USING ETERRA APPLICATION FOR APPROVAL, RECEPTIONS AND REGISTRATION IN THE CADASTRE RECORDS AND LAND BOOK OF THE PROPERTIES, REQUIRED BY THE SPECIAL CADASTRAL DOCUMENTS

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Abstract: Due to technology development, stages of preparation and registration of cadastral documentation by public institutions in the field of cadastre suffered major modifications, being transmitted largely by these institutions in an electronic format. The cadastral documentation contains all the technical, legal and administrative documents necessary for the registration of the real estate in the integrated system of cadastre and land book, through which the real situation, from the field, of the real estate, is the subject of the respective work. Cadastral documentation is prepared based on Order no.700/2014 with subsequent amendments and completions, issued by the Romanian National Agency for Cadastre and Real Estate Advertising. The Eterra application is a program currently used for the purpose of registering these technical documents and is the way to obtain a lot of documents and information regarding the real estates for which the cadastral documentations were elaborated.

Keywords: cadastral documentation, Eterra program, the integrated cadastre system and land book, order 700/2014.

1. Introduction

Cadastral documentation represents the work that includes the technical, legal and administrative information relating to the property to be registered in the integrated cadastre and land book. Cadastral documentation shall be prepared in accordance with Order no.700/2014 with subsequent amendments and completions.

Depending on the situation on the field and the legal situation of the real estate, the cadastral documentations are classified in:
- Cadastral documentation of first registration in the integrated system of cadastre and land book;
- Cadastral documentation for updating the cadastral information of the real estates registered in the integrated system of cadastre and land book:
  - registration/deregistration of constructions;
  - the change of real estate boundary;
  - surface modification;
  - updating categories of use/destinations for a part of the real estate;

- repositioning;
- identification of the part of the building affected by dismemberments of the property right if these rights are constituted only on a part of the building;
- updating other information about the property.
- Cadastral documentation of identifying the location of the real estate located on another ATU that the one in whose records it was registered in the land book;
- Cadastral documentation prepared in order to assign the cadastral number, without registration in land book;
- Cadastral documentation for detaching/attaching land;
- Cadastral documentation for first registration IU;
- Cadastral documentation for the apartment;
- Cadastral documentation for detaching IU;
- Cadastral documentation for reassignment;
- Cadastral documentation for the attic;
- Cadastral documentation for the description of the dismemberments of the property right;
- Cadastral documentation in order to reconstruct the lost, destroyed or stolen land book. [1]

2. Materials and Methods

In order to approve, receive and register in the cadastral records of the real estates that are subject to specialized cadastral documentation, is used the Eterra program. The Eterra program is responsible for the national record of real estate from a cadastral point of view. The implementation of this program greatly facilitated the registration of real estate in the Land Book.

This program is used by authorized natural and legal persons of ANCPI, employees of territorial office, by public notaries and bailiffs.

The Eterra program is the program through which the real estate is treated from a technical, economic and legal point of view, in order to have a clear situation on it, through the many functions it makes available to the provider.
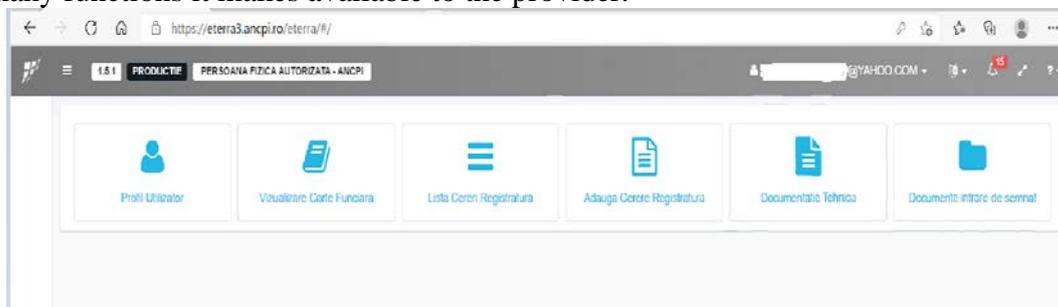

Fig. 1 The Main Menu of the Eterra program

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[1] Order of the General Director 700/2014 updated ODG 700/2014 (ancpi.xyz)
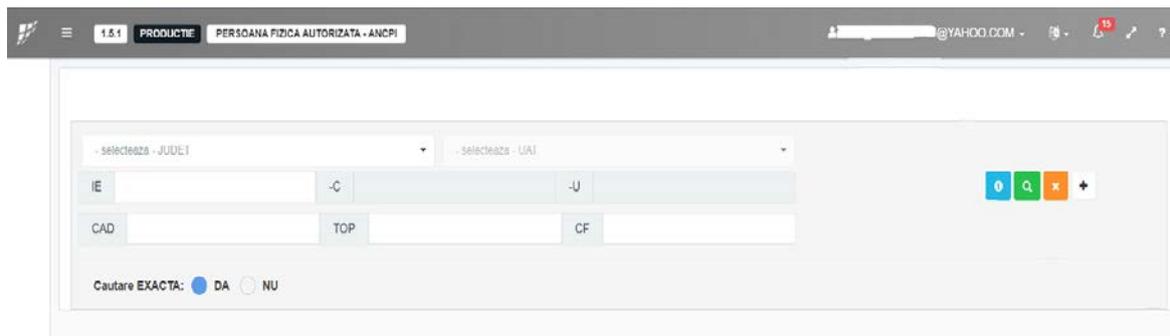
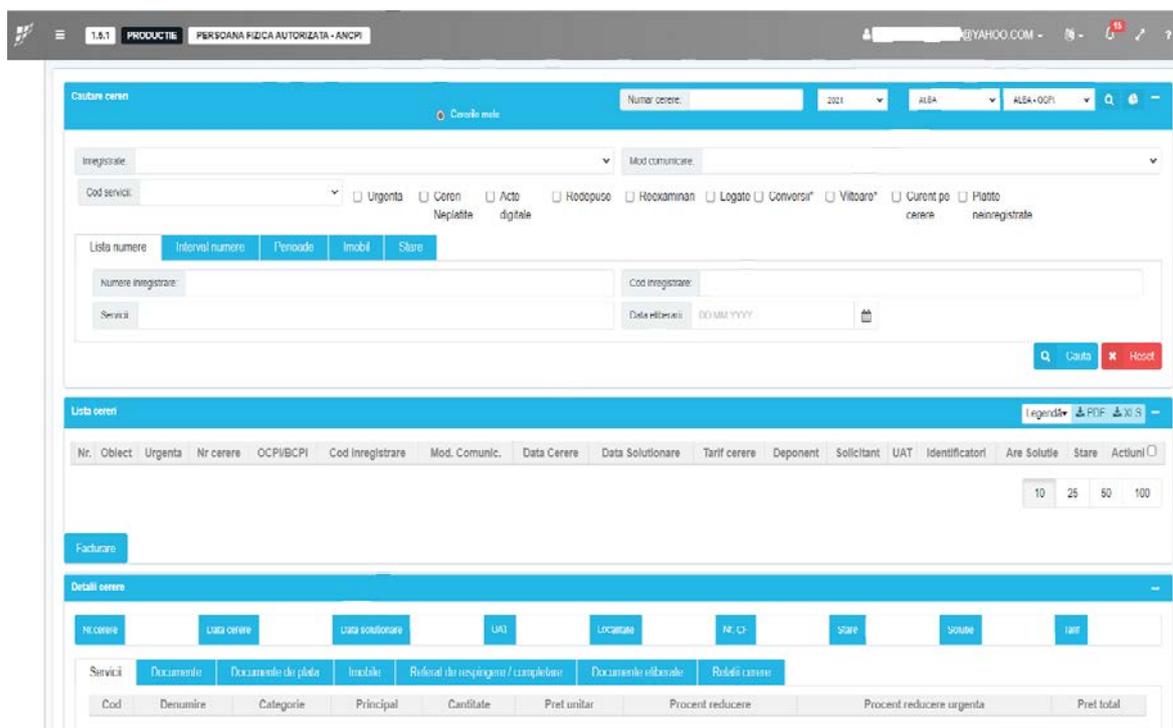**Fig. 2** View the Land Book for a Specific building

Fig. 3 Checking the situation of applications registered with territorial offices

3. Results and Discussions

In order to register a property in the integrated cadastre and land registry, it must undergo and follow certain steps, which are represented by: making topo-cadastral measurements for the property which is the subject of registration, processing measurements, obtaining all the documents certifying the right of ownership of the respective building, and the elaboration of the cadastral documentation specific to the real estate depending on its technical and legal situation.

The cadastral documentation that is prepared in order to introduce the real estate in the integrated system of cadastre and land book, in general, includes the following annexes, depending on the type of cadastral documentation prepared:

- Cover;
- Tally-sheet;
- Application for reception and registration;
- The declaration on the owner's own responsibility regarding the interested property;

- Copies of the legal documents which certifies the property right over the real estate;
- Copy of the Land Book extract, if applicable;
- Copies of the identity documents of the owners and of other holders of real rights, or the ascertaining certificate, for legal entities;
- Technical report;
- Analytical calculation of areas;
- The plan for framing in the area;
- The location and delimitation plan of the real estate, at a convenient scale (1:200 – 1:5000);
- Fiscal certificate, if applicable;
- The proof of payment.

When the cadastral documentation is prepared and all the documents attesting the ownership right over the real estate are obtained, it is passed to the stage of loading the respective works in the Eterra program, through a Application.

This step involves selecting the type of documentation prepared and, based on it, the program offers certain functions specific to that cadastral documentation.
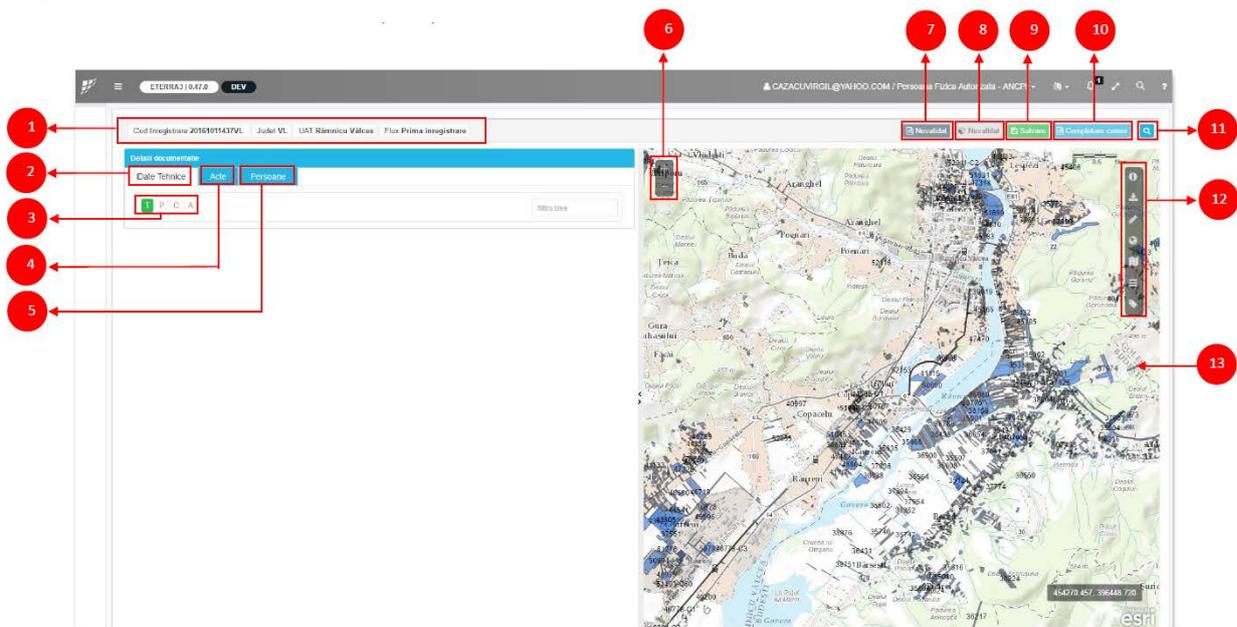
Fig. 4 The main work screen with functionalities provided: 1 – application and information flow area: registration code, country, ATU, Flow; 2 – the presentation area of the real estate component (land, parcels, construction, apartment); 3 – buttons for creating the real estate components (land, parcels, construction, apartment); 4 – the area for the legal documents associated with the technical documentation; 5 – the area afferent of persons associated with the technical documentation; 6 – "zoom in" and "zoom out" functions on the map; 7 – test data validation button; 8 – technical data validation button; 9 – button for saving the technical documentation; 10 – button to complete the Application associated with the introduced documentation; 11 – real estate search on the map; 12 – working options with the map; 13 – map.[2]
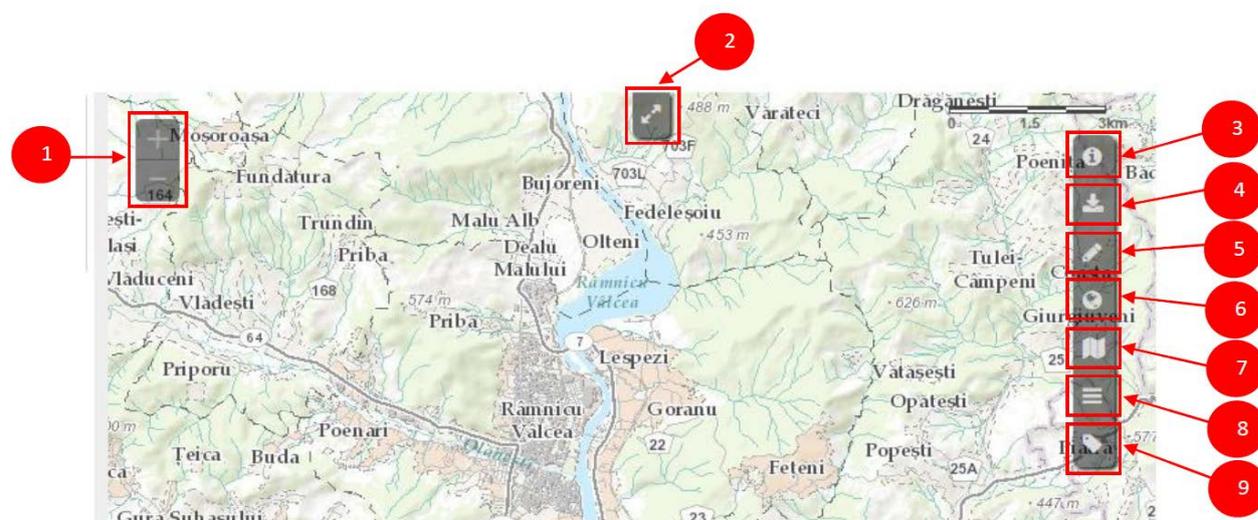
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[2] Authorized guide_ Eterra3

Fig. 5 Working tools with the map: 1 – Zoom in/Zoom out; 2 – positioning the map centered on the ATU; 3 – Info;4 – Import file into the map; 5 – Drawing; 6 – Basic map; 7 – Legend; 8 – Layers; 9 – Bookmarks.[3]

Initially, are entered the technical information about the land, parcels and construction, and information about the address of the real estate.

After we entered the technical information on the real estate, we will importe the geometry of the real estate.

In order to be imported, the real estate geometry must be saved in a * dxf file format, and then this file must be saved as an archived file.

Then we will access the "Import" button and select the interested file.

Fig. 6 Introducing technical information on building

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[3] Authorized guide_ Eterra3

After the import of the real estate geometry stage, we have to make the association between the technical data, previously entered, and the real estate geometry.

After this operation, it passes to the stage of introducing all the legal documents that make the subject of the registration in the integrated system of cadastre and land book of the real estate. The legal documents are added by selecting the "Documents" field. The legal documents wich will be uploaded can be of administrative, notarial, or normative type, court action, registry certificate, court decision, registered under private signature, ordinance, cadastral register of the owners, summons.

Fig. 7 Introduction of documents

After completing this information, we move on to the stage of introducing the owners of the real estate.

When we have finished entering the technical and legal data and we have entered the owners and the geometry of the real estate, we will pass on the validation stage of the entered information. This stage consists in the textual respectively spatial validation of the entered information. At this stage, certain textual or spatial warnings may appear that need to be corrected in order to complete the Application.

Fig. 8 Textual validation and spatial validation of the information entered

Once the validation has been successfully completed, the payment for the services specific to the cadastral documentation is completed, as well as it's invoicing and after, the work is sent, to be taken over by the Office of Cadastre and Real Estate Advertising and by the Office of Cadastre and Real Estate Advertising following these institutions to conduct real estate registration in cadastre and land registry system.

Fig. 9 Selecting the service corresponding to the documentation performed

Fig. 10 Making billing demand

4. Conclusion

ETERRA program is helping individuals, businesses, notaries, bailiffs of the abundance of information that we provide them with the buildings and their situation in terms of technical, economic and legal.

Also, this program continues its development and digital transformation, which facilitates the time allowed for filing and processing of applications by the territorial offices.

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