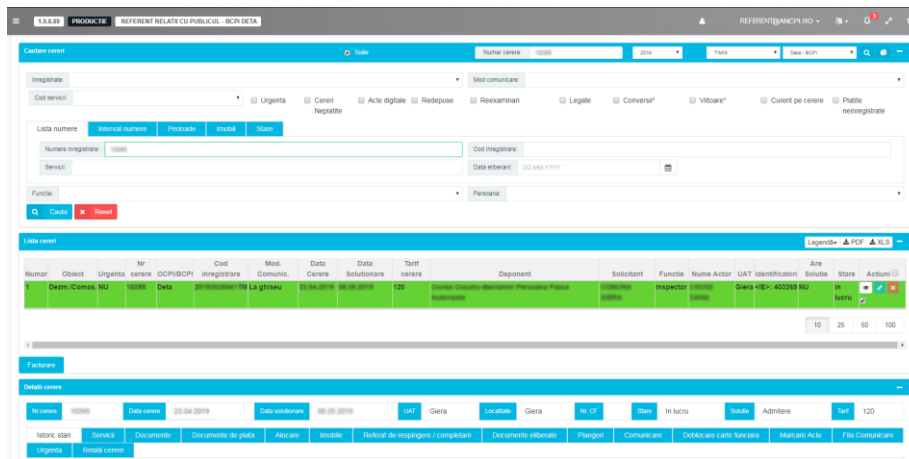


Fig. 4. Viewing electronic documentation in RGI

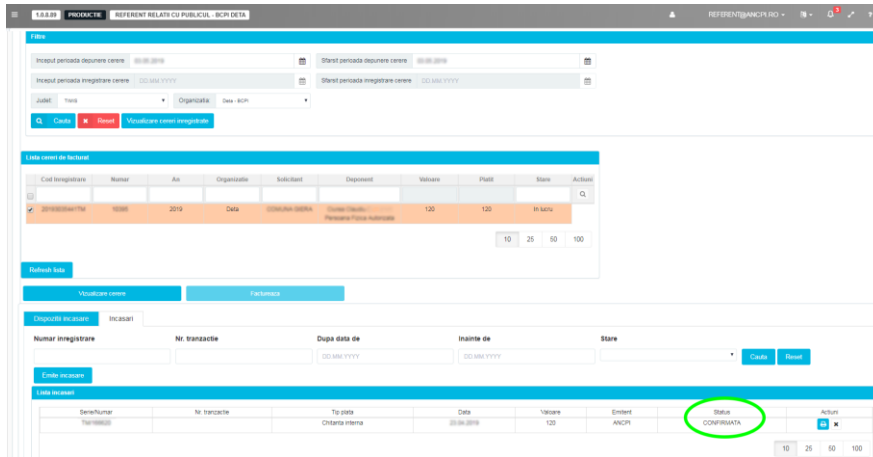


Fig. 5 Pricing electronic documentation

The Officer of the OCPI has the obligation according to Chapter VIII - Article 354 of the Order 700/2014 regarding the use of the integrated cadaster and real estate advertising system to proceed as follows:

- Check the analog and electronic documentation if he/she compiles the filing rules (number of copies, numbering of the pages) (figure 4);
- Check the correct pricing (Figure 5);
- Manages the work and distributes the randomly chosen actor by the RGI;

4. APPROVAL - by the Cadastral Inspector for the cadastral documentation to the stage of settlement, favorable or not, as the case may be;

In our case, the documentation is assigned to a cadaster inspector from a territorial office of ANCP. He is also obliged under the Regulation of organization and functioning of ANCP Art.29 by the following attributions:

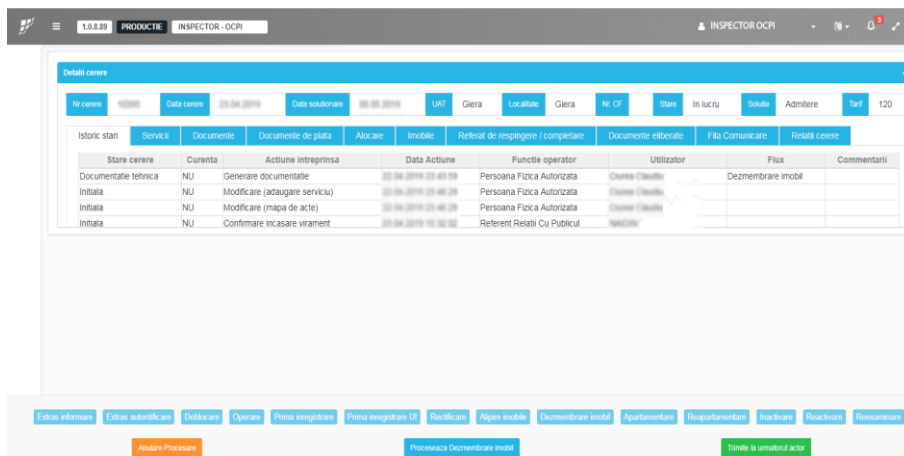


Fig. 6 Sending the electronic request to the next actor

- Check and receive cadastral documentation;
- Assign unique cadastral numbers;
- Respond for managing the database and updating the electronic archive made up at the level of the territorial office (BCPI);
- Prepare the completion report if it is necessary;
- Check the technical documentation of the cadastral documentation assigned to it;
- To provide the applicants with information necessary for the technical and cadastral documentation;
- Forward the analog and electronic documentation only in the case of an integrated flow to the next person for settlement (Figure 6).

5. REGISTRATION IN THE LAND REGISTRY

In the case of favorable settlement the registration of the data obtained through the cadastral documentation in the Land Register through the Public Notary.

- The owner addresses to a public notary to authenticate the dismantling act.
- Public notary requests OCPI to issue the land registry statement for authentication.
- On the basis of a copy of the receipted of cadastral documentation of dismantling and the land registry statement for authentication, ends and authenticates the dismantling act.
- The public notary submits to the OCPI the application for registration of the land register of the detachment accompanied by the authentic act of detachment and a copy of the received detachable cadastral documentation and, where appropriate, a photocopy of the urbanism certificate.
- On the basis of the land registry, the land register of the dismantled building is closed and new land registry are opened, one for each lot (building) resulted from dismantling.
- The tariff requested by the OCPI for the registration of the dismantling in the land registry is 60 lei for each group resulting from the dismantling and the registration deadline is 9 working days.
- The public notary raises the closure of land registry and extracts of the land registry for information, new issued.

CONCLUSIONS

General cadaster works are being carried out with the purpose to provide to the one interested, real data regarding estate goods, to contribute to the regulation of the legal situation of the buildings and their inclusion in the land registry for the purpose of realizing the real estate publicity.

Also, the cadaster is an important tool for the market economy, because it provides the documents that give security to the transactions taking place on the real estate market.

The importance of cadastral work is a priority for the development of information systems of the territory capable of providing real-time data to all interested public institutions at any time, as well as technical, economic or legal warnings regarding the buildings in order to be able to issue the required opinions. Maintaining and updating technical information is also of major importance.

The main element of the E-terra concept is to create a national cadastral and land database by using the computer system on any electronic platform from anywhere in the country with Internet access by registered users.

The use of databases management systems for the realization and reception of cadastral works, we can mention the fact that the evolution of the methods and techniques of

organizing data on computer support is determined by the necessity to access as quickly and easily to a large volume of data.

Concerning the proposals of the present paper work must be considered the present situation of the real estate cultural heritage, but especially the large number of real estate transactions, represents one of the main directions of socio-economic development of these modern computer applications through their development at national level as well as the creation of an internet portal allowing all users to be able to access information referring to any property on a subscription basis.

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