

SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue, supplement, update, suspension, suspension cancellation, revocation of the permit for excavations and their fencing or notification of completed works or emergency excavation works
2.	Service recipients	Natural persons Business entities Public sector entities
3.	Service type: electronic/ non-electronic service	Electronic service Non-electronic service
3.1.	Reference to e-service (<i>in the case of an electronic service</i>)	https://www.epaslaugos.lt/portal/service/43651/23640
3.2.	Reference to the application form(s) (<i>in the case of a non-electronic service</i>)	https://www.marijampole.lt/go.php/lit/Leidimo-kasineti-ir-aptverti-idavimas-pratesimas-sustabdymas-sustabdyimo-panr-avarinius-kasinejimo-darbus
4.	Service provision term	Permit issue – within 5 business days after the day of submission of the application and all required documents
5.	Service price	https://teisineinformacija.lt/marijampole/Default.aspx?id=3&DocId=37732
6.	Methods and procedure of payment for the service (<i>including the possibility of payment for foreigners</i>)	Payment requisites: Payee: Municipal Administration of Marijampolė Entity code: 188769113 Payee's bank name: AB SEB bankas Account number: LT 19 7044 0600 0621 0181 Payment purpose: For granting of the permit for excavation works in the public territory of the municipality, fencing of the territory or its part, or restricting traffic in it
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, calculation of the local charge according to the procedure established by the Law of the Republic of Lithuania on Fees and Charges, issuance of the permit after receipt of the payment order
8.	Information and documents to be submitted by the person	1. The application; 2. The scheme of dislocation of diversion routes and road signs (when excavation works are carried out in traffic zones) coordinated with the Road Police Division of the Police Headquarters of Marijampolė County and the Environmental Management and Infrastructure Division of Marijampolė Municipal Administration; 3. The drawing or an extract from the construction (repair, reconstruction) design coordinated and approved according to the established procedure with marked existing and designed engineering networks and the covering excavation sites and the boundaries of fencing of the territory. When long-distance heating, electricity, gas pipeline, water supply system, run-off water, domestic effluents or other systems are within the zone of works the

		<p>design extract or drawing must be coordinated with the authorities concerned;</p> <p>4. The consent of users, managers or owners of excavated or enclosed coverings to carry out the works when they are carried out not only in the public area of Marijampolė Municipality;</p> <p>5. The contract with a company that will restore coverings or a guarantee undertaking of the established form regarding the restoration of coverings;</p> <p>6. The coordination of Marijampolė territorial subdivision of the Cultural Heritage Department under the Ministry of Culture when works are carried out in the territories of immovable cultural objects and their protection zones, protected areas and their protection zones</p>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	<p>Kristina Kasparavičienė, the Chief Specialist of the Environmental Management and Infrastructure Division, phone: +370 343 90 045, e-mail: kristina.kasparaviciene@marijampole.lt</p> <p>Ingrida Stadalienė, the Chief Specialist of the Environmental Management and Infrastructure Division, phone: +370 343 90 080, e-mail: ingrida.stadaliene@marijampole.lt</p> <p>Inesa Mažėtienė, the Chief Specialist of the Environmental Management and Infrastructure Division, phone: +370 343 90 013, e-mail: inesa.mazetiene@marijampole.lt</p>
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 service recipients	-