



**A MINI GUIDE  
FOR THE  
LEGALIZATION  
OF THE ILLEGALLY  
CONSTRUCTED  
FACILITIES**



**TIVAT MUNICIPALITY**  
[www.opstinativat.me](http://www.opstinativat.me)



**TIVAT MUNICIPALITY**  
The Secretariat  
for Spacial  
Planning  
**December, 2020.**

*Under the Law on Planning and Construction of Facilities ("Official Gazette of Montenegro" 64/17), which entered into force on October 14, 2017, all illegally constructed facilities and parts of facilities must be legalized. The owners of illegal facilities are obliged to submit applications for legalization by July 15, 2019. The procedure for legalization of an illegal facility is carried out by a local government body - The Secretariat for Spacial Planning of Tivat Municipality.*

## IMPORTANT STEPS

► The owner of a facility submits **the request for legalization** to the above-mentioned secretariat. The application can be downloaded from the official website of the Municipality of Tivat - [www.opstinativat.me](http://www.opstinativat.me) or at the registry office of the Municipality Tivat.

► **The request is to be accompanied by the following documents:**

- A study on the completed condition of the constructed facility (done by a licensed land surveyor organization and certified by the Real Estate Administration)
- A Proof of existence of the facility in the cadastral records (real estate list).

► After reviewing the application and the accompanying documentation, but within a statutory time, limit of 15 days, the Registry Officer shall contact the applicant

- If the facility is in accordance with the planning document, the officer informs the owner of the facility if additional documentation is needed for the preparation of the project documentation
- If the facility does not comply with the planning document, the procedure is interrupted until the General Regulation Plan is adopted

## FEES

The owners of illegal facilities pay a communal fee for the construction site in question. The fee is calculated per square meter of net surface area from the attached Survey Elaborate, and on the basis of the Decision on municipal equipment of construction land for illegal facilities of Tivat Municipality.

**The fee can be paid in instalments:**

- for illegal basic housing facilities  
**(up to 240 equal monthly instalments)**
- for other illegal facilities  
**(up to 120 equal monthly instalments)**


In addition, the owner is obliged to pay the payment of compensation for regional water supply of the Montenegrin coast **(up to 36 equal monthly instalments).**

## SANCTIONS

All unlawful facilities for which a claim has not been filed within the prescribed time limit and the illegal objects whose claim has been denied legalization will be removed in accordance with the Law. Until the removal of the property, the owner pays a fee for the use of the space.

**FOR MORE INFORMATION  
PLEASE CONTACT US AT:**

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