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| **GÜNEY İLÇE TARIM VE ORMAN MÜDÜRLÜĞÜ** **HİZMET STANDARTLARI**

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| **SIRA NO** | **HİZMETİN ADI** | **BAŞVURUDA İSTENEN BELGELER** | **HİZMETİN****TAMAMLANMA SÜRESİ** **(EN GEÇ)** |
| **1** | **Tarım Arazisi Devir İzni** | -Tapu Müdürlüğü Yazısı-Devir isteminde bulunan şahsın veya tüzel kişiliğin onaylı tapu kaydı | 5 GÜN |
| **2** | **ÇKS Kayıt Müracaatı** | -ÇKS müracaat formları-Arazi tapu fotokopileri-Kiralık araziler için kira sözleşmesi-1.derece akrabalara ait arazilker için Muvaffakatname 2 belgesi-Çiftçi Belgesi-1.yılda nüfus cüzdan fotokopisi | 15 dk |
| **3** | **ÇKS Bilgi Güncellemesi** | -Dilekçe-EK 2 formu | 15 dk |
| **4** | **ÇKS Belgesi Verme** | Başvuru | Sistem hızına bağlı olarak15 dk |
| **5** | **Sertifikalı Tohum-Fide-****Fidan Desteklemesi** **Müracaatı ve Kaydı** | -Başvuru dilekçesi-Fatura-Sertifika fotokopisi-Başvuru formu | 15 dk |
| **6** | **Organik Tarım** **Desteklemesi Müracaatı ve Kaydı** | -Başvuru dilekçesi-ÇKS belgesi-Organik Tarım sertifikası | 15 dk |
| **7** | **İyi Tarım Desteklemesi Müracaatı ve Kaydı** | -Başvuru dilekçesi-ÇKS belgesi-İyi Tarım sertifikası | 15 dk |
| **8** | **Pamuk, Dane Mısır,** **Zeytinyağı ve Hububat** **Fark Ödemesi** **Desteklemesi Başvurusu** **ve Kaydı** | -Müstahsil makbuzu-Borsa tescili-Dilekçe-Dekont | 15 dk |
| **9** | **Yem Bitkisi Yetiştiriciliği Desteklemesi Müracaatı,** **Tespiti ve Kaydı** | -Dilekçe-Dekont-Başvuru formu | 15 dk |
| **10** | **Örtü Altı Yetiştiriciliği** **Başvuru ve Kaydı** | -Başvuru dilekçesi-Kimlik fotokopisi-Örtü altı sistemi gösterir belge | Sistem hızına bağlı1 Gün |
| **11** | **Kırsal Kalkınma** **Yatırımlarının** **Desteklenmesi Başvuru ve İşlemleri** | -Dilekçe-Kimlik fotokopisi-Proforma fatura-Dekont | 60Gün |
| **12** | **Bitki Koruma Ürünleri** **Bayilik veya Toptancılık** **İzin Belgesi** | -Dilekçe-Diploma veya Mezuniyet Belgesi-2 adet fotoğraf-İşyerinin açık adresi-Sınavda başarılı olduğunu gösterir belge-Hizmet süresini gösterir belge-TC kimlik numarası beyanı | 15 Gün |
| **13** | **Bitki Koruma Ürünleri Bayi** **ve Toptancının Nakli/Bayi** **ve Toptancılıktan** **vazgeçme** | -Dilekçe-İzin Belgesi | 15 Gün |
| **14** | **İlçe Genelinde** **Yetiştiriciliği Yapılan Tarım****sal Ürünlerin İstatistik Bilgilerinin Verilmesi** | -İstenilen bilgilere ait dilekçe-Kamu kurumlarından resmi yazı | 5 gün |
| **15** | **Derlenen Ürün Maliyet Bilgilerinin Verilmesi** | -İstenilen bilgilere ait dilekçe-Kamu kurumlarından resmi yazı | 7 gün |
| **16** | **Bitki Koruma Ürünleri** **Uygulama Belgesi** | -Dilekçe-Kimlik fotokopisi-Dekont-2 fotoğraf | 1 Ay |
| **17** | **Reçete Yazma** **Yeki Belgesi** | -Dilekçe-Son öğrenim durumunu gösterir belgenin aslı veya onaylı fotokopisi-Sınav sonuç belgesi | 1 gün |
| **18** | **Yatırım Teklifi** | -Üst Birlik üyelik belgesi-Son genel kurul kararı-Başvuru dilekçesi-Yönetim kurulu kararı-Sulama kooperatifi ise anasözleşmede madde değişikliği yapıldığına dair Ticaret Sicil Gazetesinin fotokopisi |  |
| **19** | **Tarımsal Gelir Raporu** | -İlgili form-Tapu yazısı | 1 Gün |
| **20** | **Tarımsal Elektrik Raporu** | -Dilekçe ve ekleri-Arazi tapu fotokopisi | 2 Gün |
| **21** | **Sportif Amaçlı Amatör** **Balıkçı Belgei** | -Dilekçe-Kimlik Fotokopisi-Fotoğraf (2 adet)-Dekont | 5 Gün |
| **22** | **Su Ürünleri Menşei Belgesi** | -Dilekçe-Dekont-Yetiştirici veya Ticari Avcılık Belgesi | 1 Saat |
| **23** | **Tütün ve Alkol Satış İzin** **Belgesi** | -Ruhsat ve kimlik fotokopisi-Banka dekontu-Sabıka kaydı-Alkol için Belediyeden mesafe yazısı-Vergi levhası fotokopisi | 5 Gün |
| **24** | **İşyeri Gıda Kayıt Belgesi** | -İşyeri ruhsat fotokopisi-Nüfus cüzdan fotokopisi-Oda kayıt belgesi-Dekont-Başvuru dilekçesi | 1 Gün |
| **25** | **Tarımsal Amaçlı** **Kooperatif Kuruluşu** | -Dilekçe-Kurucu üyelerin 3. Dereceye kadar akraba olmadıklarını gösterir yazı-Anasözleşme ücret makbuzu | 1 Ay |
| **26** | **Tarımsal Amaçlı** **Kooperatif Genel Kurul** **Talebi** | -Dilekçe-İlan-gündem-Yönetim kurulu kararı-Bakanlık temsilci ücreti dekontu | 20 Gün |
| **27** | **Yem Bayiliği** **Ruhsat Belgesi** | -Başvuru dilekçesi ve ekleri-Dekont | 10 Gün |
| **28** | **Anasözleşme Değişikliği** | -Yönetim kurulu kararı-Değişiklik metni-Dilekçe | 3 Gün |
| **29** | **Arı Konaklama Belgesi** | -Veteriner sağlık raporu-Arazi kullanım sözleşmesi | 1 Gün |
| **30** | **Arı Yetiştiriciliğinin Desteklenmesi** | -Yetiştirici müracaat dilekçesi (Ek 1)-Arı bildirim formu (Ek 2)-Kayıtlı olduğu İl/İlçe farklı ise arı konaklama belgesi ve Veteriner sağlık raporu-İşletme tescil belgesi-Birlik üyelik belgesi-Kimlik fotokopisi | 6 Ay |
| **31** | **Hayvan Pasaportu** **Verilmesi** | -Başvuru | Sistem Hızına Bağlı5 dk |
| **32** | **İşletme Tescil Belgesi** | -Başvuru | Sistem Hızına Bağlı5 dk |
| **33** | **Hayvan Varlığı Listesi** | -Başvuru | Sistem Hızına Bağlı5 dk |
| **34** | **Veteriner Sağlık Raporu** | -Hayvan pasaportu veya nakil belgesi-Dekont-Nakil aracı için gerekli izin ve belgeler | 1 saat |
| **35** | **İşletme Kaydı** | -Başvuru dilekçesi-Kimlik fotokopisi-İşletme adresini gösterir belge | Sistem Hızına Bağlı10 dk |
| **36** | **Hayvan Nakli** | -Pasaport veya hayvan nakil belgesi | Sistem Hızına Bağlı5 dk |
| **37** | **Süt Desteklemesi****Başvurusu** | -Dilekçe ve ekleri | 15 dk |
| **38** | **Et Desteklemesi****Başvurusu** | -Dilekçe ve ekleri | 15 dk |
| **39** | **Anaç Sığır Desteklemesi****Başvurusu** | -Dilekçe ve ekleri | 15 dk |
| **40** | **Buzağı Desteklemesi****Başvurusu** | -Dilekçe ve ekleri | 15 dk |
| **41** | **Koyun-Keçi** **Desteklemesi****Başvurusu** | -Dilekçe ve ekleri | 15 dk |
| **42** | **Ari İşletme Başvurusu** | -Dilekçe ve ekleri | 6 Ay |
| **43** | **Ari İşletme Desteklemesi** | -Dilekçe ve ekleri | 15 dk |
| **44** | **Şüpheli Isırık Vakası**  | -Başvuru | 10 Gün |
| **45** | **İhbarı Mecburi** **Hastalık Şüphesi** | -Başvuru | 1 saat |
| **46** | **Veteriner Klinik ve** **Poliklinik Açma Ruhsatlandırılması** | -Başvuru ve ekleri | 1 Ay |
| **47** | **Zati Amaçlı Hayvancılık İşletmesi Ruhsatı** | -Dilekçe-Beyanname-Tapu sureti-Çaplı kroki-Makbuz-Hali hazırda kurulu işletmelerde 06.08.2006 tarihinden önce kurulduğunu gösterir belge | 1 Ay |
| **48** | **Ticari Amaçlı Hayvancılık İşletmesi Ruhsatı** | -Dilekçe-Beyanname-Tapu sureti-Çaplı kroki-Makbuz-Hali hazırda kurulu işletmelerde 06.08.2006 tarihinden önce kurulduğunu gösterir belge | 1-12 Ay |
| **49** | **Yolculuk Sırasında** **Bakıcı Yeterlilik Belgesi** | -Dilekçe ve ekleri-Nüfus cüzdan fotokopisi | 3 Ay |
| **50** | **Nakliyeci Yetki Belgesi** | -Dilekçe ve ekleri-Ehliyet fotokopisi-Ruhsat Fotokopisi-K Belgesi | 3 Ay |
| **51** | **Yolculuk Sırasında** **Sürücü Yeterlilik Belgesi** | -Nüfus cüzdan fotokopisi-Ehliyet fotokopisi | 3 Ay |

Başvuru esnasında yukarıda belirtilen belgelerin dışında belge istenmesi, eksiksiz belge ile başvuru yapılmasına rağmen hizmetin belirtilen sürede tamamlanmaması veya yukarıdaki tabloda bazı hizmetlerin bulunmadığının tespiti durumunda ilk müracaat yerine ya da ikinci müracaat yerine başvurunuz.

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