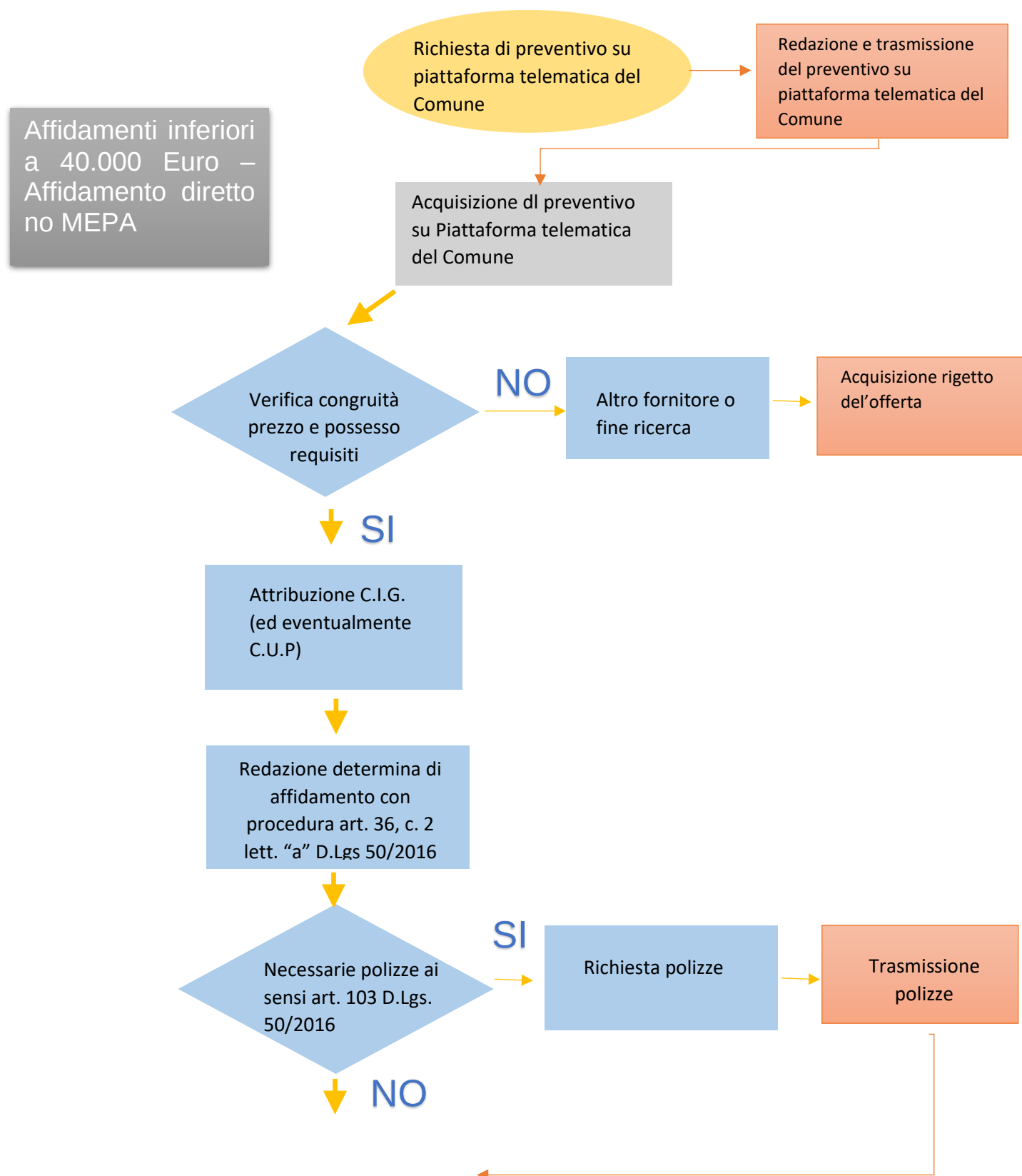


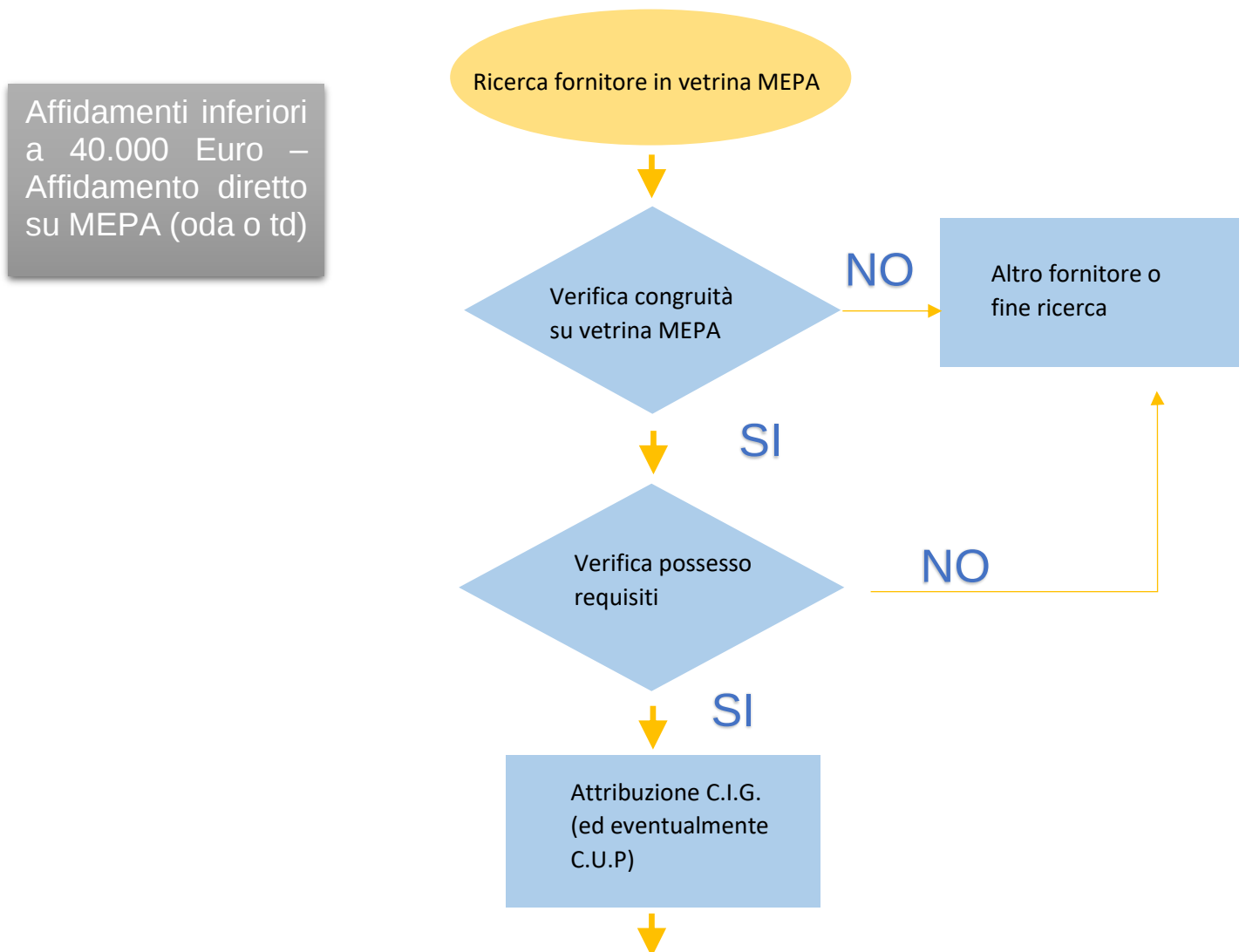
1. AFFIDAMENTI DI BENI E SERVIZI

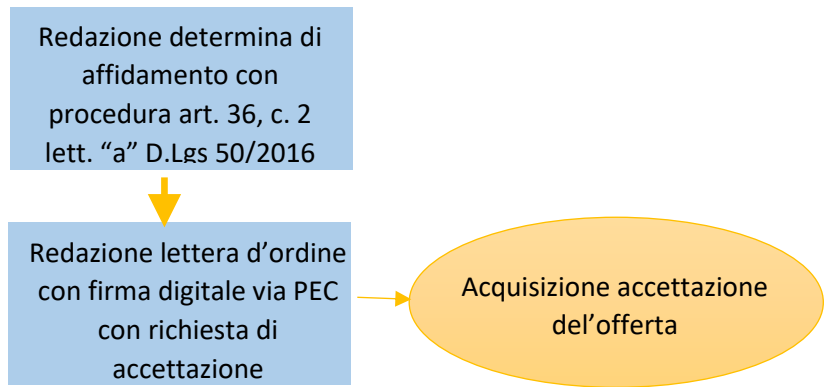
Affidamenti inferiori a 40.000 Euro – Affidamento diretto (no MEPA)



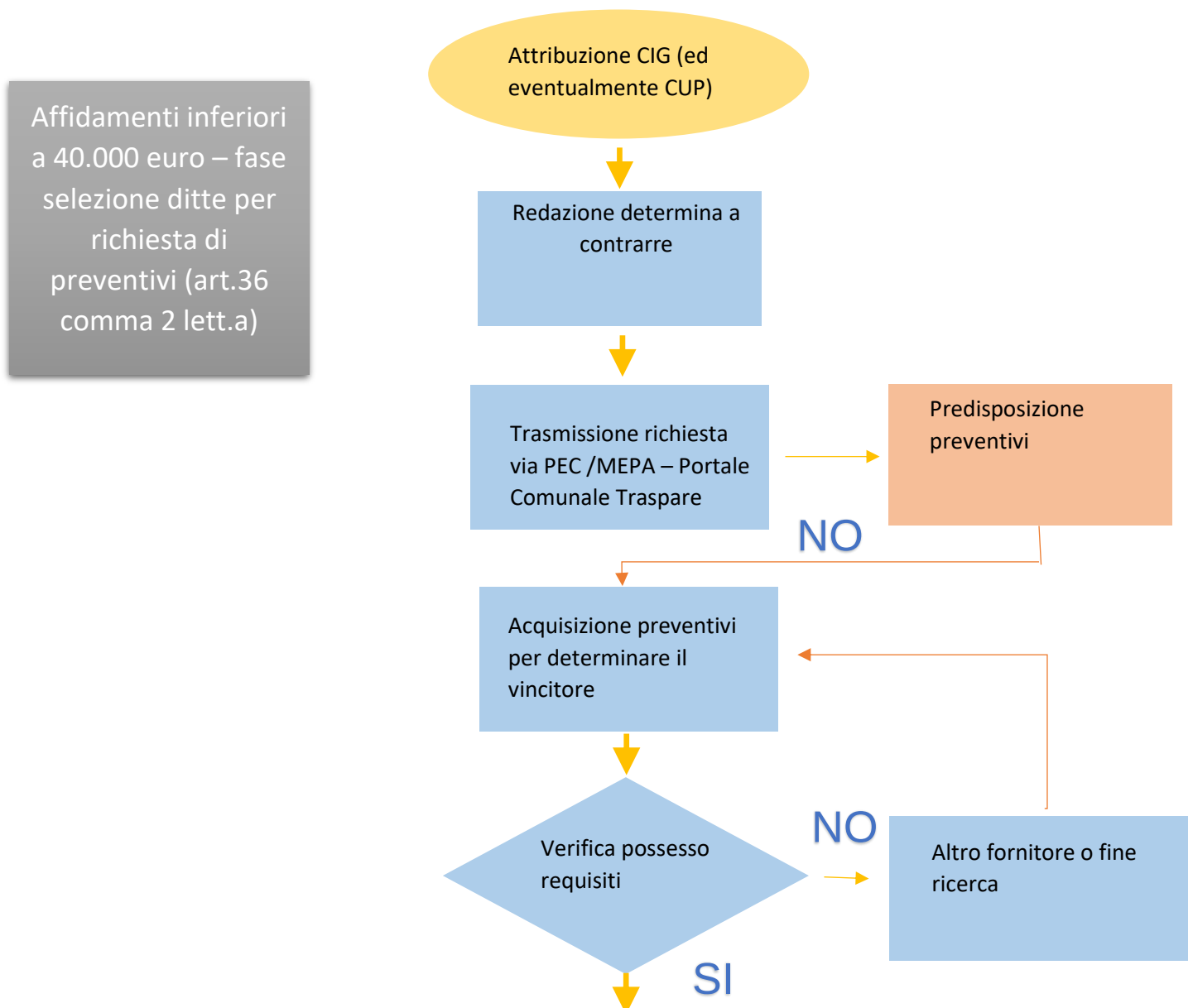


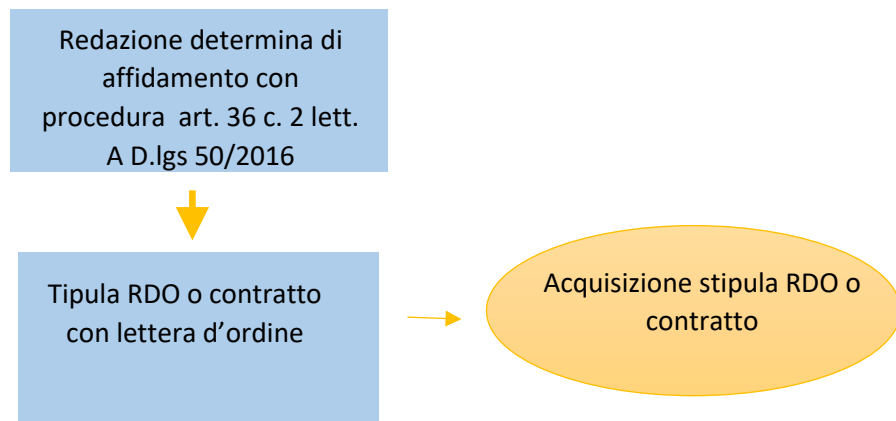
Affidamenti inferiori a 40.000 Euro – Affidamento diretto su MEPA (oda o td)



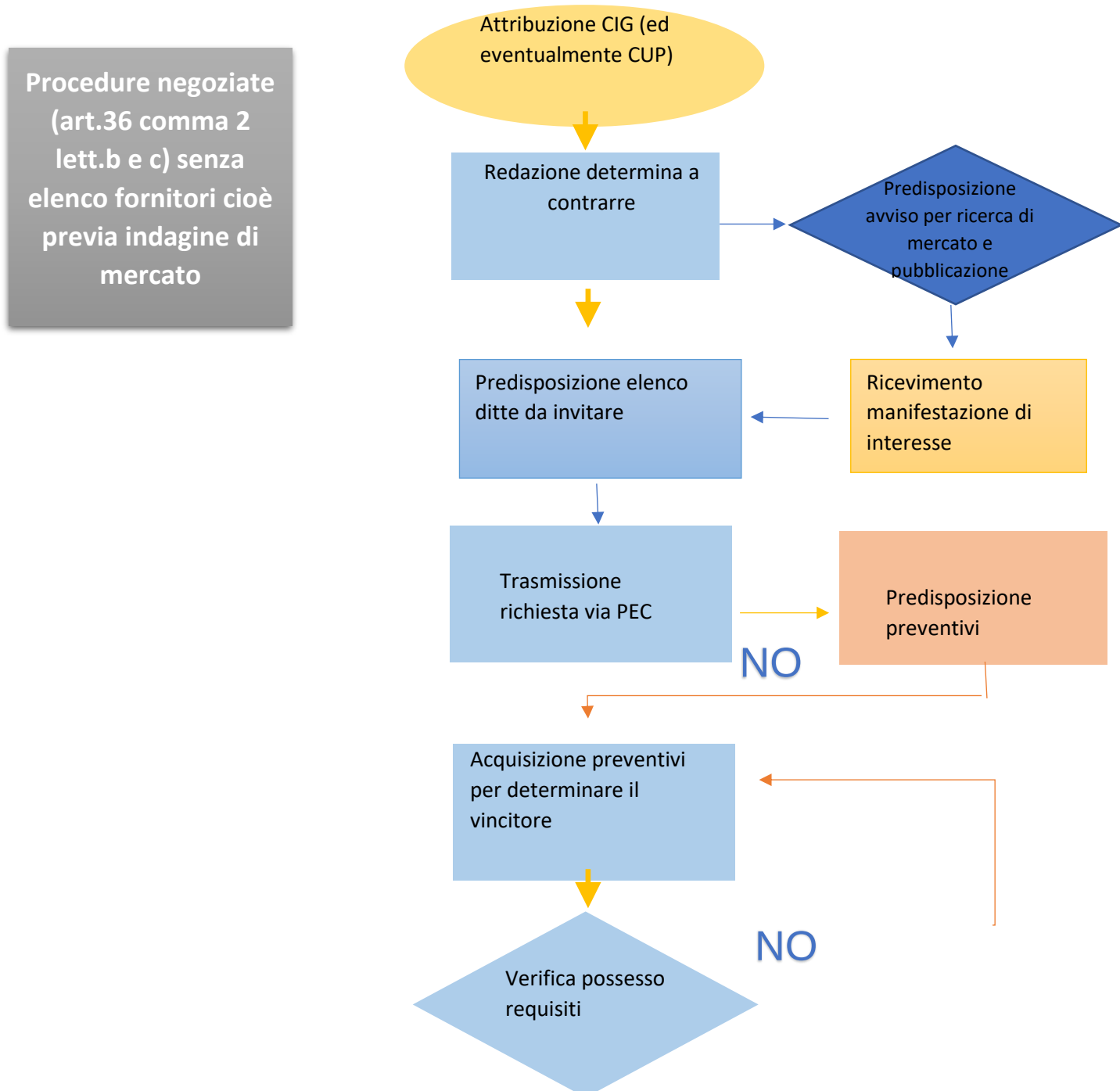


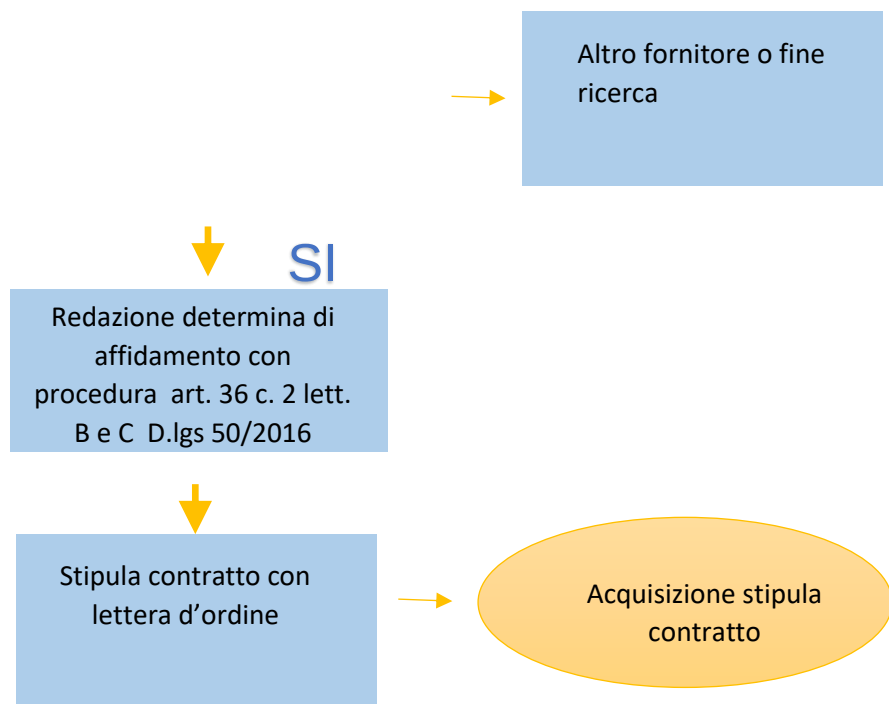
Affidamenti inferiori a 40.000 euro – fase selezione ditte per richiesta di preventivi (art.36 comma 2 lett.a)





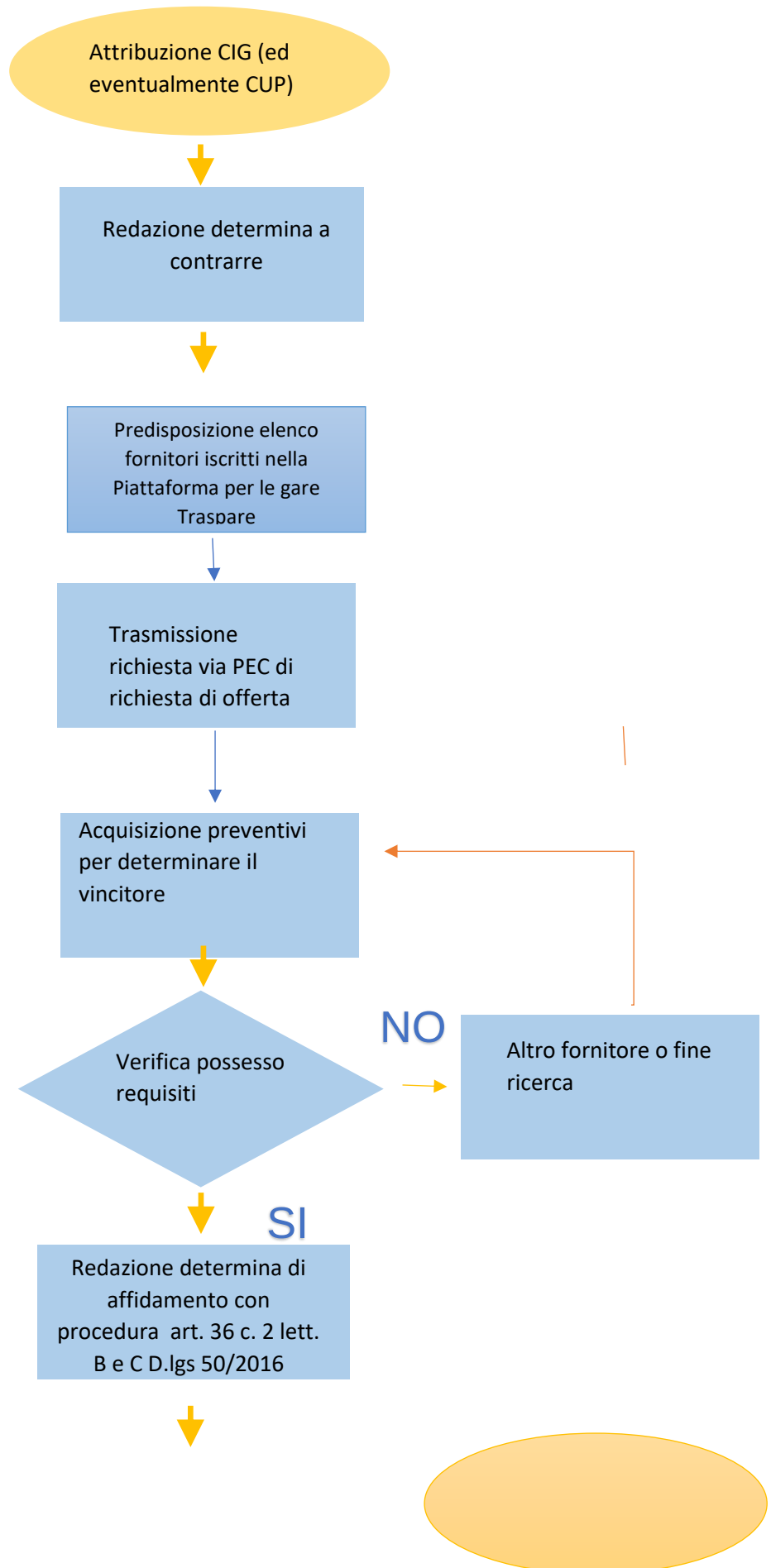
Procedure negoziate (art.36 comma 2 lett.b e c) senza elenco fornitori cioè previa indagine di mercato





Procedure negoziate (art.36 comma 2 lett.b) e c) con elenco fornitori

Procedure negoziate
(art.36 comma 2
lett.b) e c) con
elenco fornitori



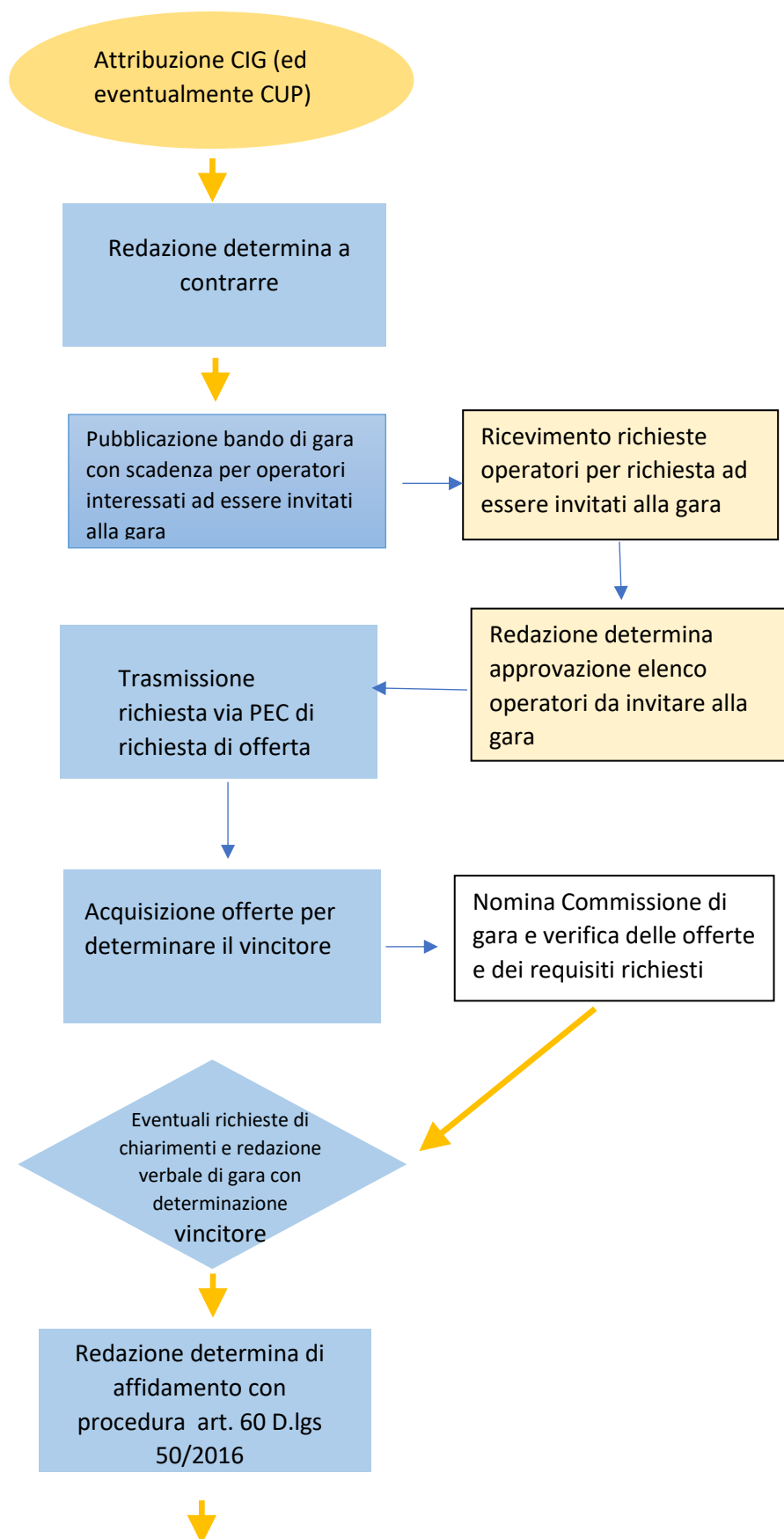
Stipula contratto con
lettera d'ordine



Acquisizione stipula
contratto

Procedure aperte

Procedura aperta



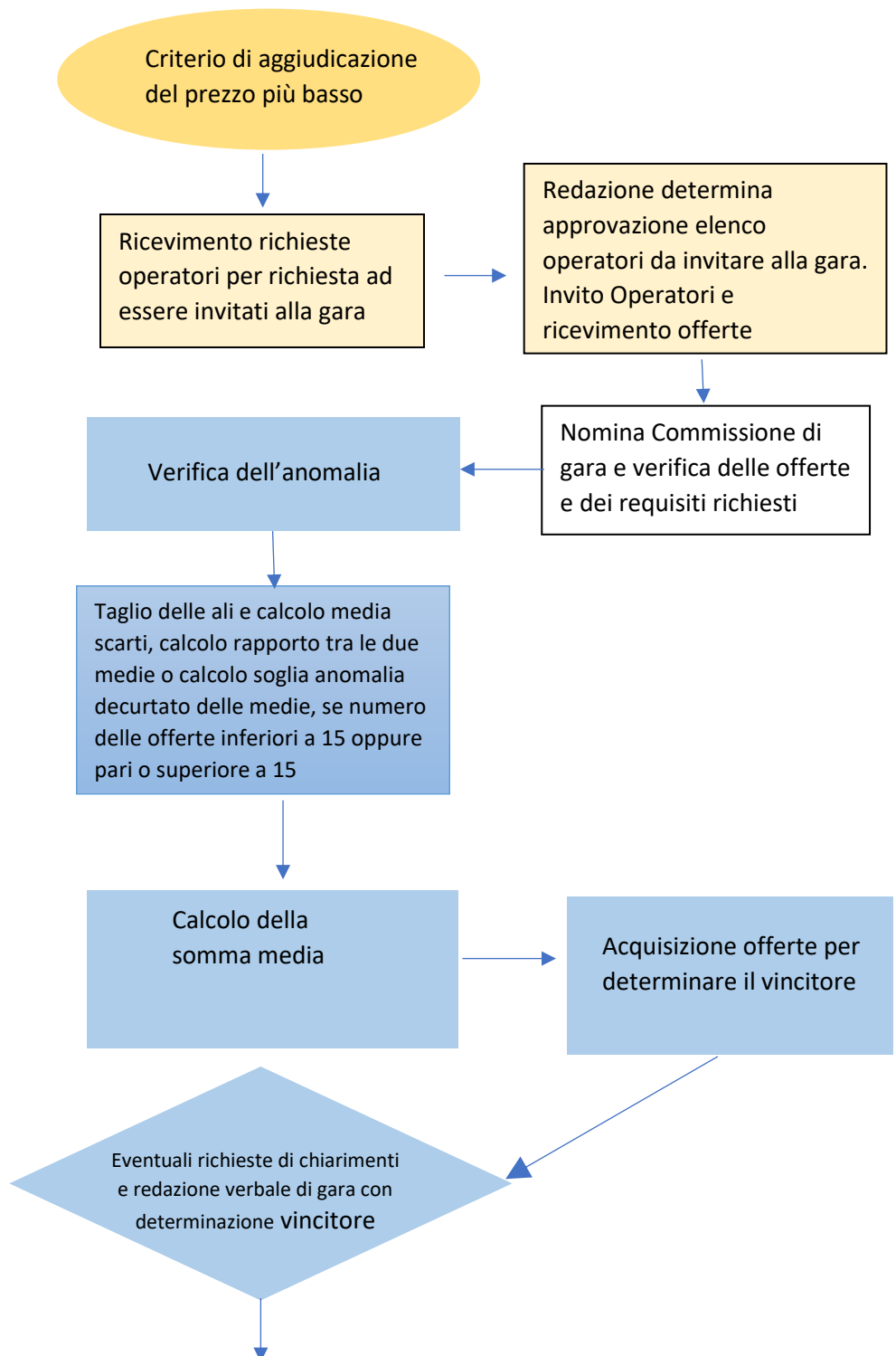
Predisposizione
documenti e polizze per
Stipula contratto

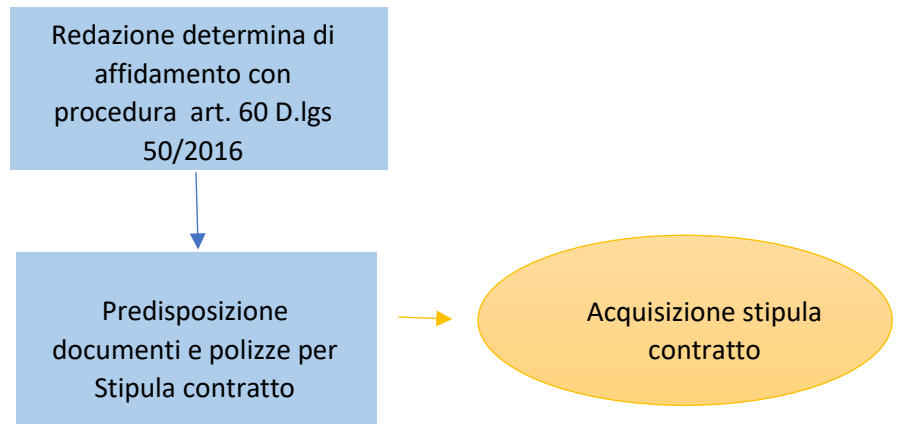


Acquisizione stipula
contratto

Subprocedimento di aggiudicazione offerta al massimo ribasso

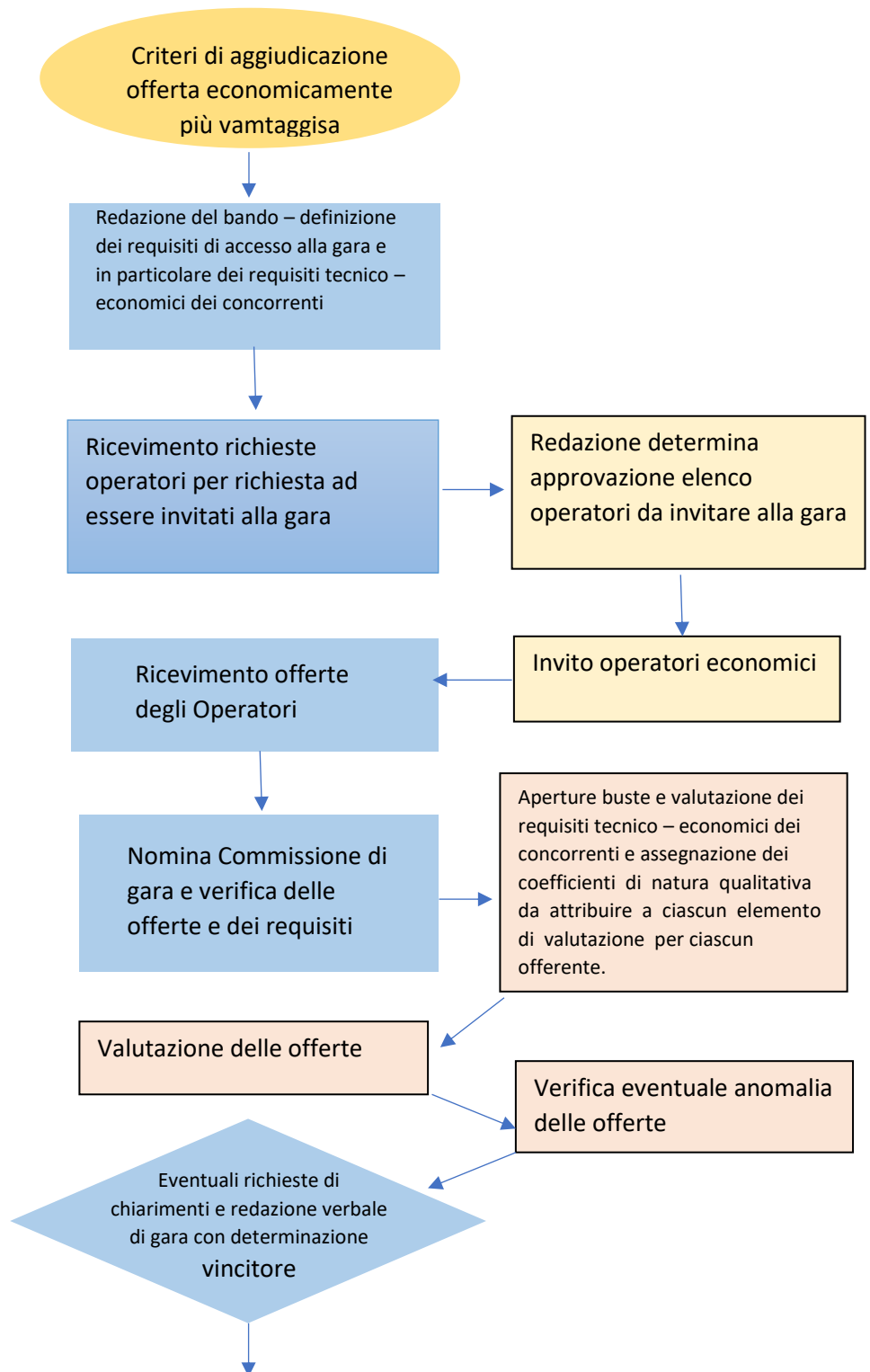
Subprocedimento di aggiudicazione offerta al massimo ribasso

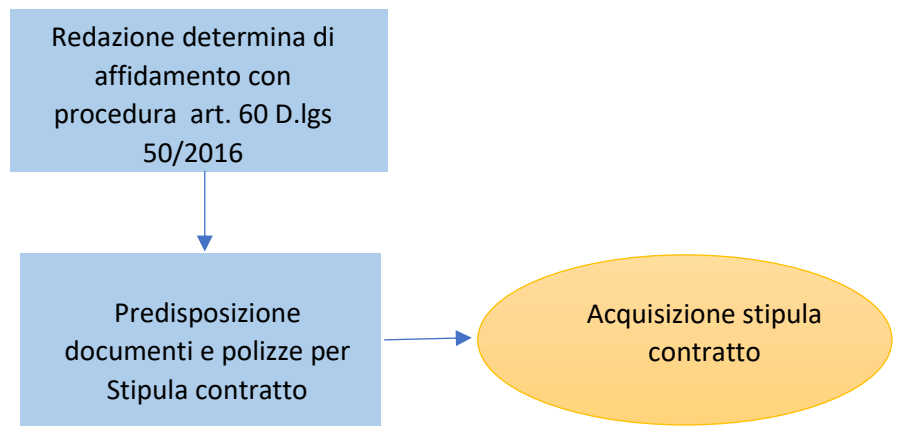




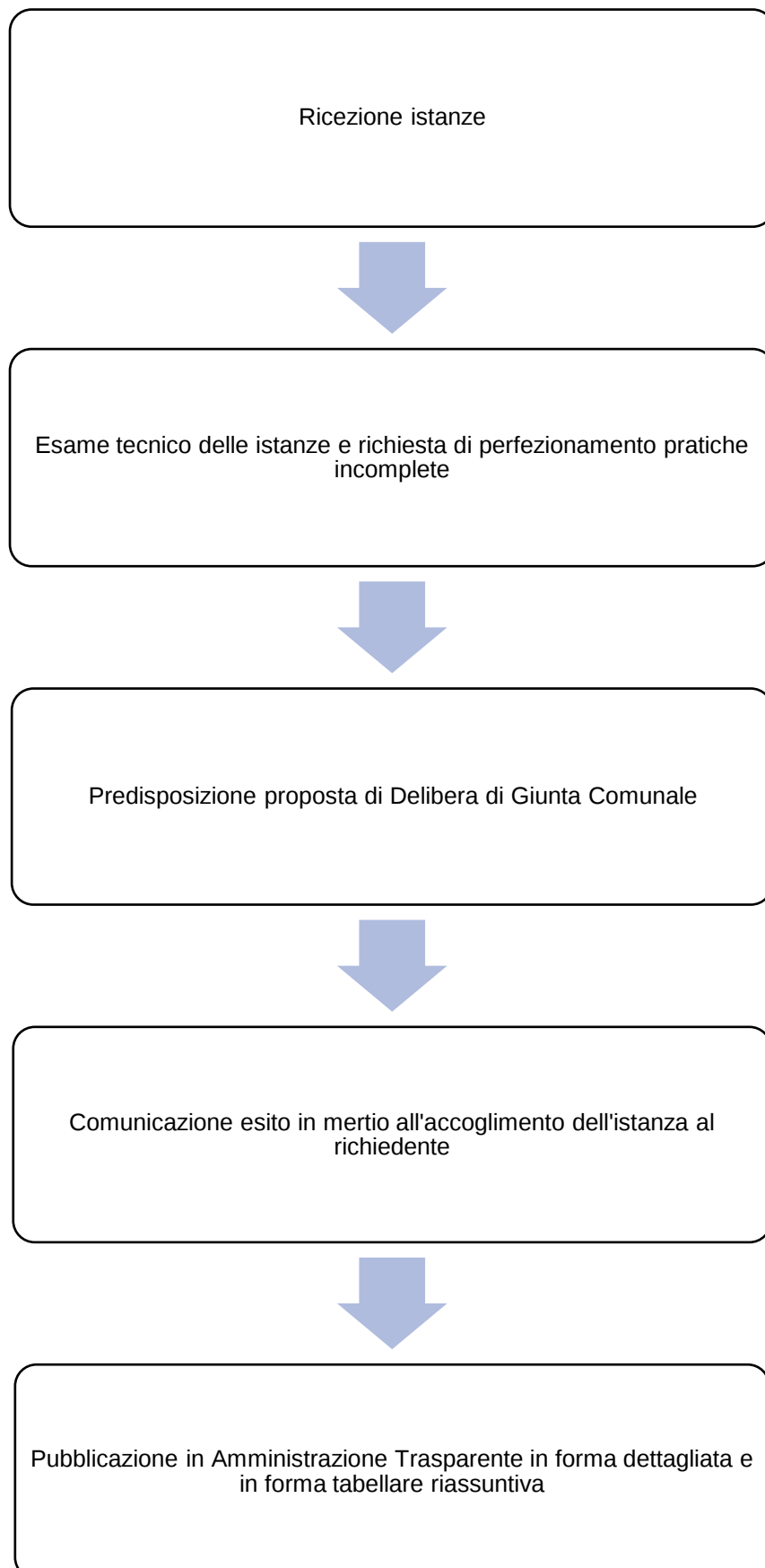
Subprocedimento di aggiudicazione offerta economicamente più vantaggiosa

Subprocedimento
di aggiudicazione
offerta
economicamente
più vantaggiosa





2. CONCESSIONE CONTRIBUTI ALLE ASSOCIAZIONI

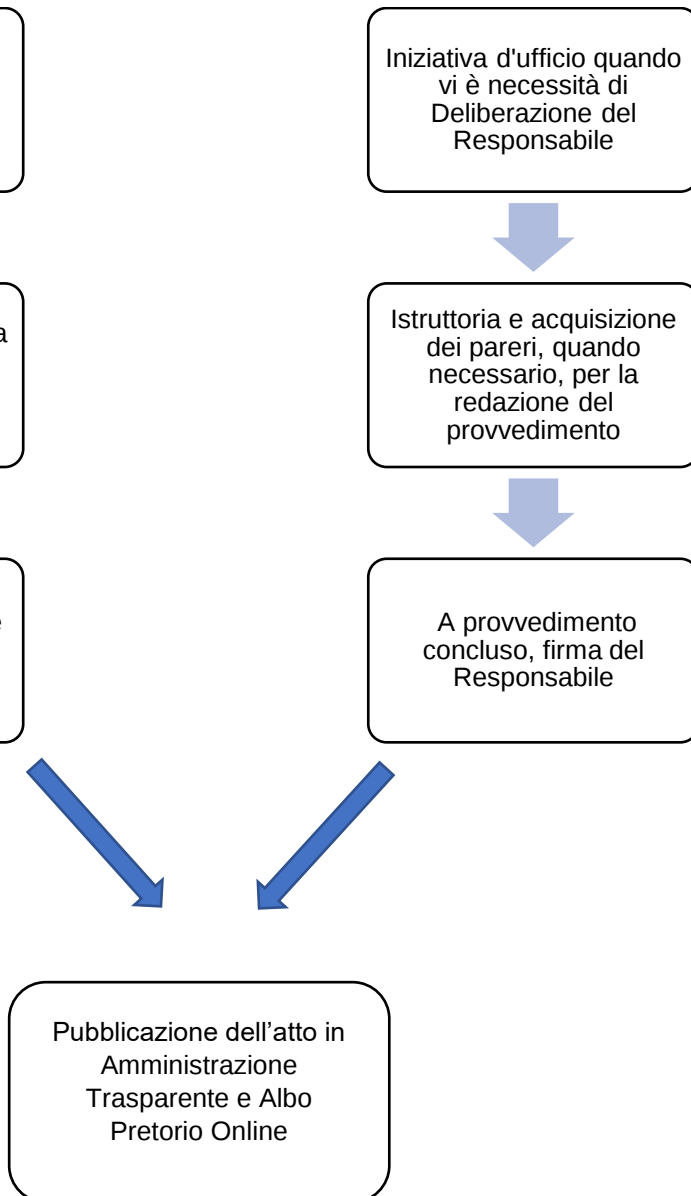


3. – ISTRUTTORIA E PUBBLICAZIONE DELLE DELIBERAZIONI

FUNZIONAMENTO DEGLI ORGANI COLLEGIALI



ISTRUTTORIA E PUBBLICAZIONE DELLE DELIBERAZIONI



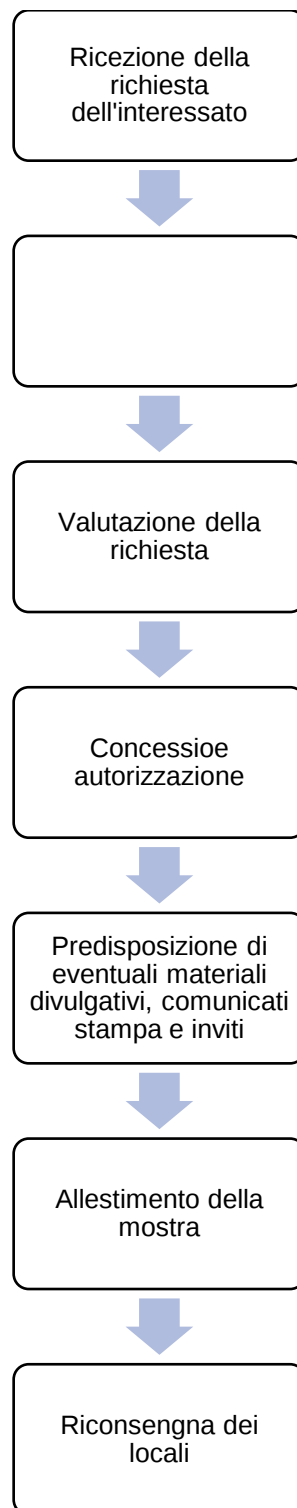
4. GESTIONE PROTOCOLLO – GESTIONE ARCHIVIO CORRENTE, DI DEPOSITO E STORICO



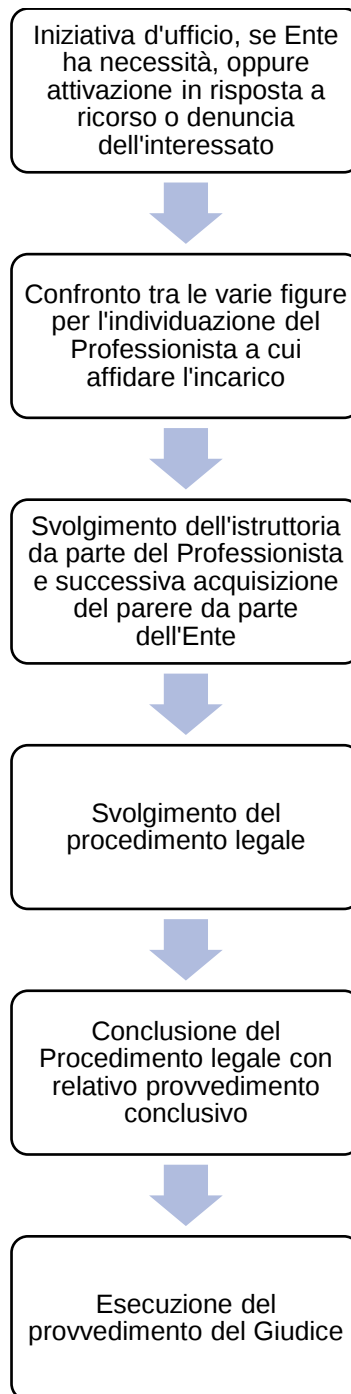
5. ORGANIZZAZIONE DI EVENTI CULTURALI



6. GESTIONE SALE COMUNALI



7. SUPPORTO GIURIDICO E PARERI LEGALI – GESTIONE DEL CONTENZIOSO

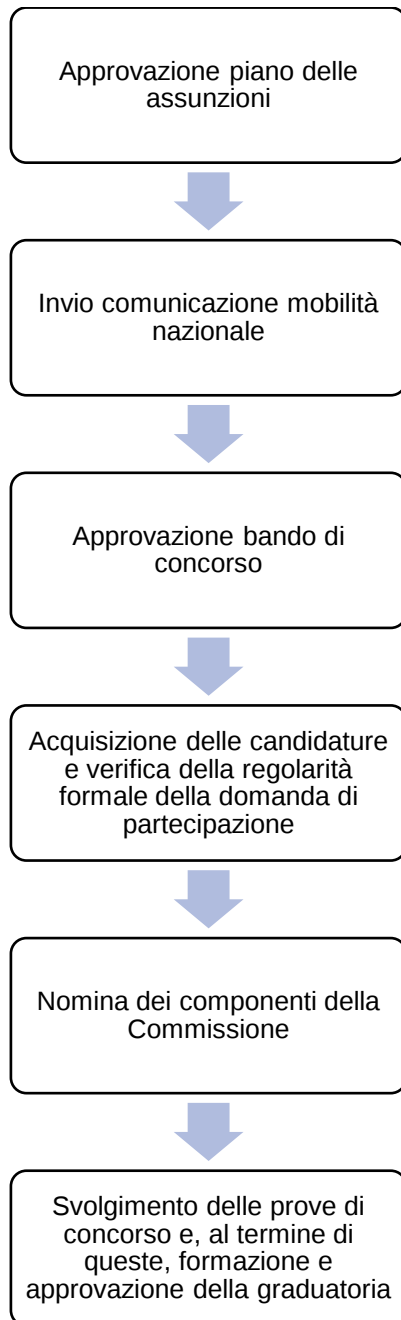


8. ORGANIZZAZIONE DI EVENTI CULTURALI

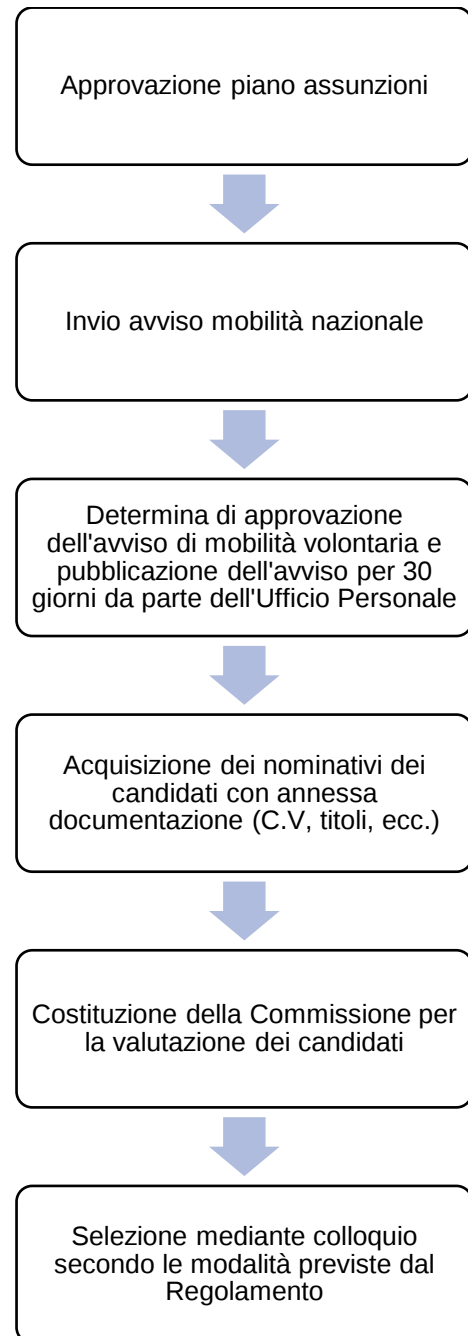


9. ASSUNZIONE DI PERSONALE

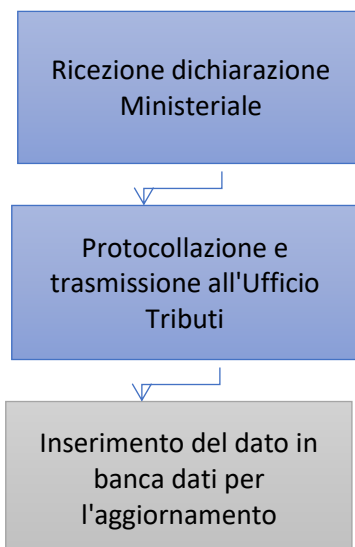
ASSUNZIONE PERSONALE PER CONCORSO



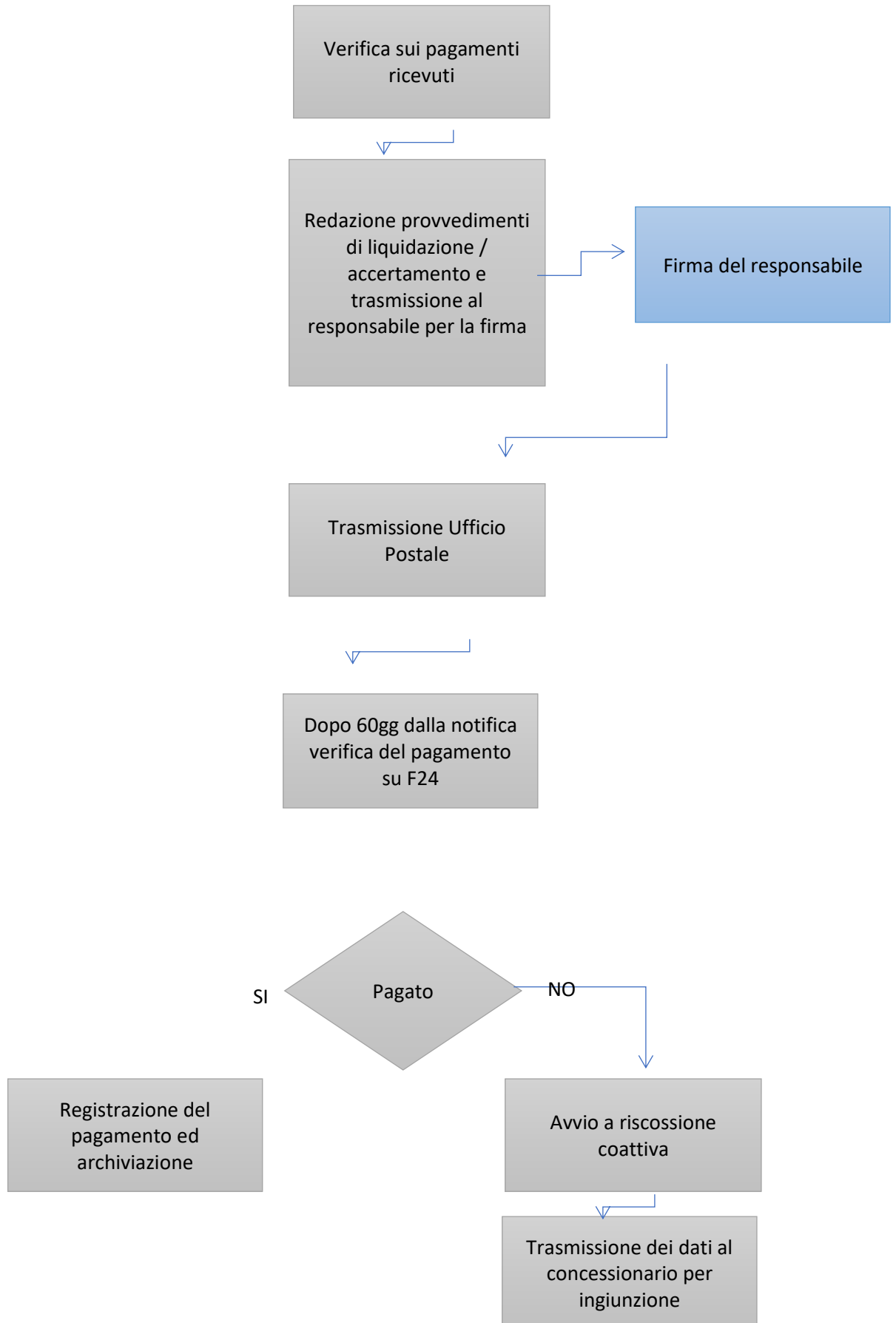
ASSUNZIONE TRAMITE MOBILITA' VOLONTARIA



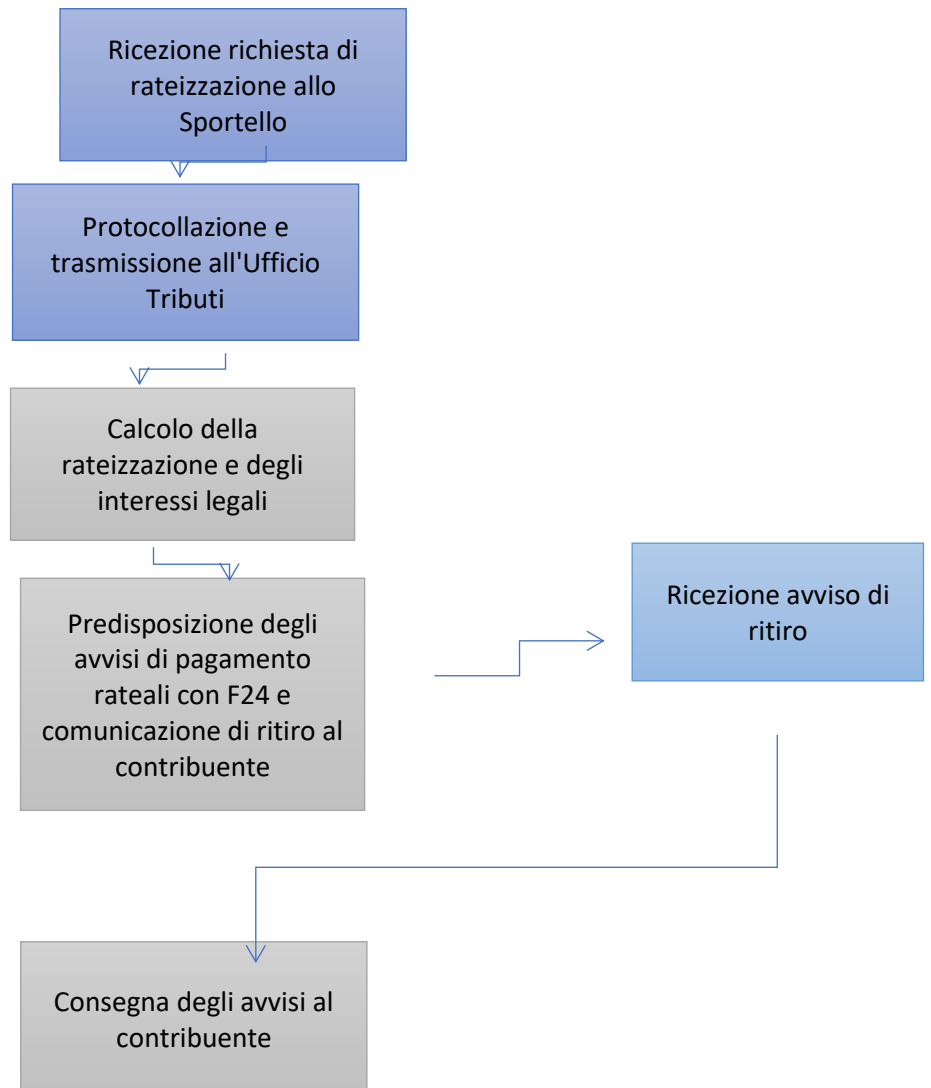
10 – DICHIARAZIONI IMU



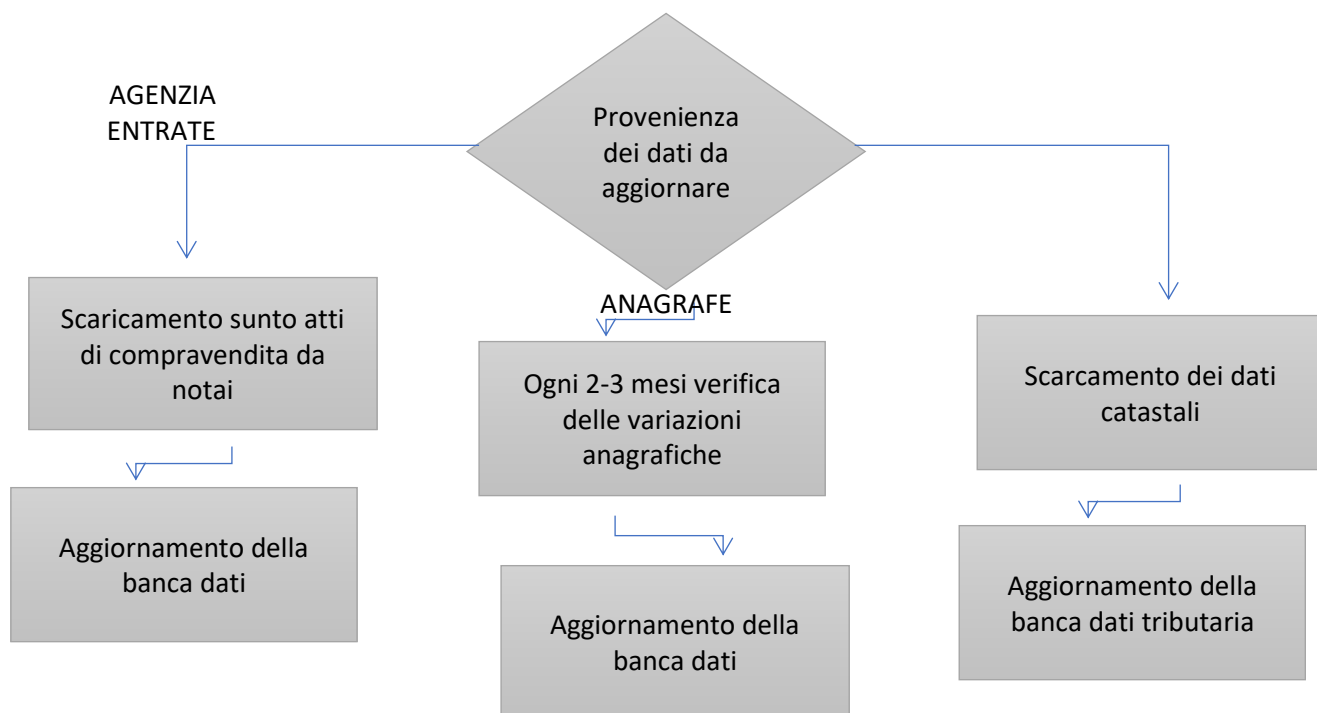
11 – ACCERTAMENTI IMU – TASI



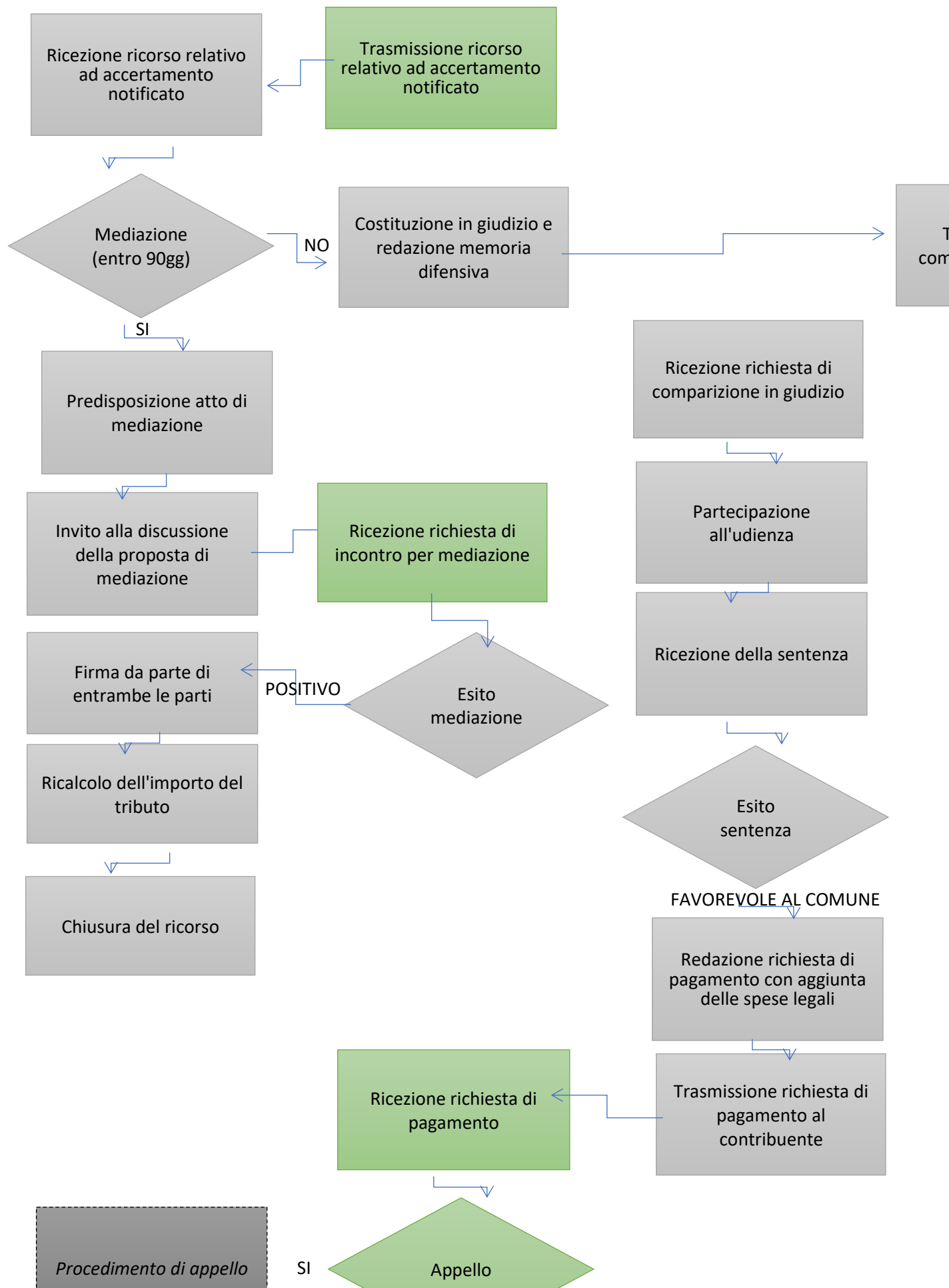
11 - Rateizzazioni IMU-TASI



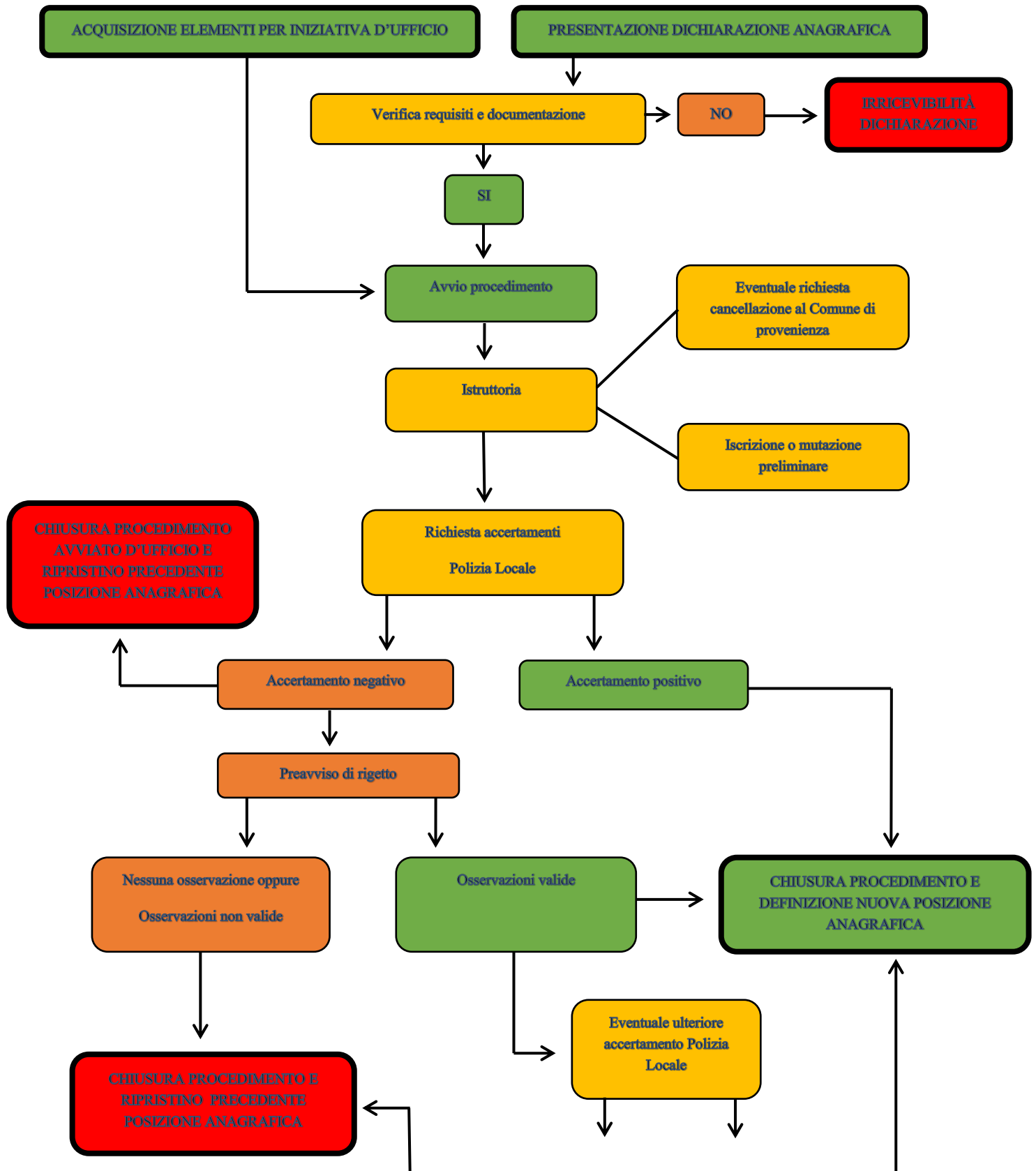
12 Aggiornamento banche dati IMU-TASI



13 Ricorso Alla Commissione Tributaria

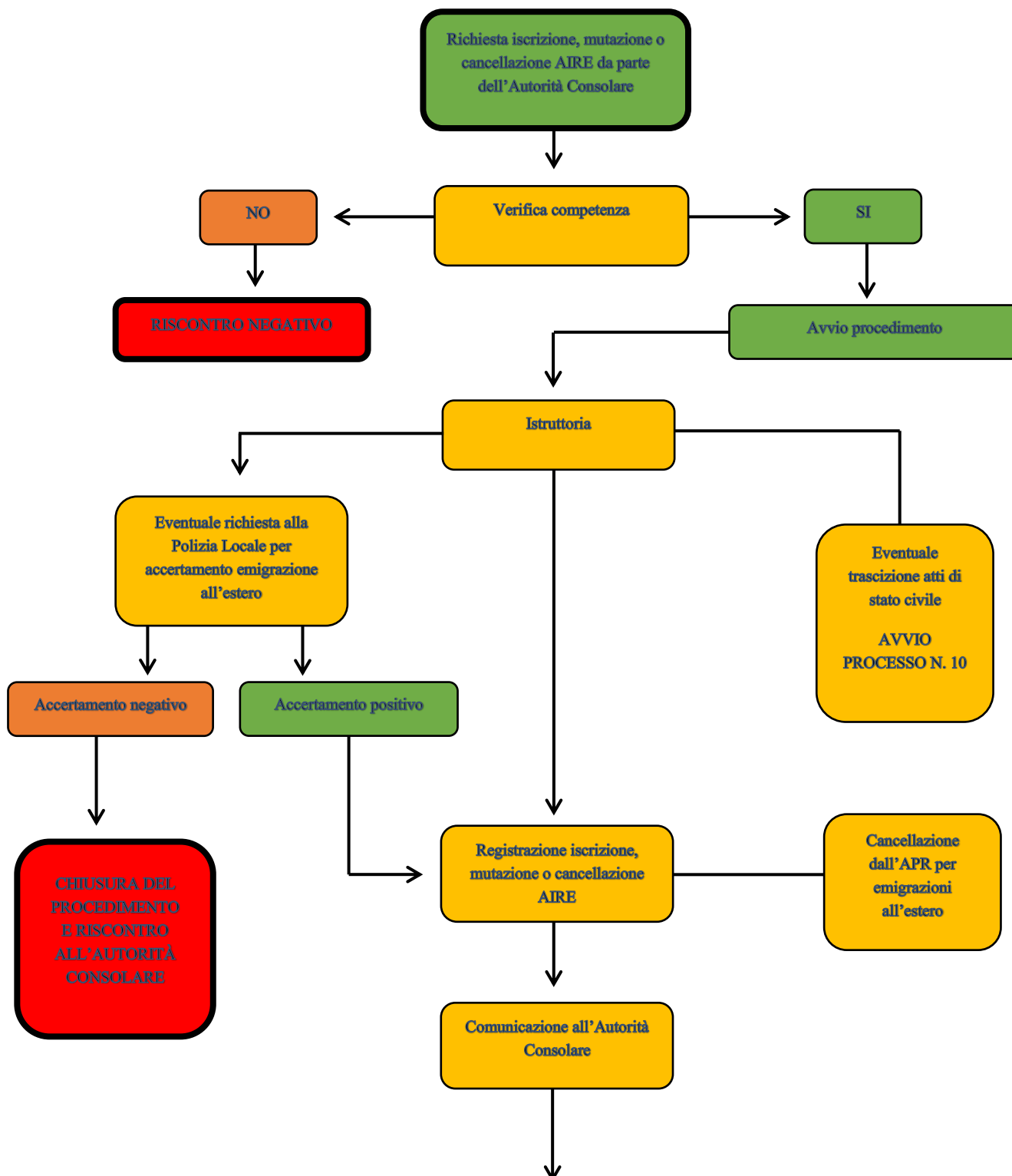


14- ANAGRAFE DELLA POPOLAZIONE RESIDENTE: ISCRIZIONI, MUTAZIONI, CANCELLAZIONI





15 - ANAGRAFE DEGLI ITALIANI RESIDENTI ALL'ESTERO: ISCRIZIONI, MUTAZIONI, CANCELLAZIONI



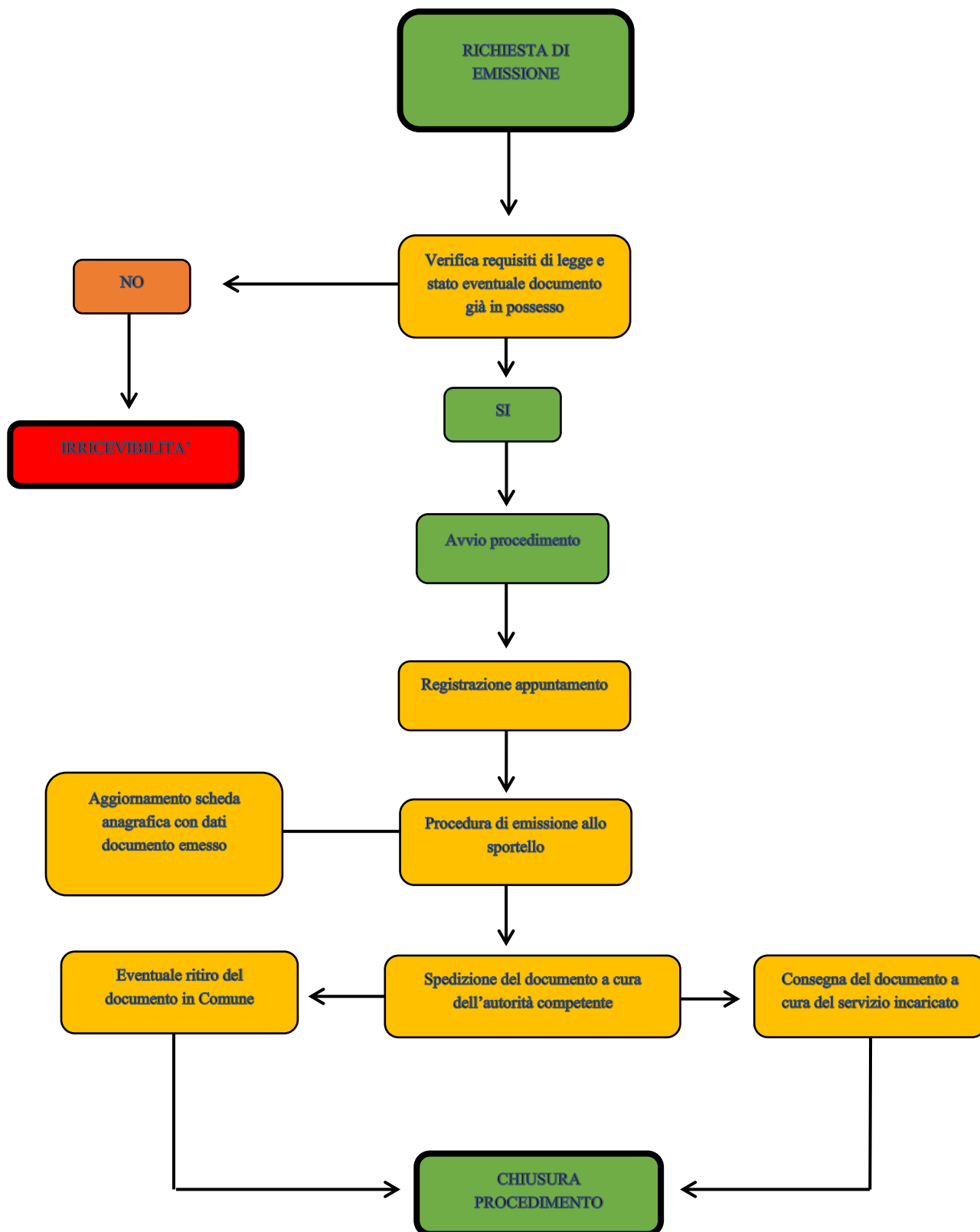
CHIUSURA
PROCEDIMENTO

16 – GESTIONE DELL'ANAGRAFE TEMPORANEA

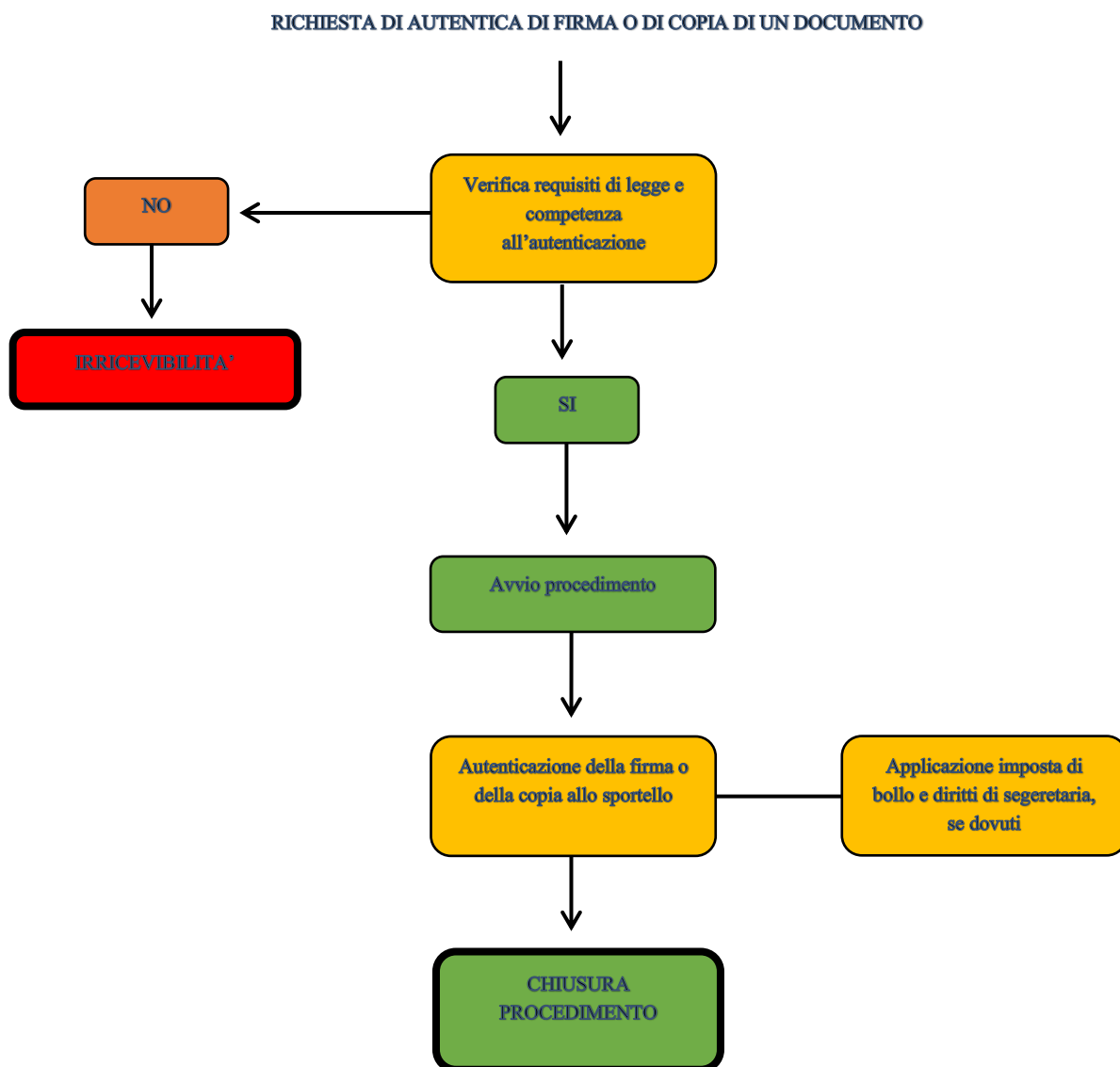


CHIUSURA
PROCEDIMENTO

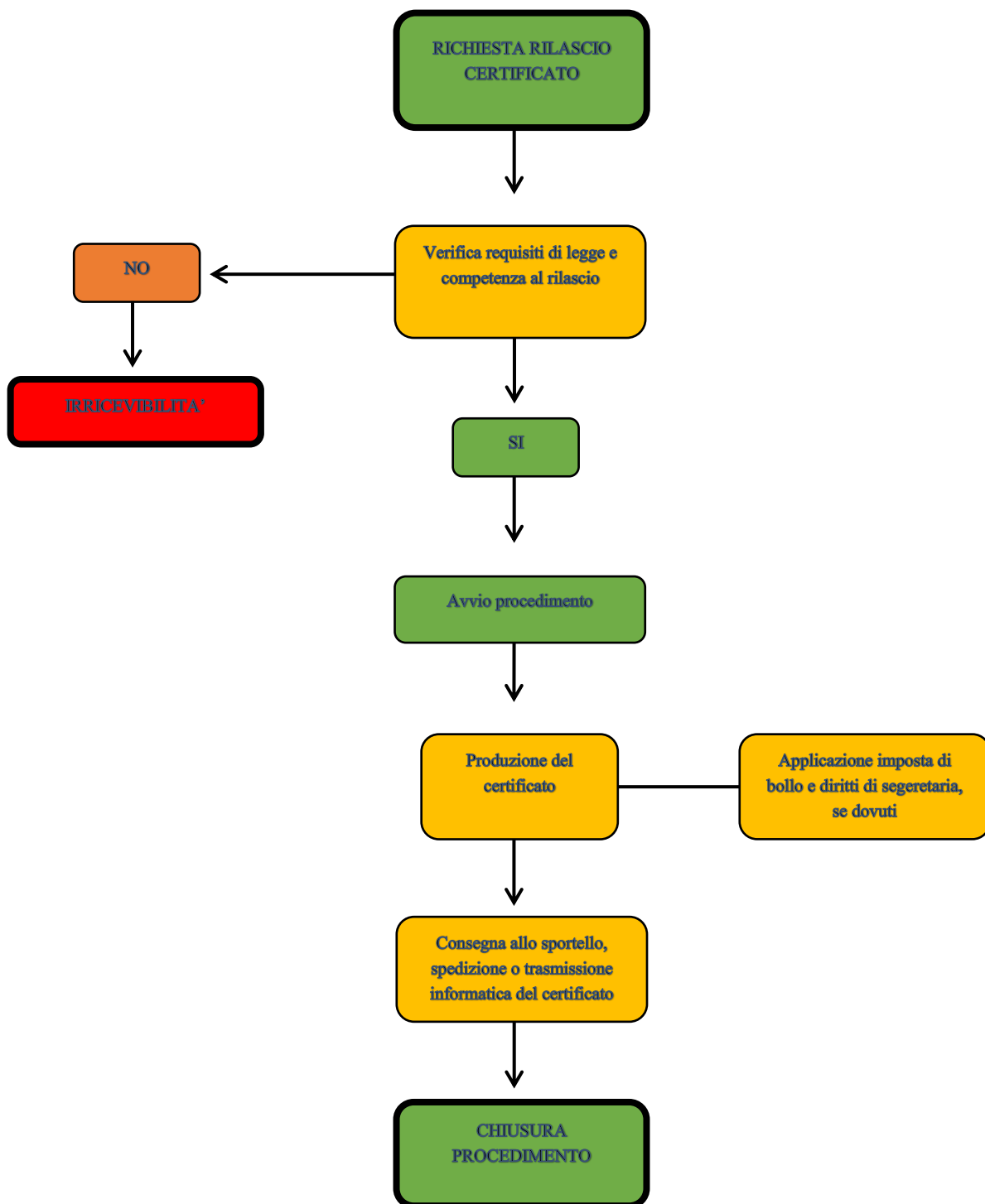
17 – EMISSIONE CARTA D'IDENTITÀ ELETTRONICA



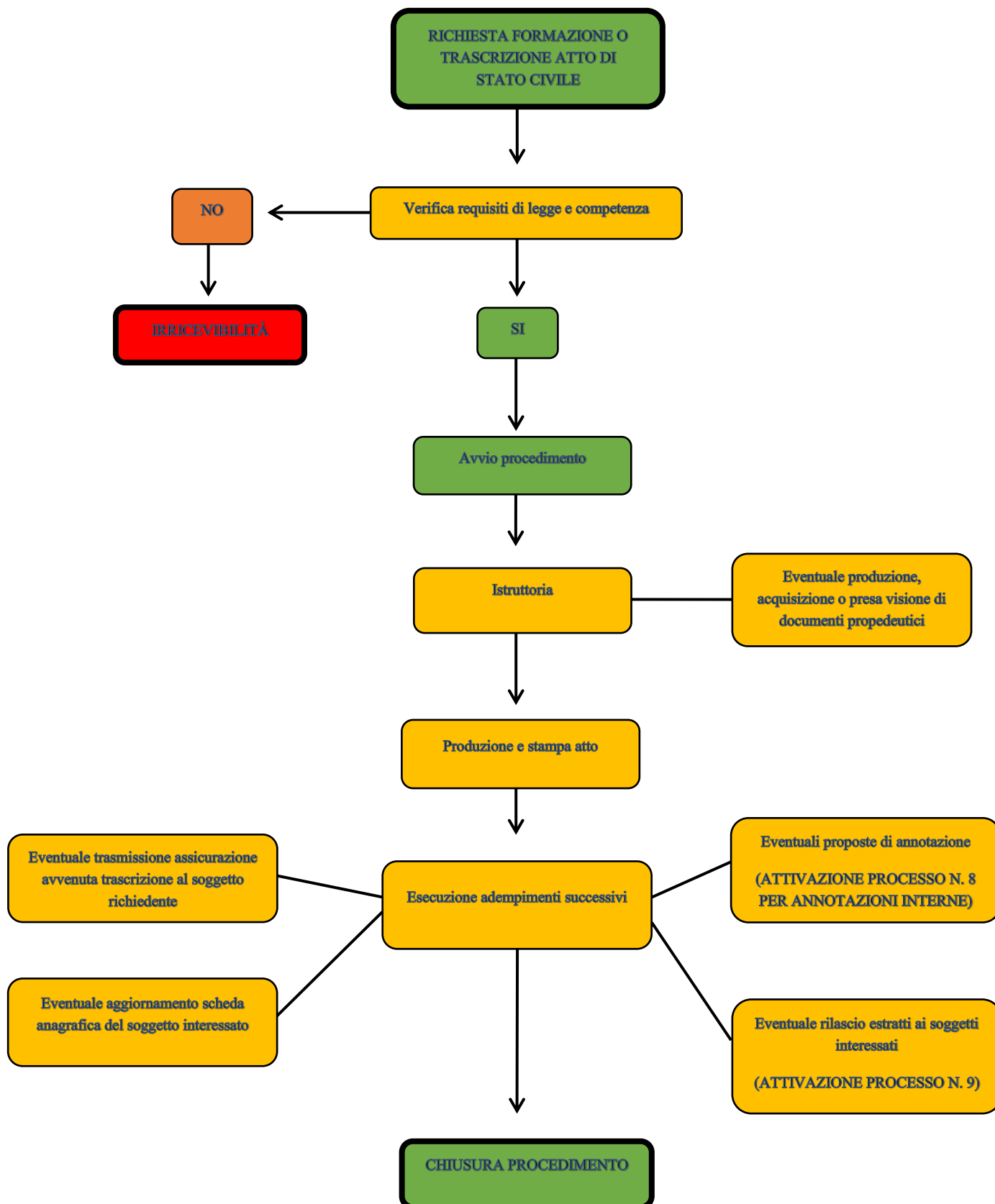
18 – AUTENTICA DI FIRMA O COPIA



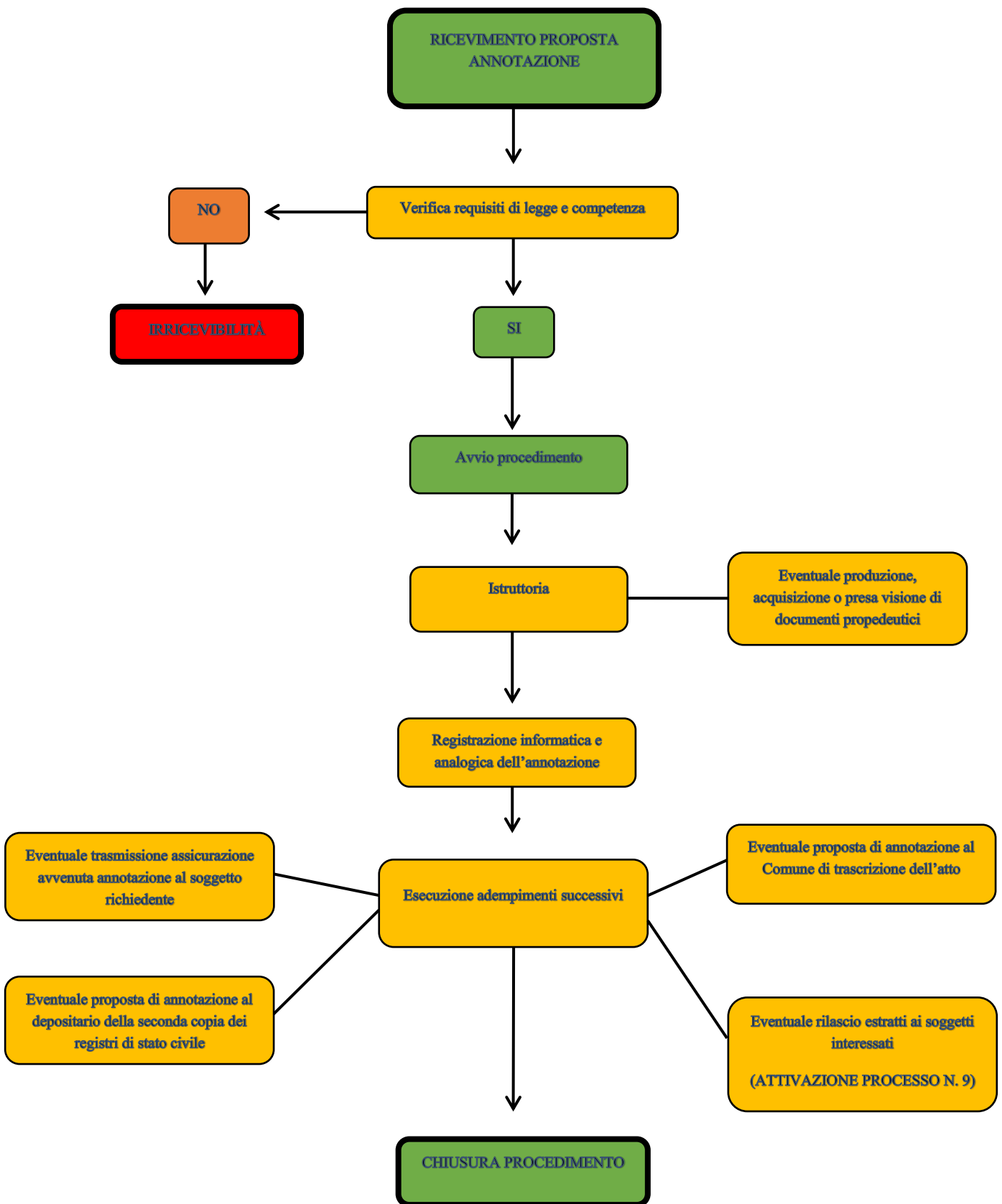
19 – RILASCIO CERTIFICATI ANAGRAFICI



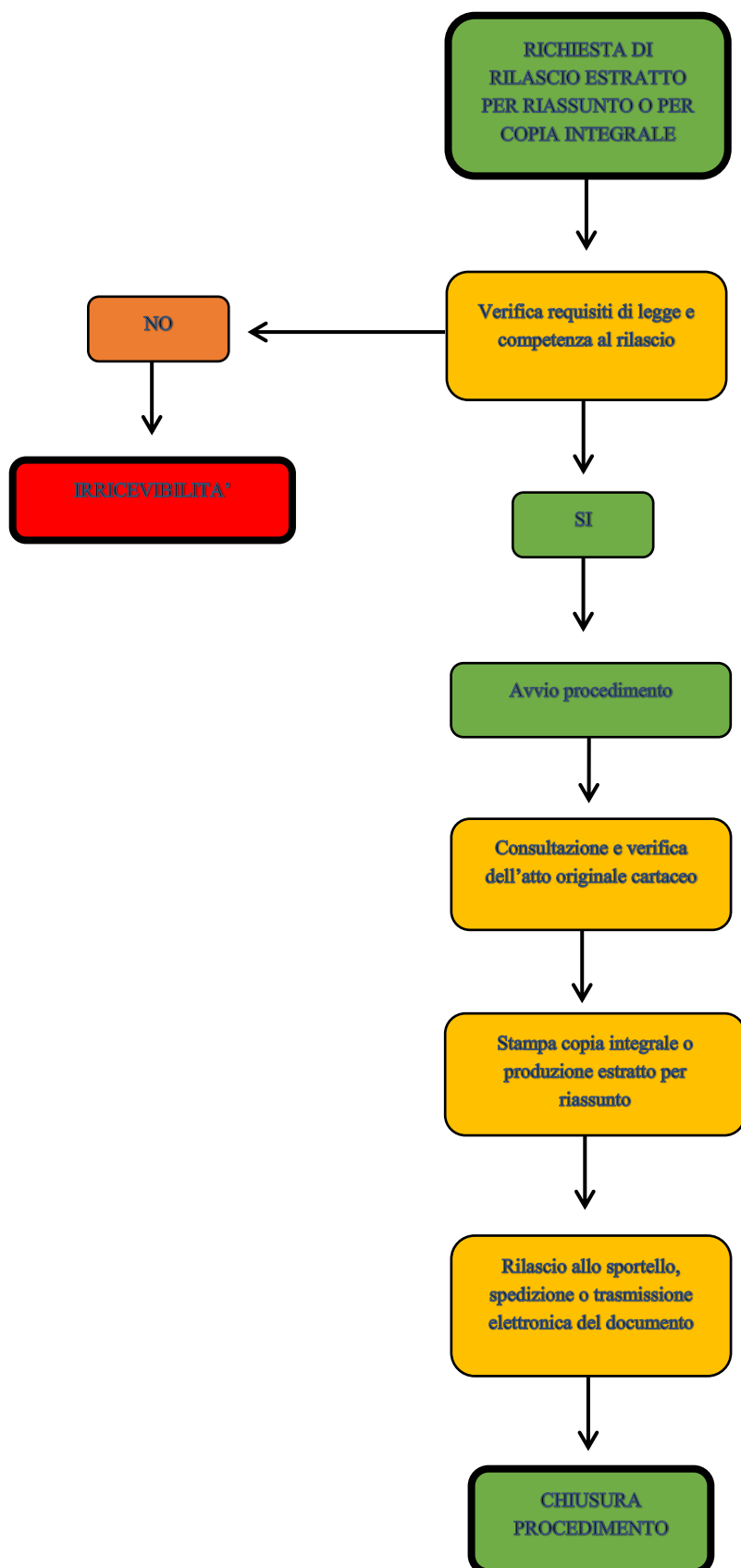
20– FORMAZIONE E TRASCRIZIONE ATTI DI STATO CIVILE



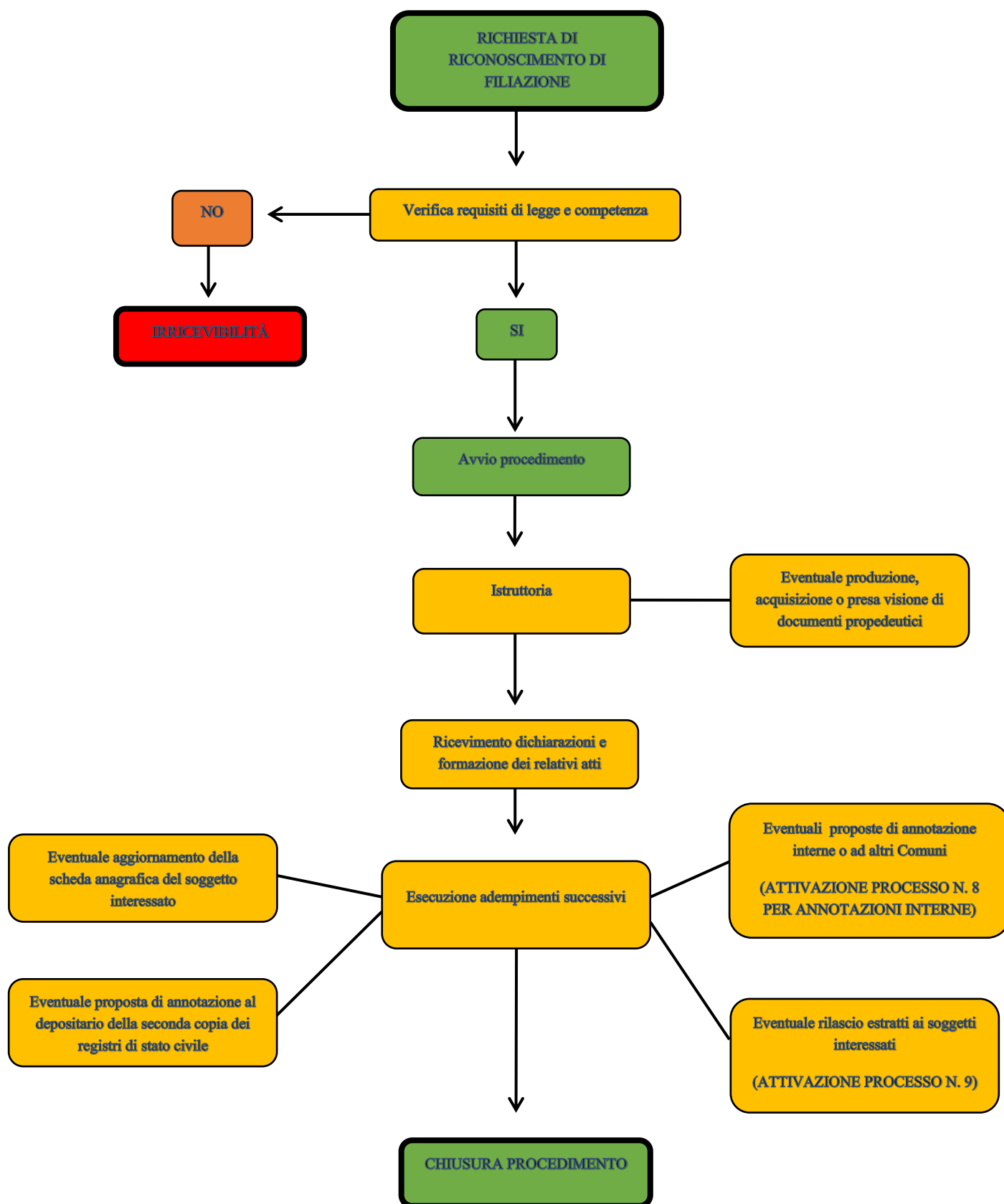
21 - APPOSIZIONE ANNOTAZIONI A MARGINE DEGLI ATTI DI STATO CIVILE



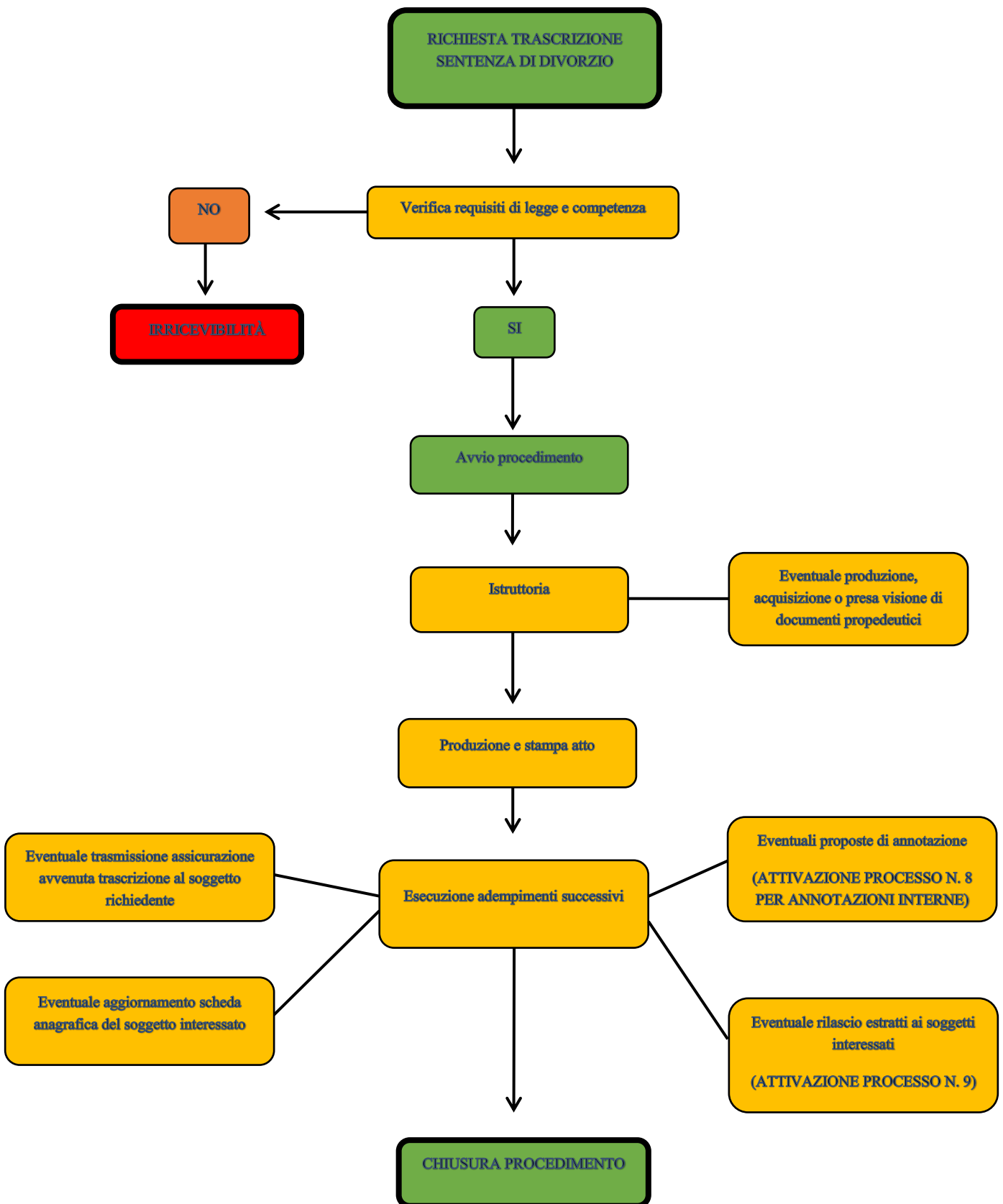
22 – RILASCIO ESTRATTI PER RIASSUNTO O PER COPIA INTEGRALE DEGLI ATTI DI STATO CIVILE



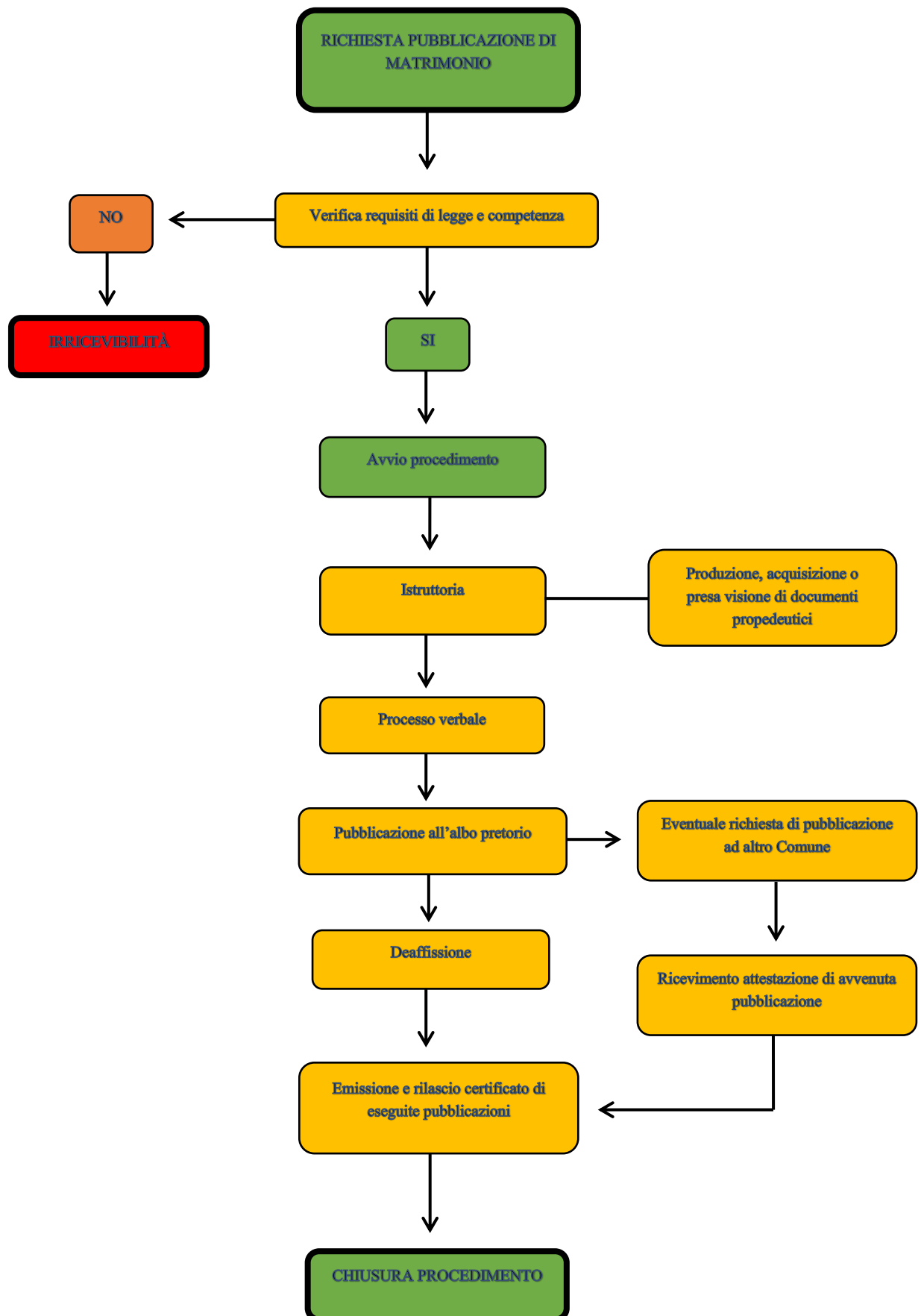
23 – RICONOSCIMENTO DI FILIAZIONE



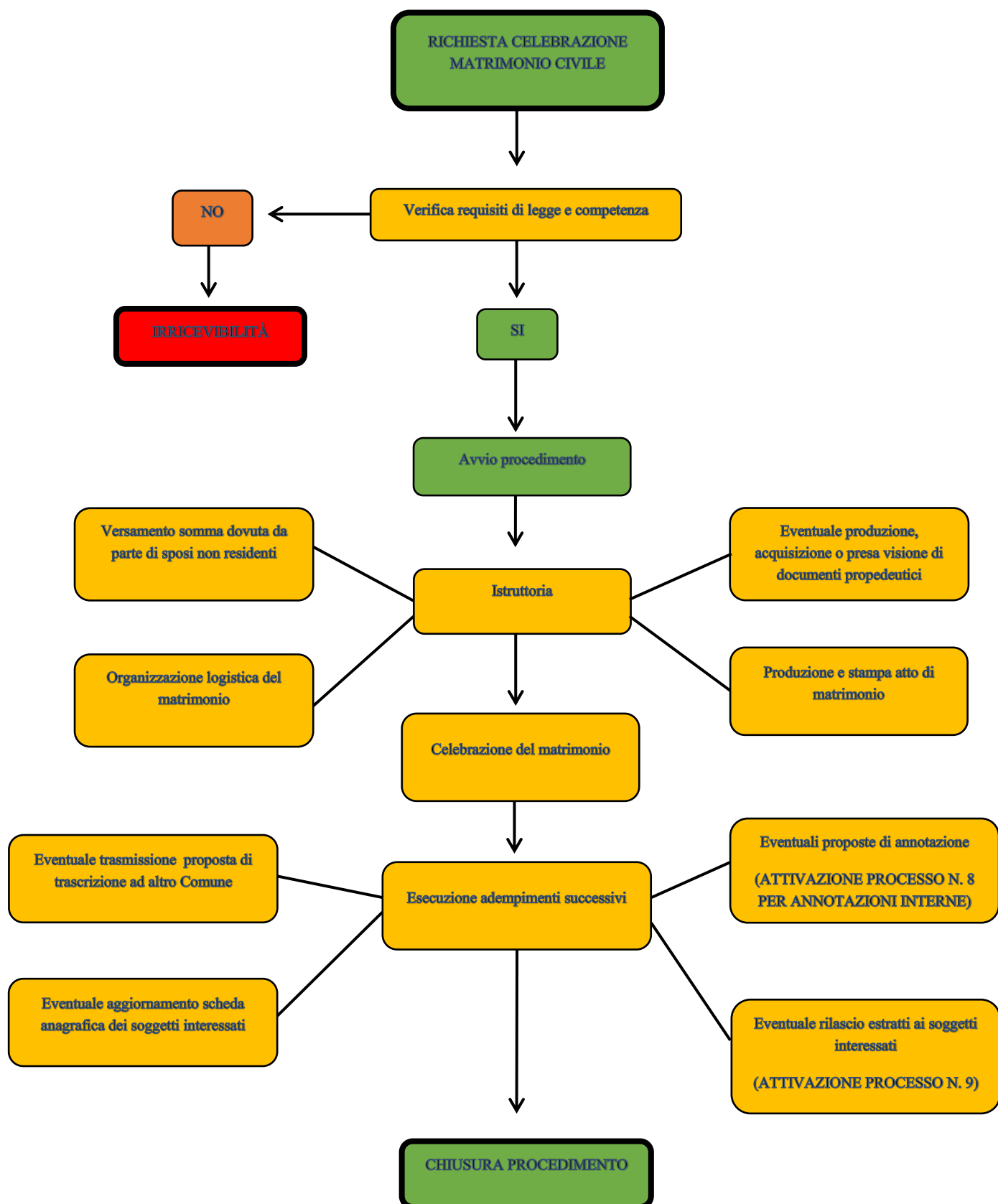
24 - TRASCRIZIONE SENTENZE DI DIVORZIO DALL'ESTERO



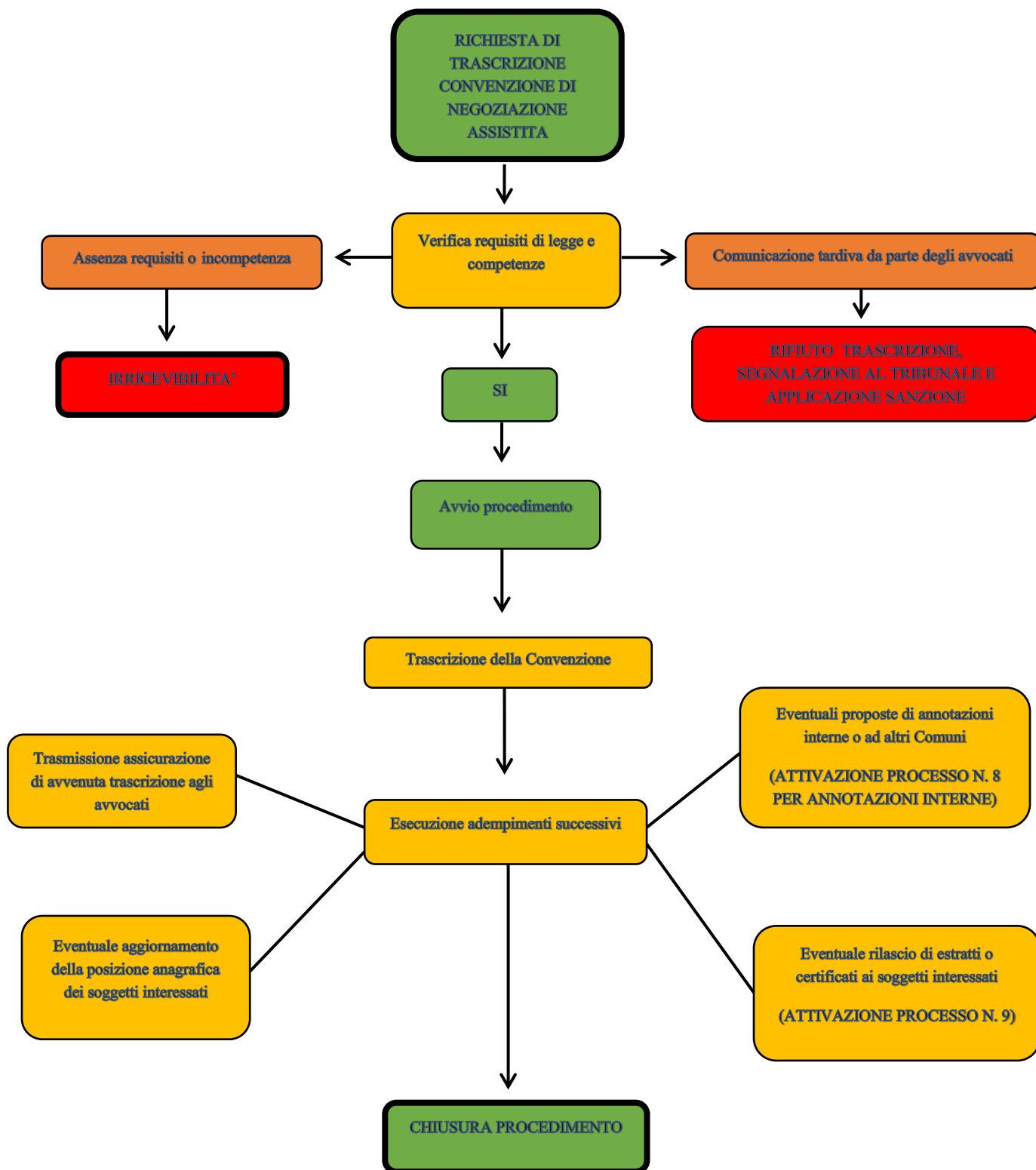
25- PUBBLICAZIONI DI MATRIMONIO



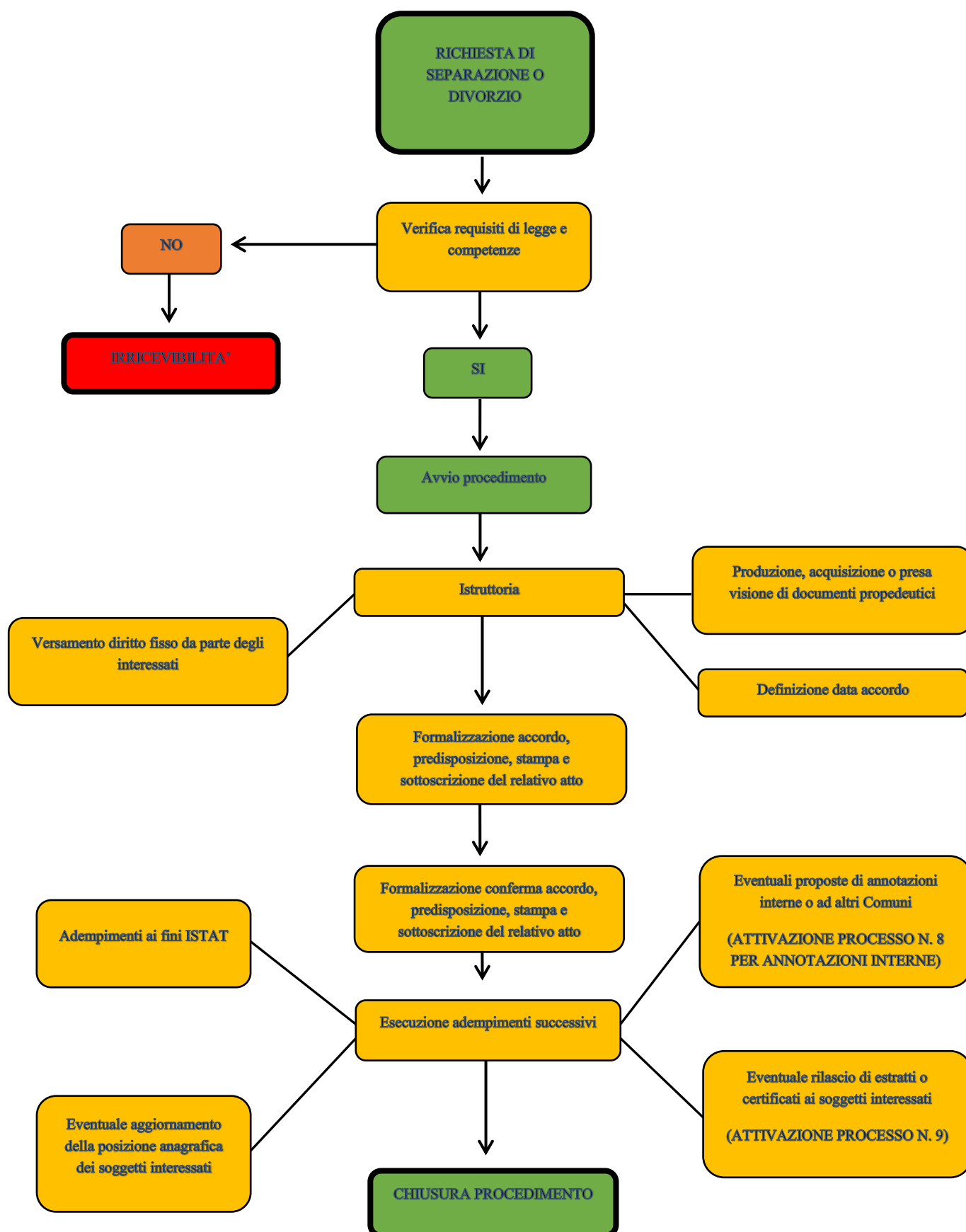
26 – CELEBRAZIONE DI MATRIMONI CIVILI



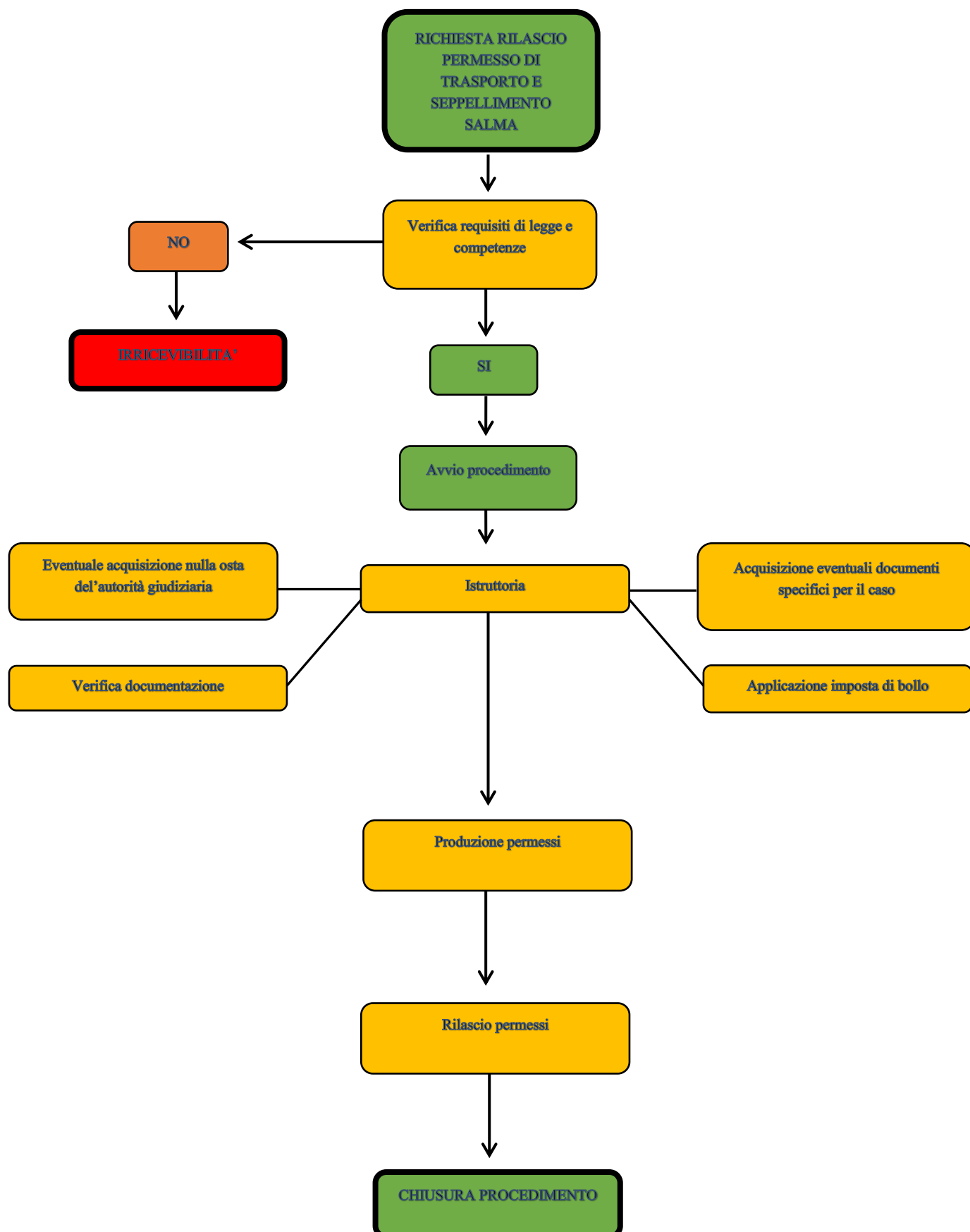
27 – TRASCRIZIONE CONVENZIONI DI NEGOZIAZIONE ASSISTITA



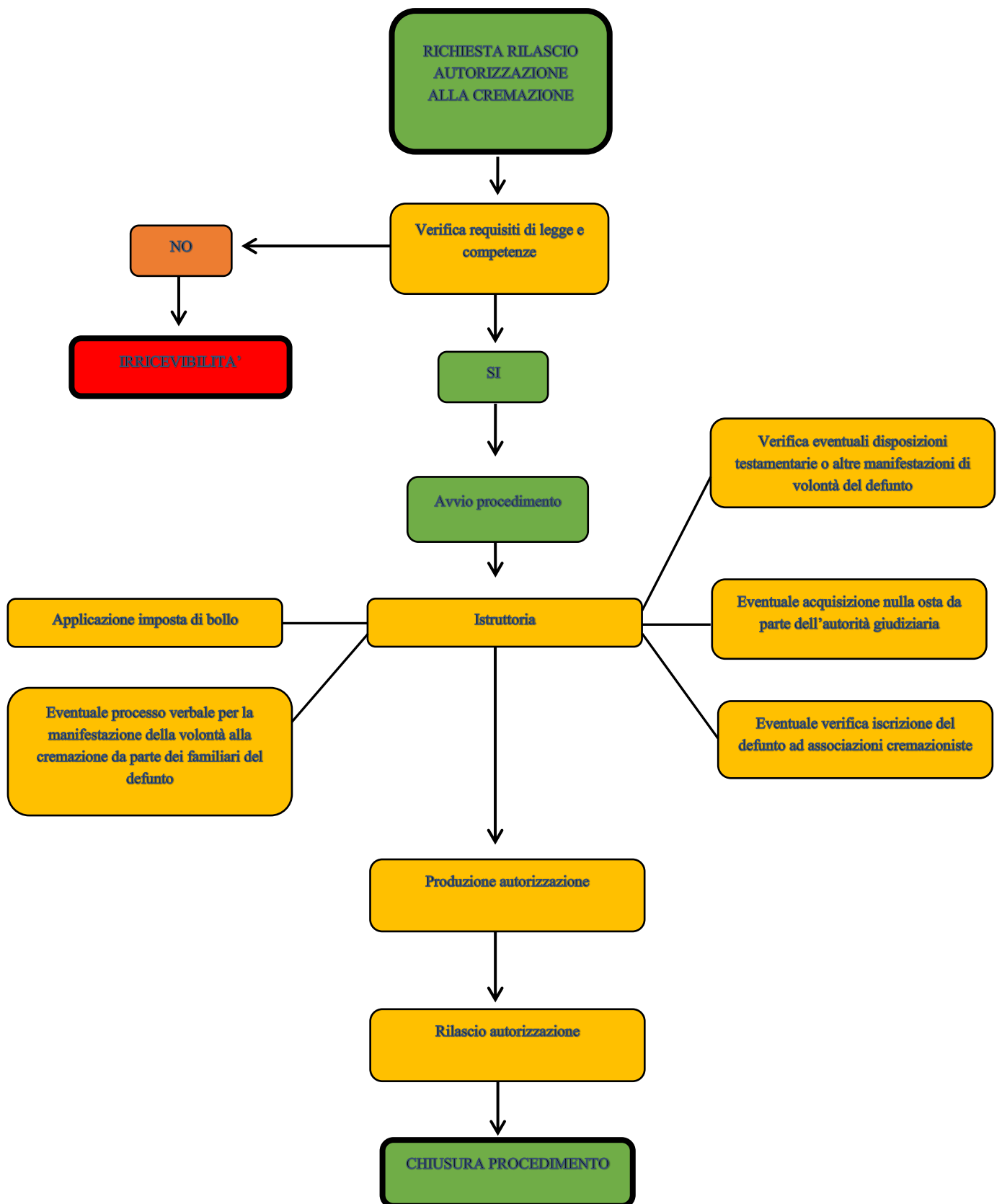
28 – SEPARAZIONI E DIVORZI DAVANTI ALL’UFFICIALE DELLO STATO CIVILE



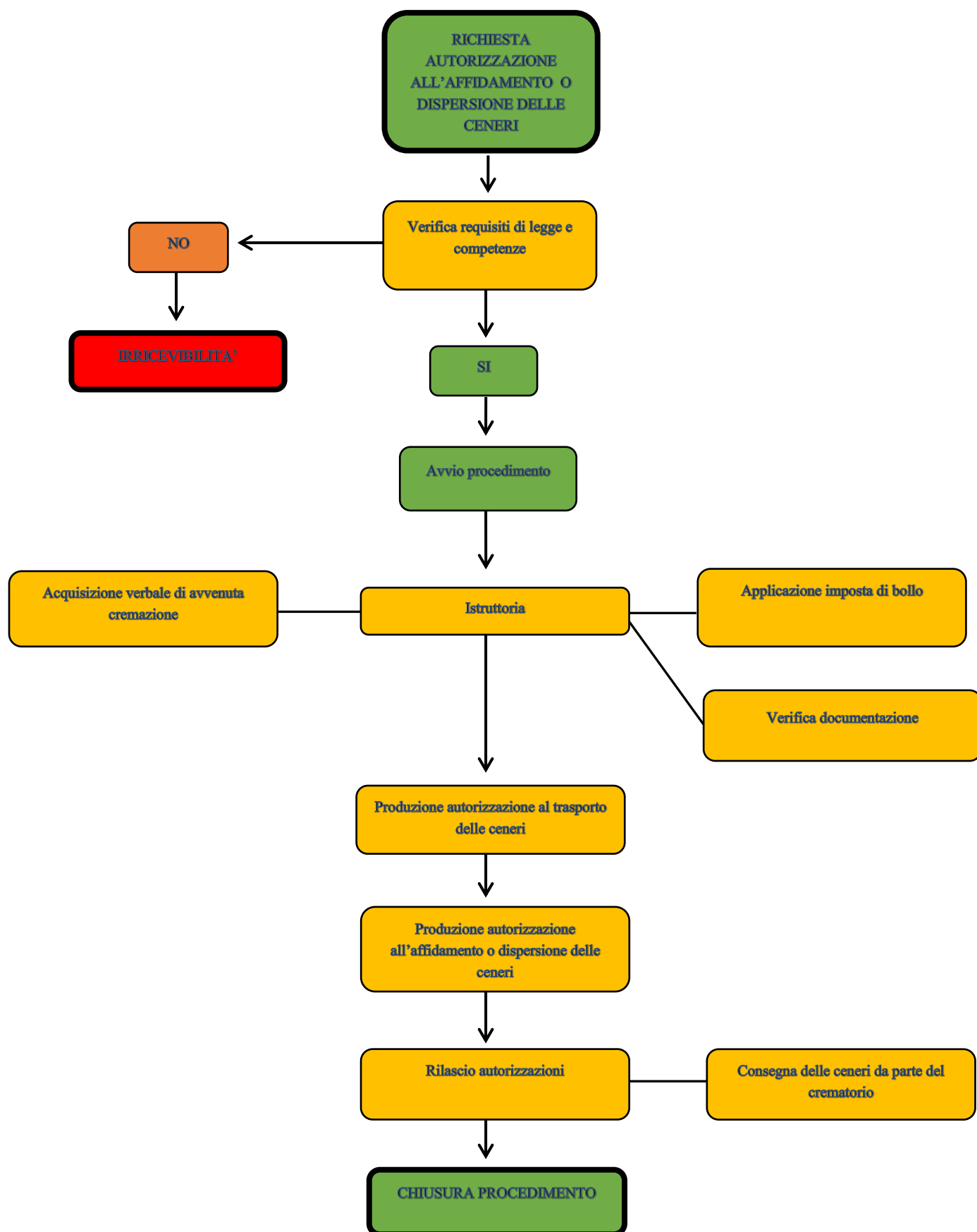
29 – RILASCIO PERMESSI DI TRASPORTO E SEPPELLIMENTO SALMA



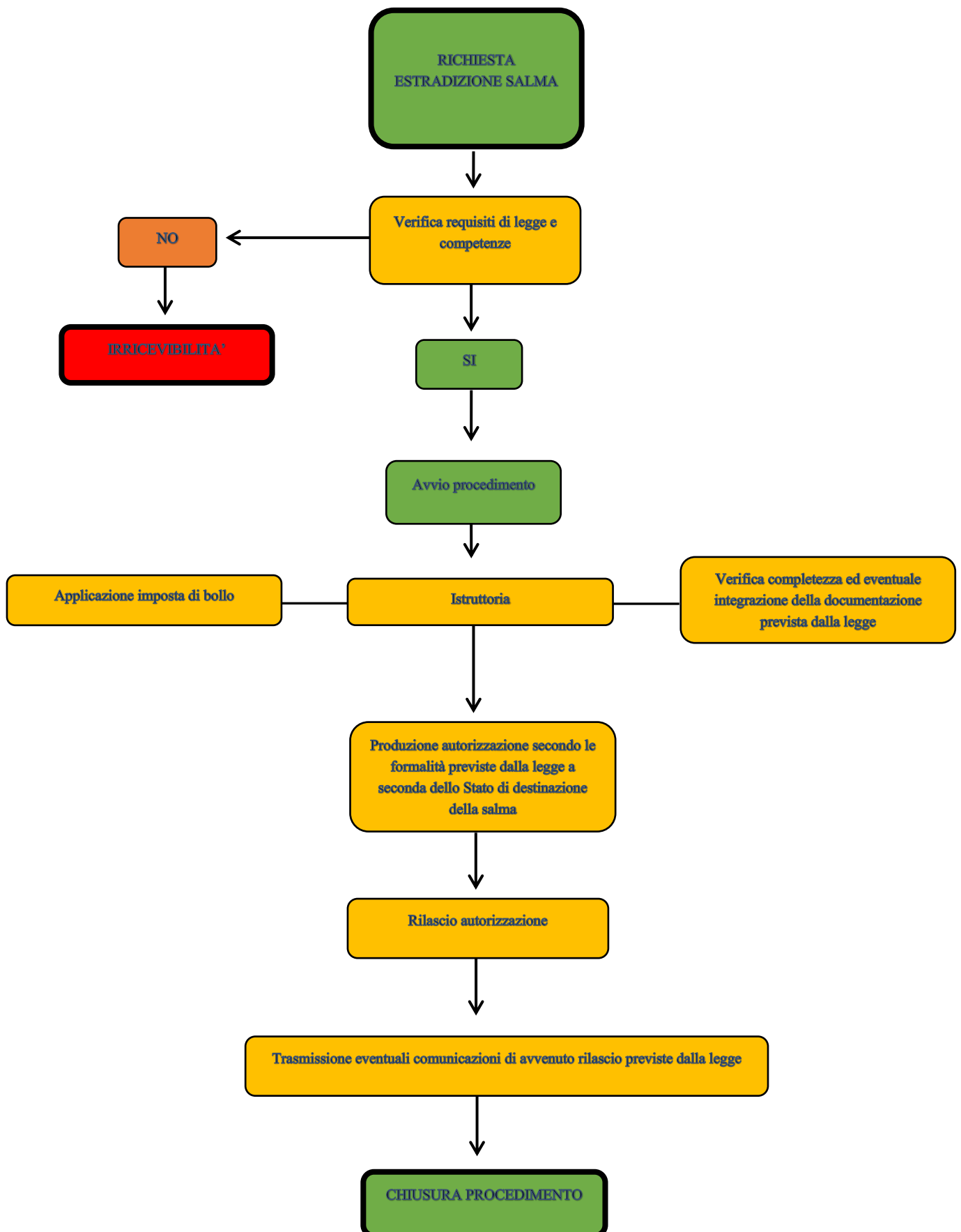
30 – RILASCIO AUTORIZZAZIONI ALLA CREMAZIONE



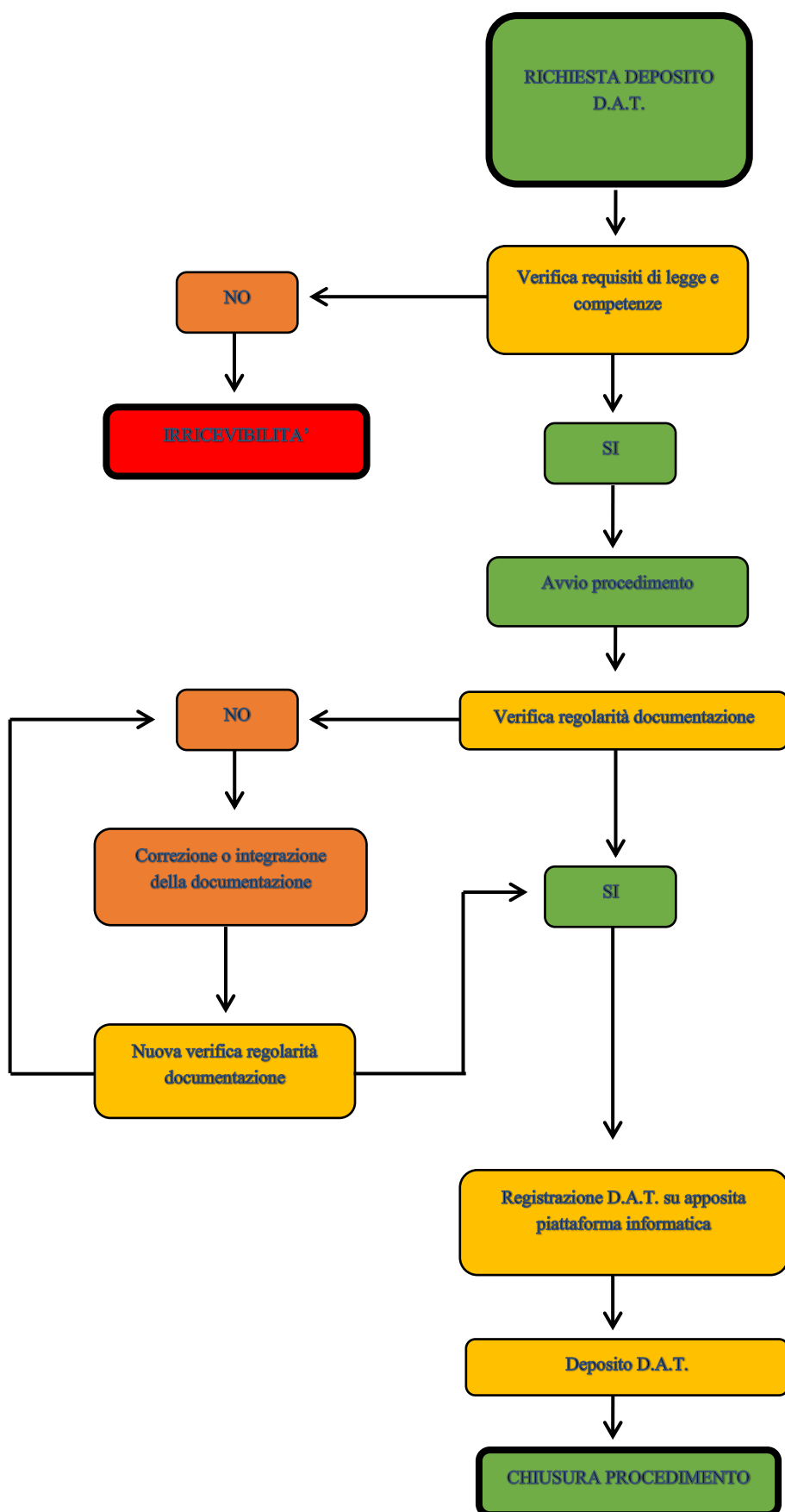
31 – AFFIDAMENTO E DISPERSIONE DELLE CENERI



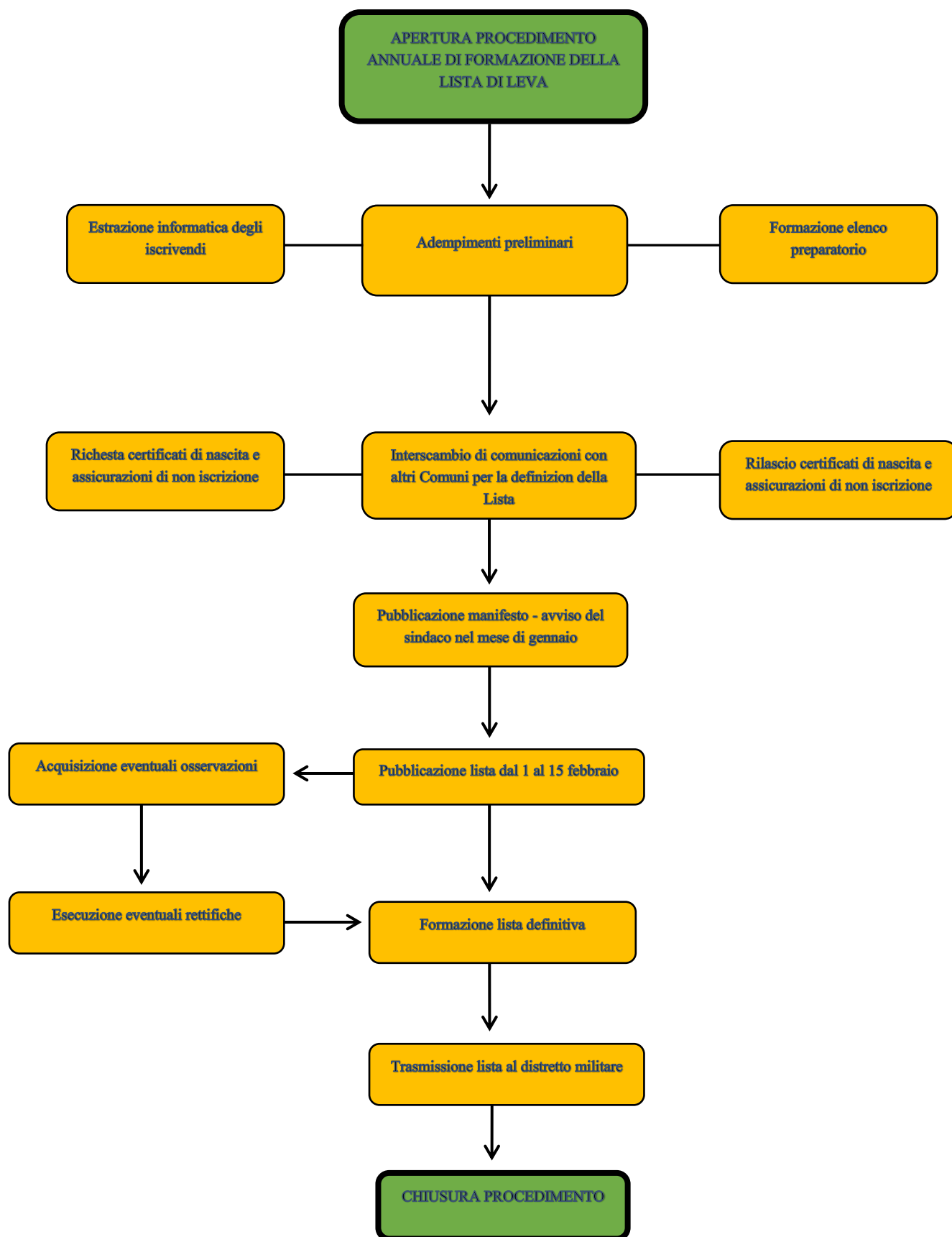
32 – AUTORIZZAZIONE ALL'ESTRADIZIONE DELLA SALMA



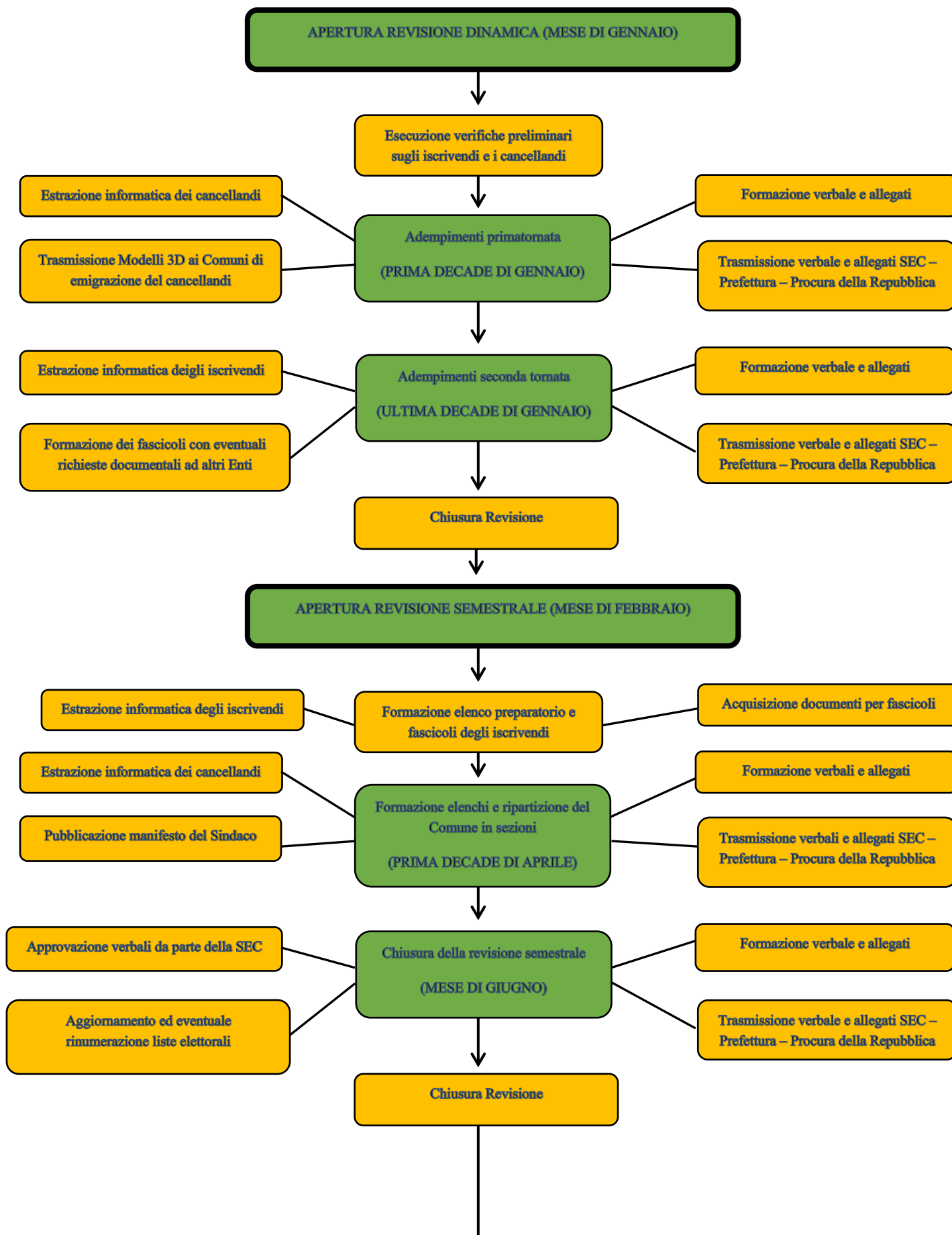
32 - DEPOSITO D.A.T.

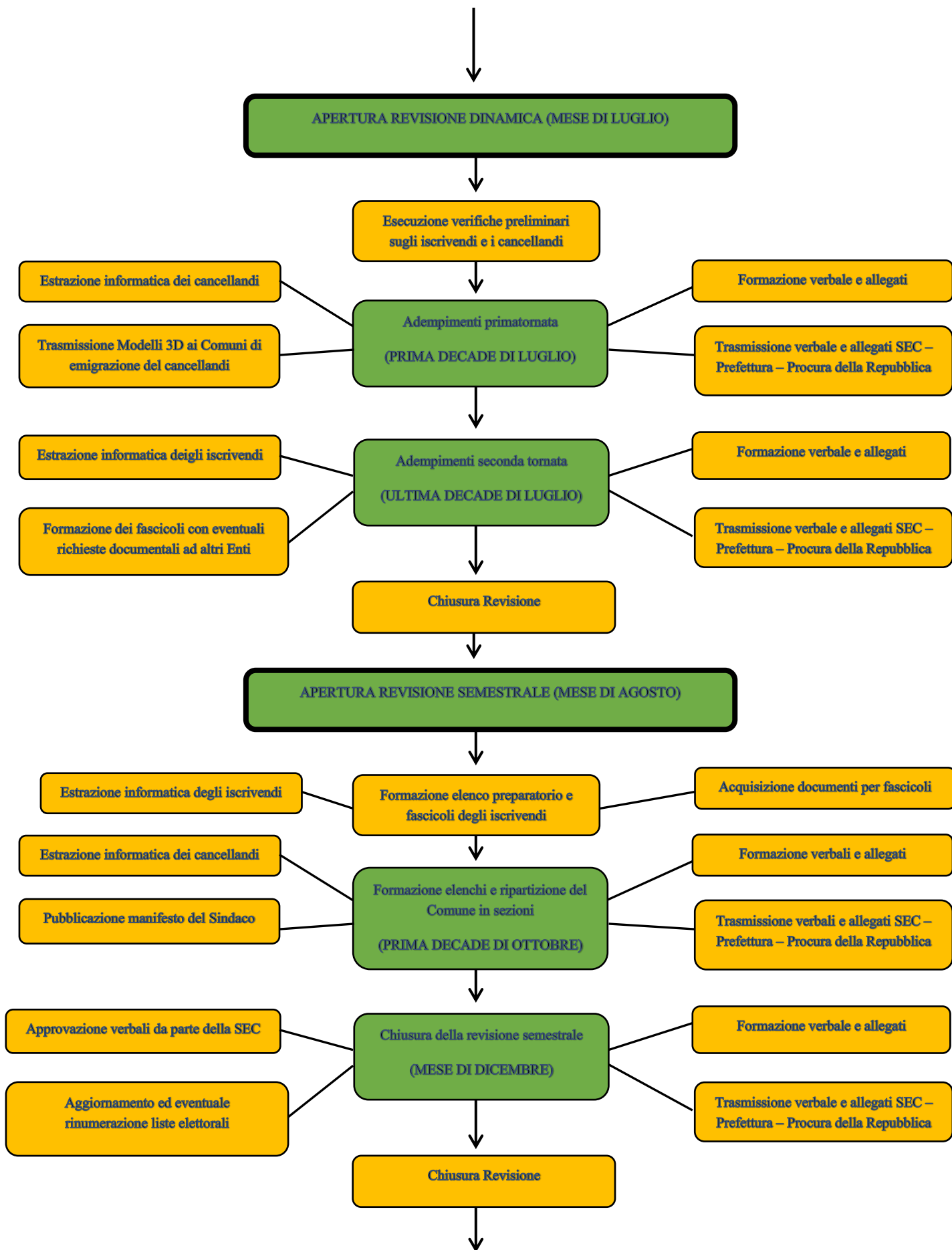


33 – FORMAZIONE LISTE DI LEVA



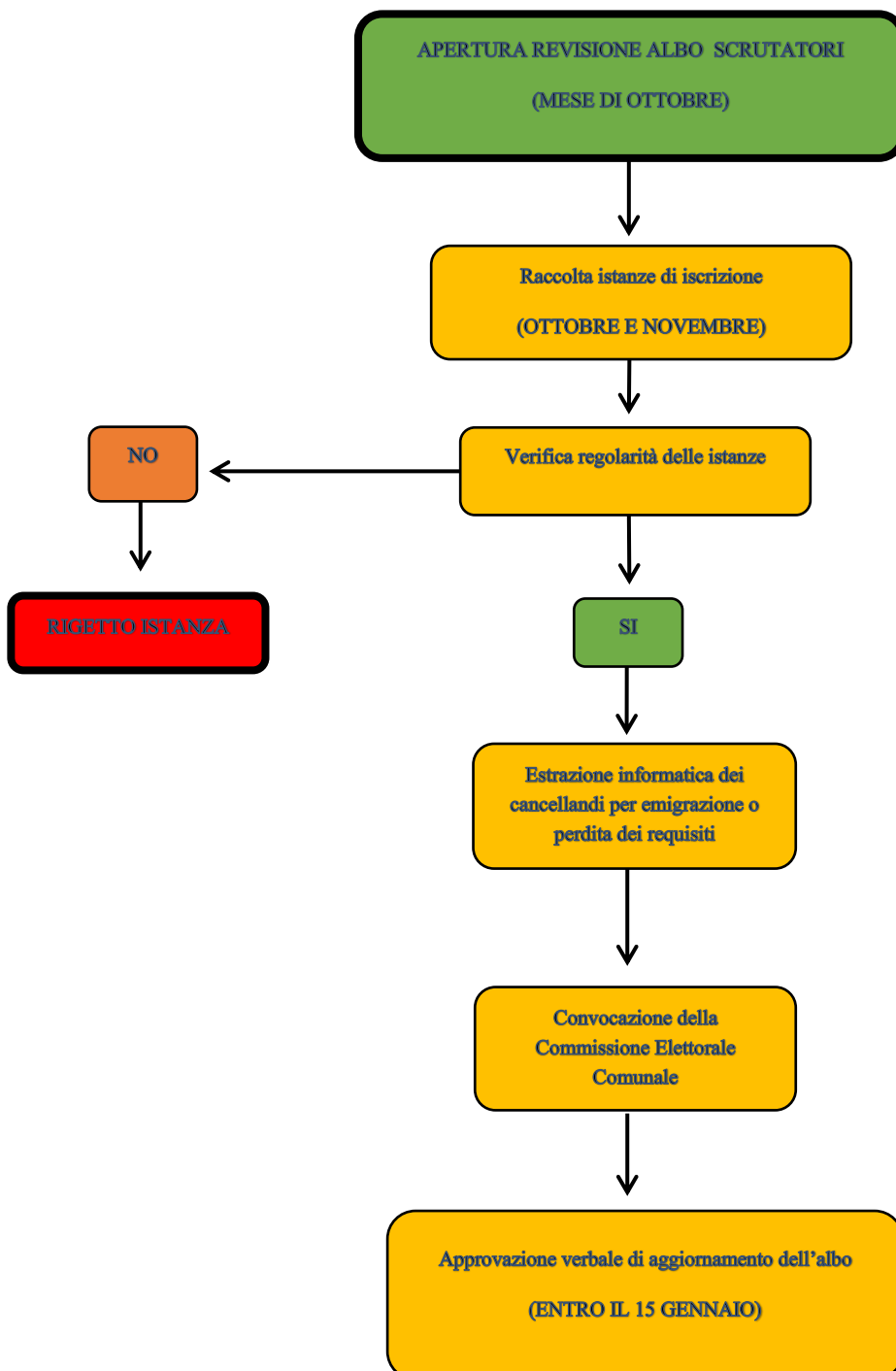
34 – TENUTA E AGGIORNAMENTO DELLE LISTE ELETTORALI





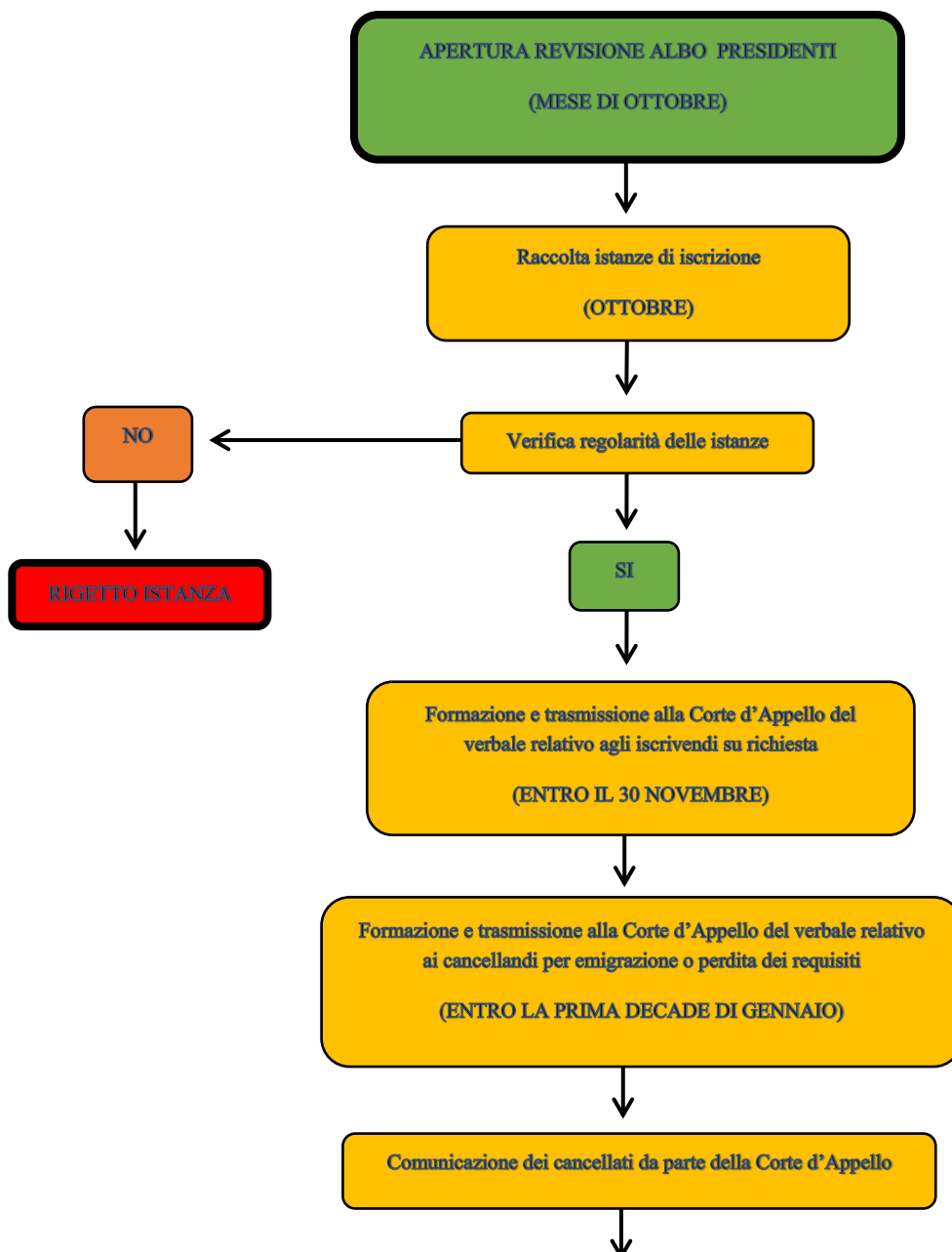
CHIUSURA PROCEDIMENTO

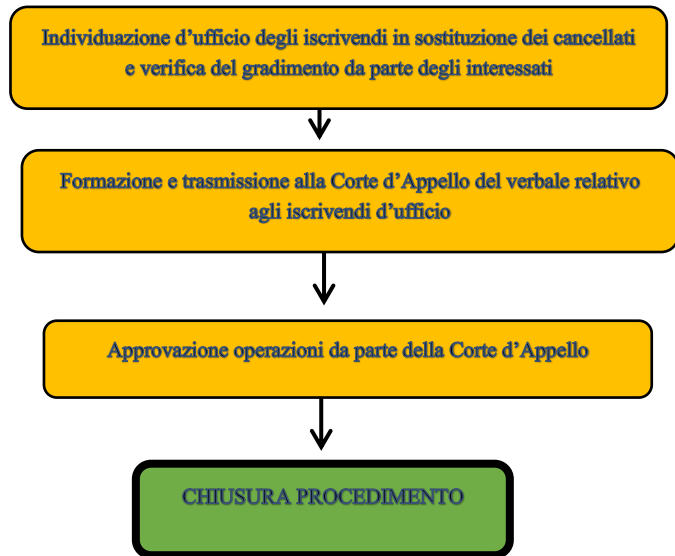
35 – TENUTA E AGGIORNAMENTO DELL'ALBO DEGLI SCRUTATORI





35 – AGGIORNAMENTO DELL'ALBO DEI PRESIDENTI DI SEGGIO



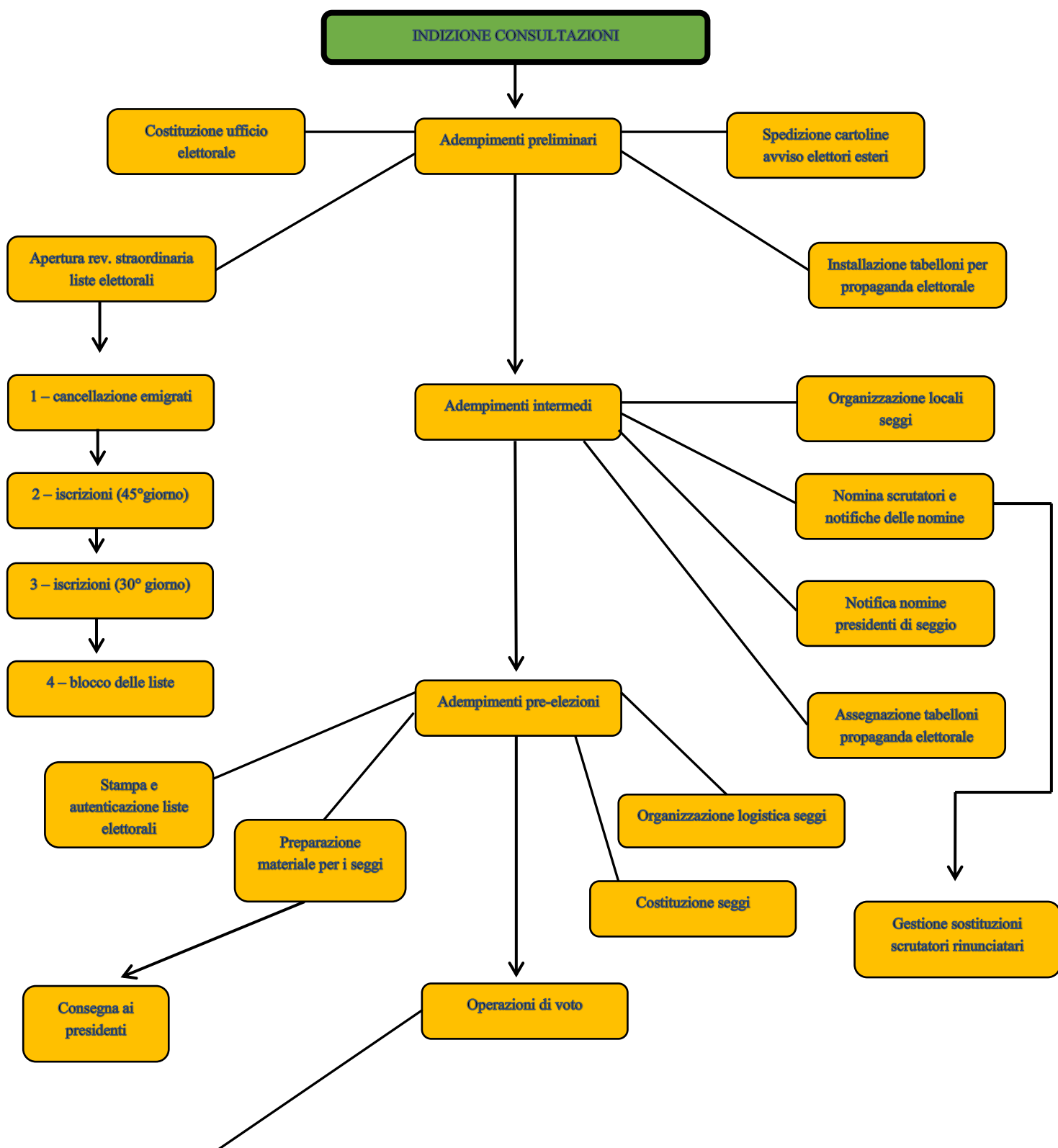


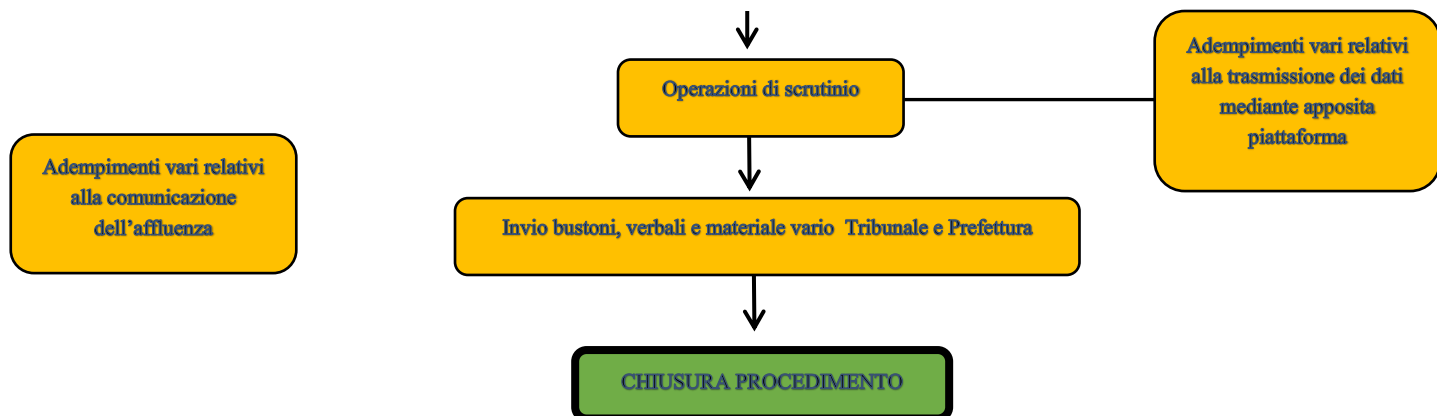
36 – RILASCIO TESSERE ELETTORALI



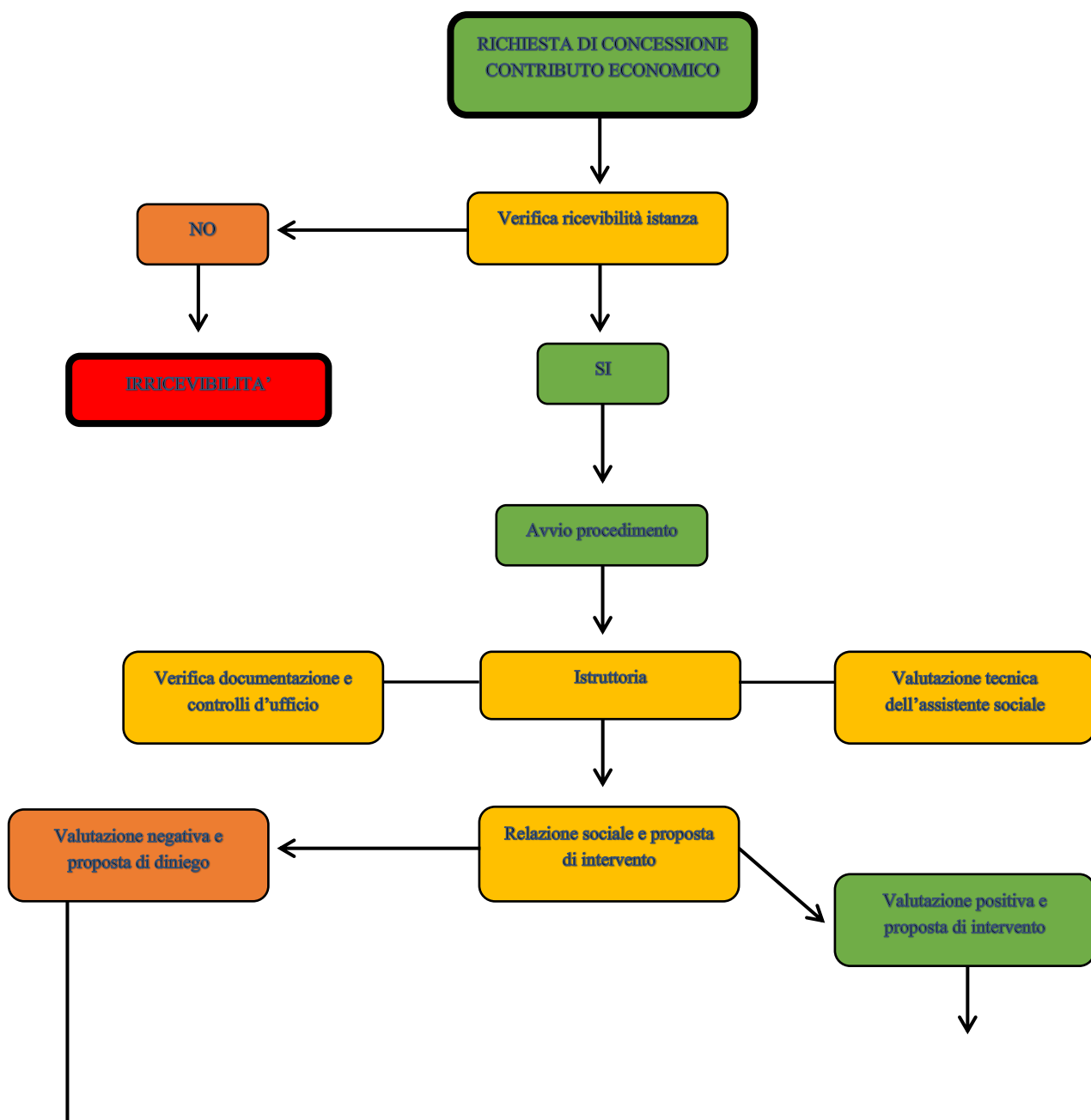


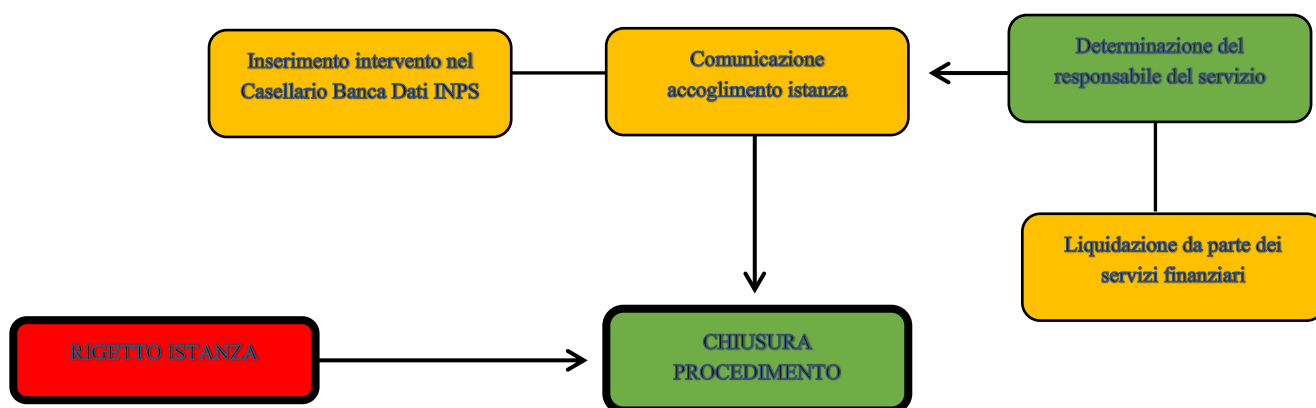
38 – GESTIONE CONSULTAZIONI ELETTORALI



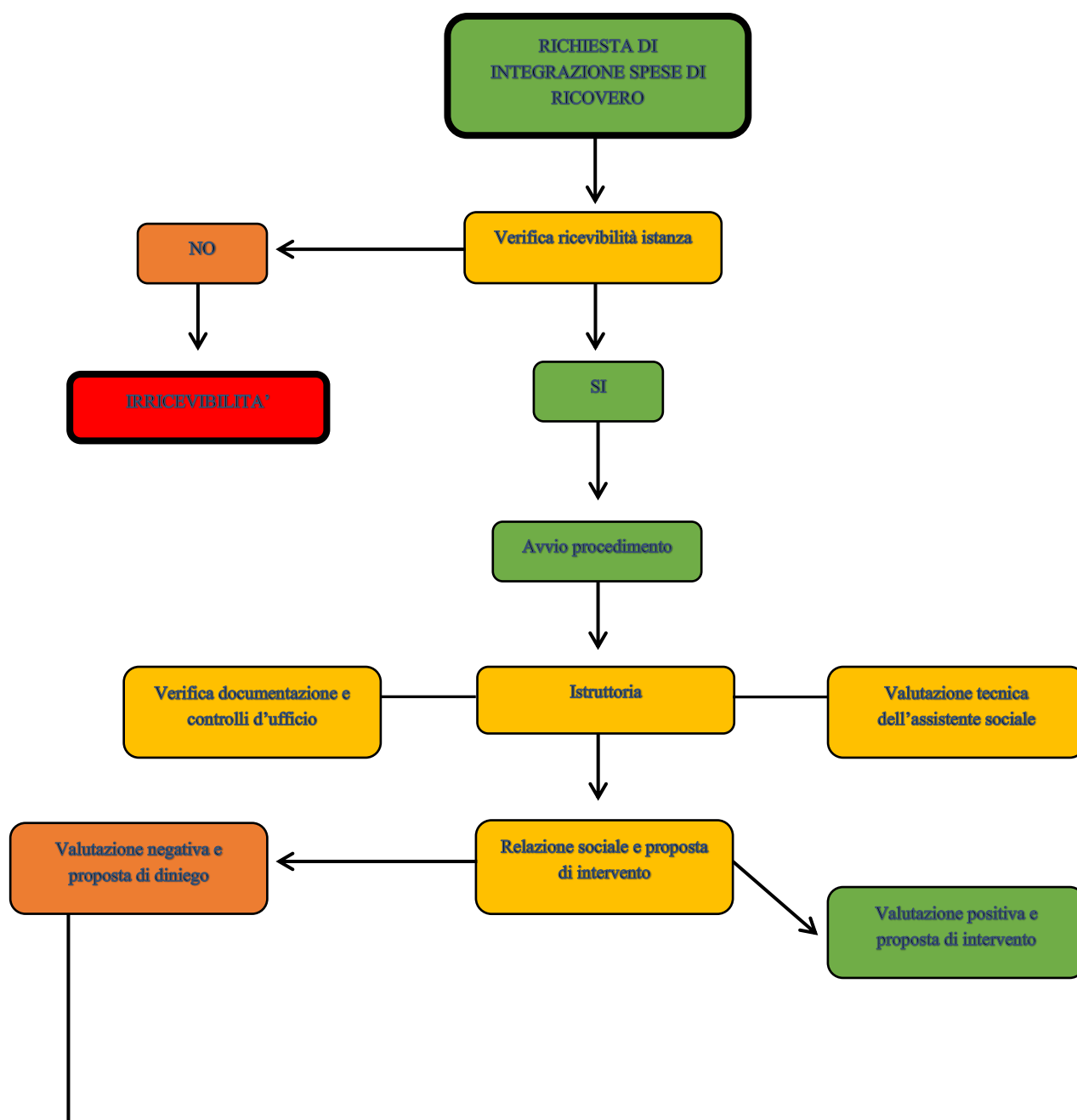


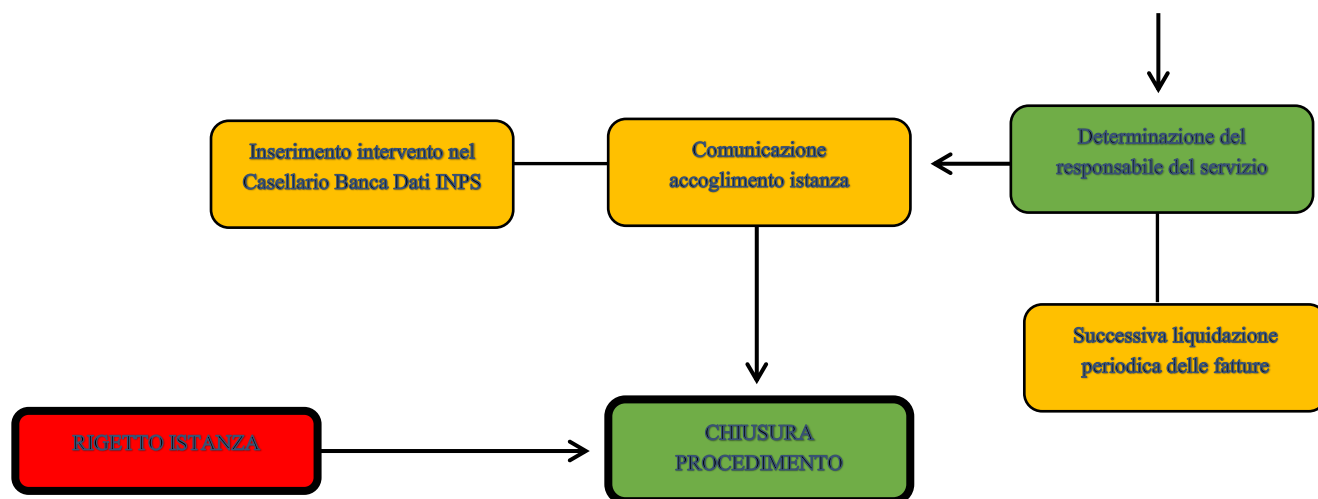
39 – CONTRIBUTI ECONOMICI COMUNALI PER SOGGETTI E NUCLEI DISAGIATI



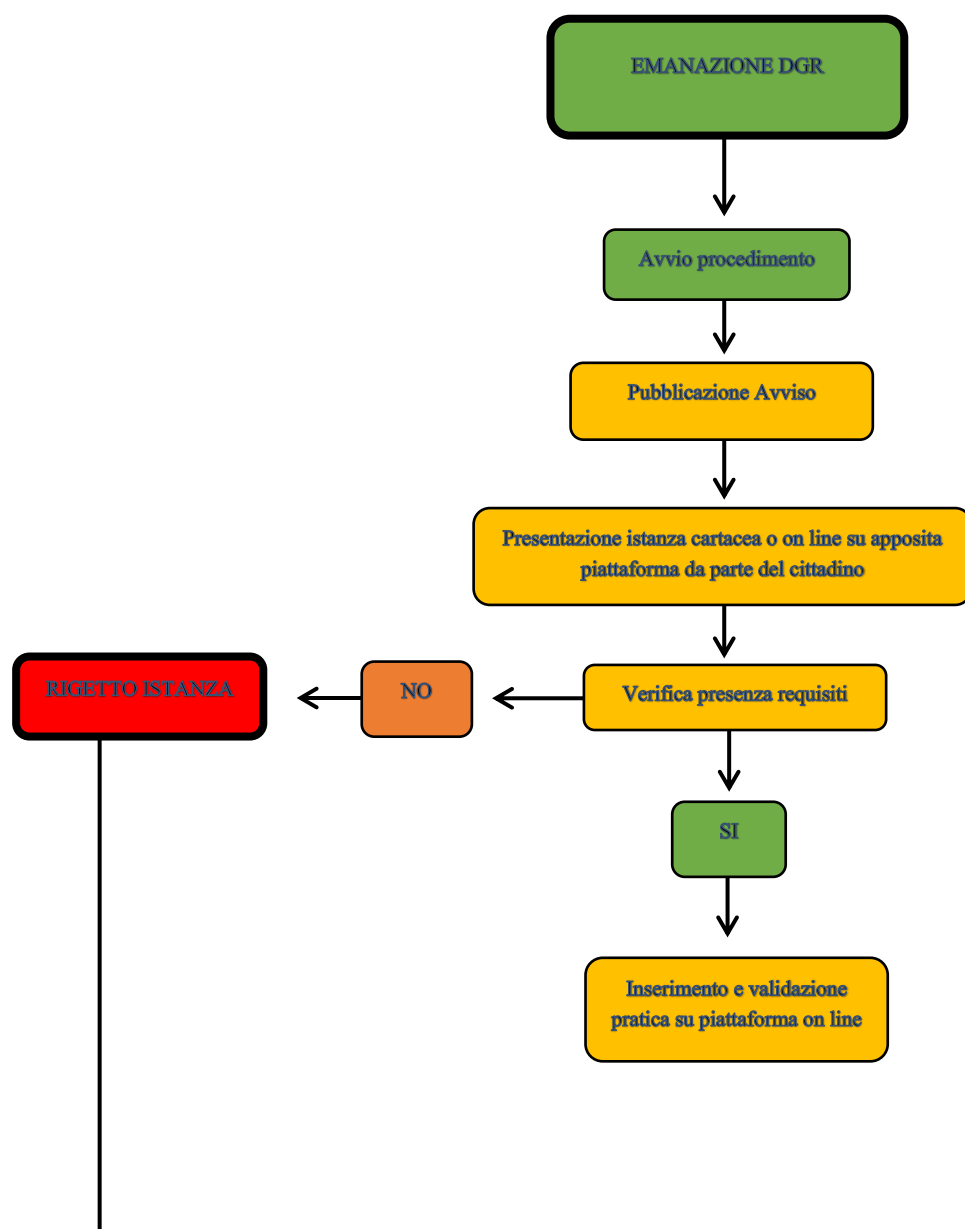


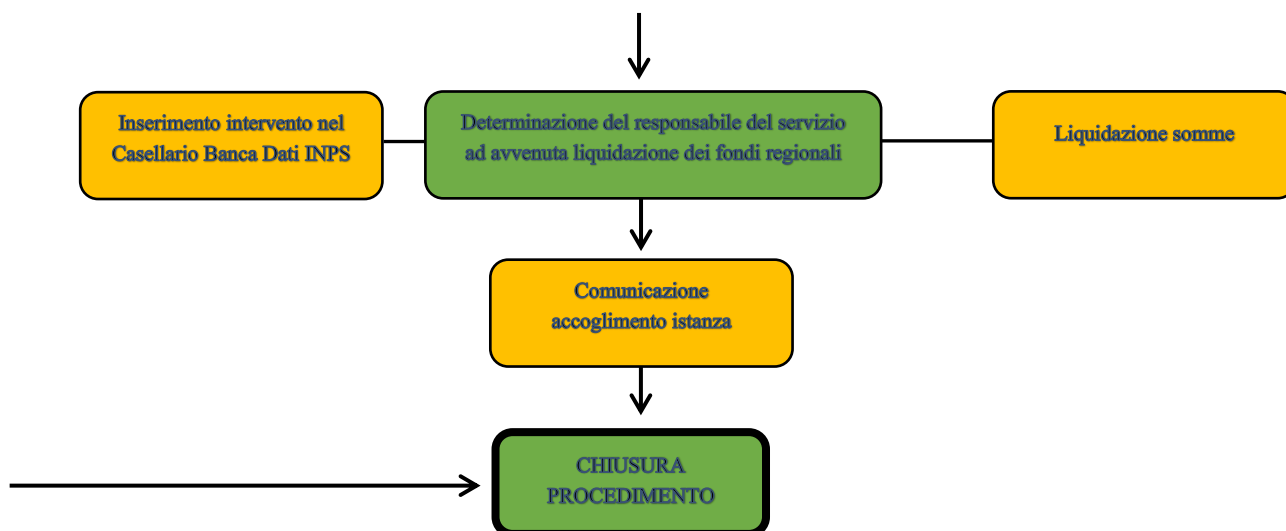
40– INTEGRAZIONE RETTE DI RICOVERO IN STRUTTURE RESIDENZIALI



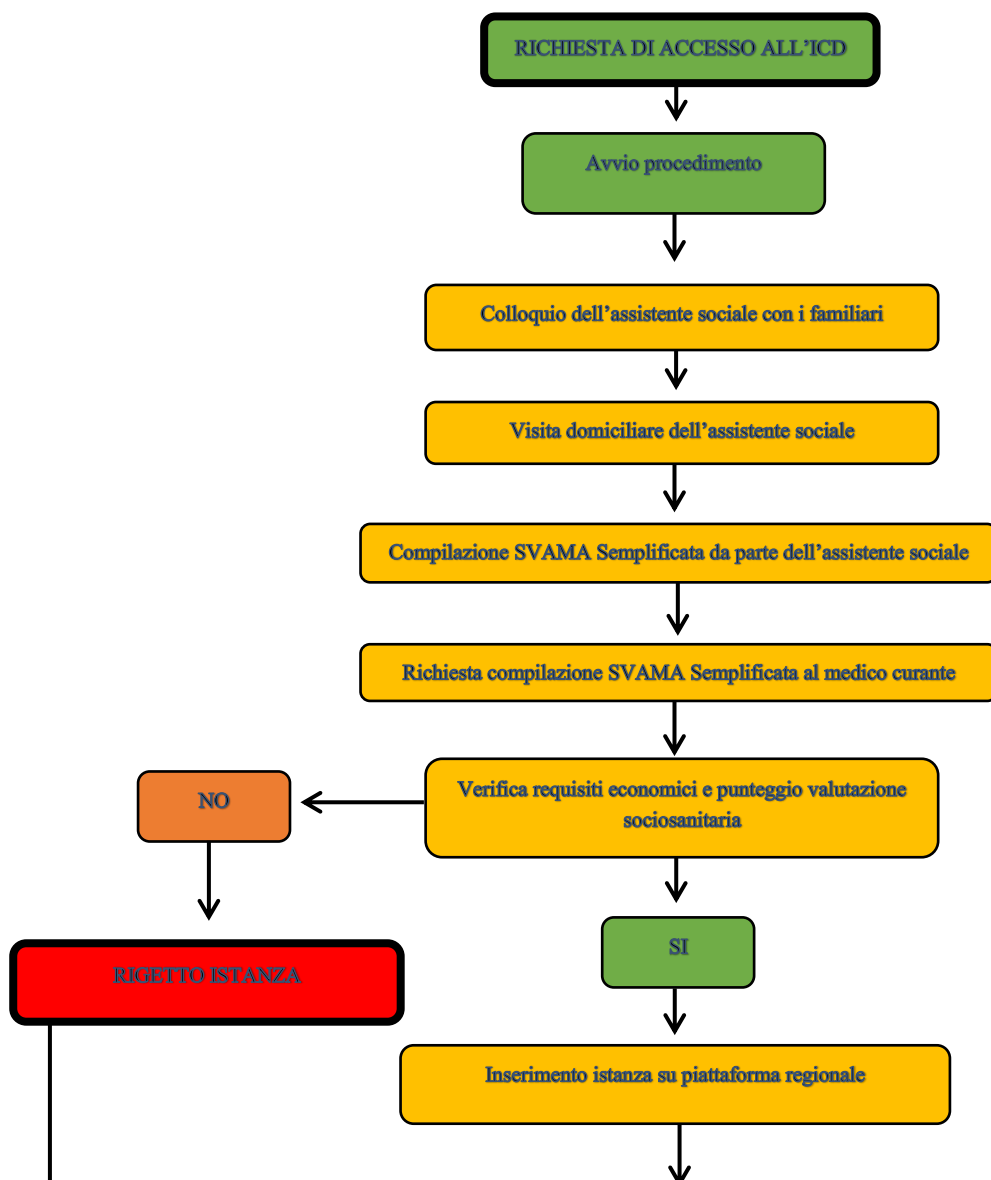


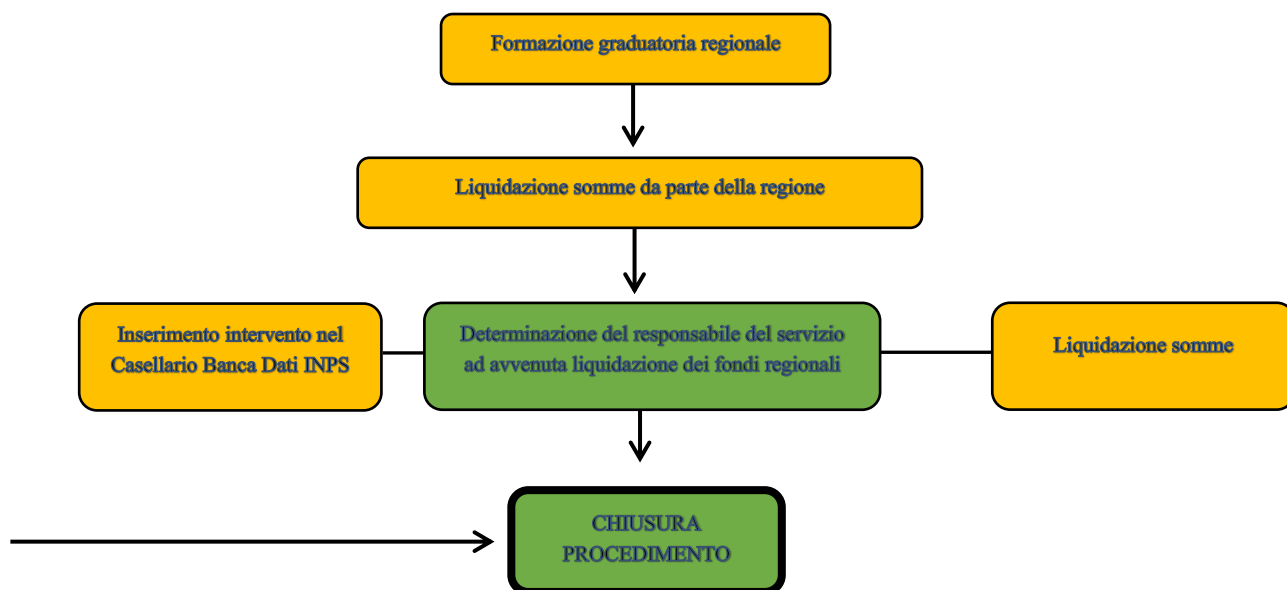
41– CONTRIBUTI ECONOMICI REGIONALI PER FAMIGLIE MONOPARENTALI



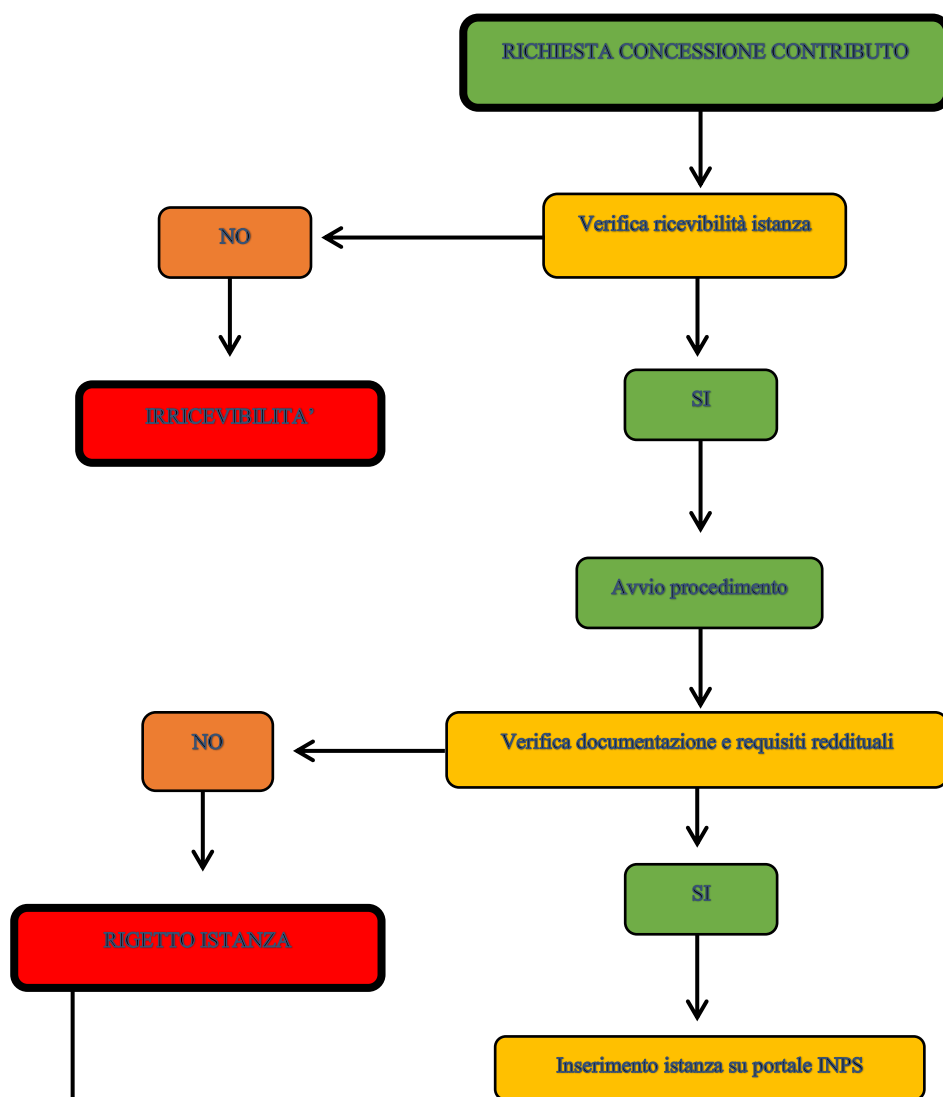


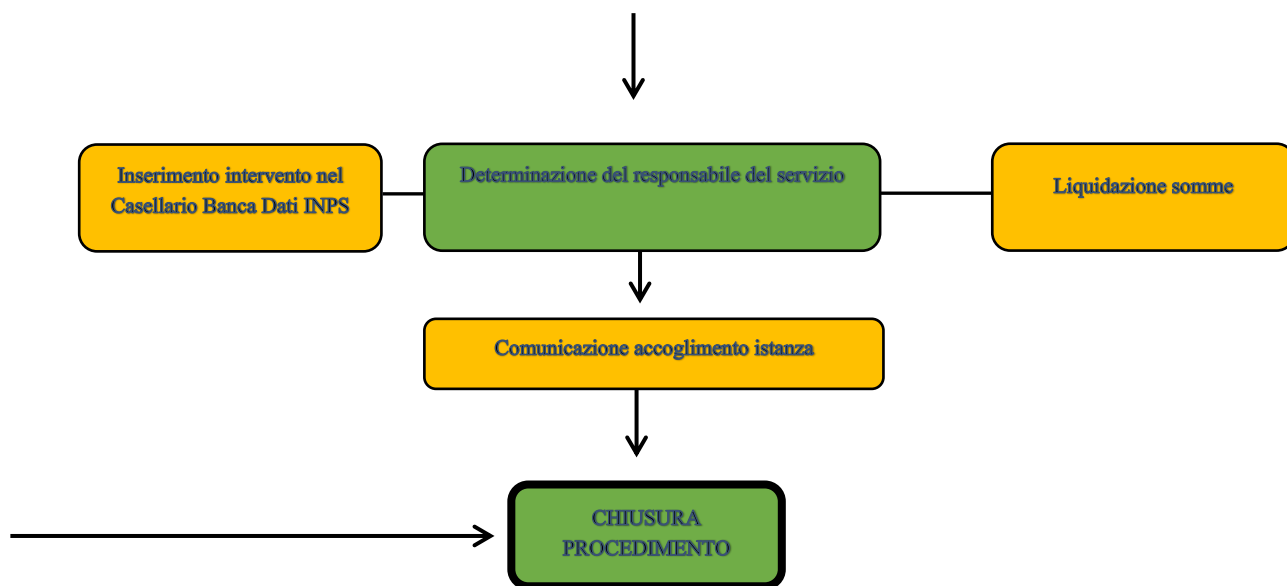
42 – IMPEGNATIVA DI CURA DOMICILIARE



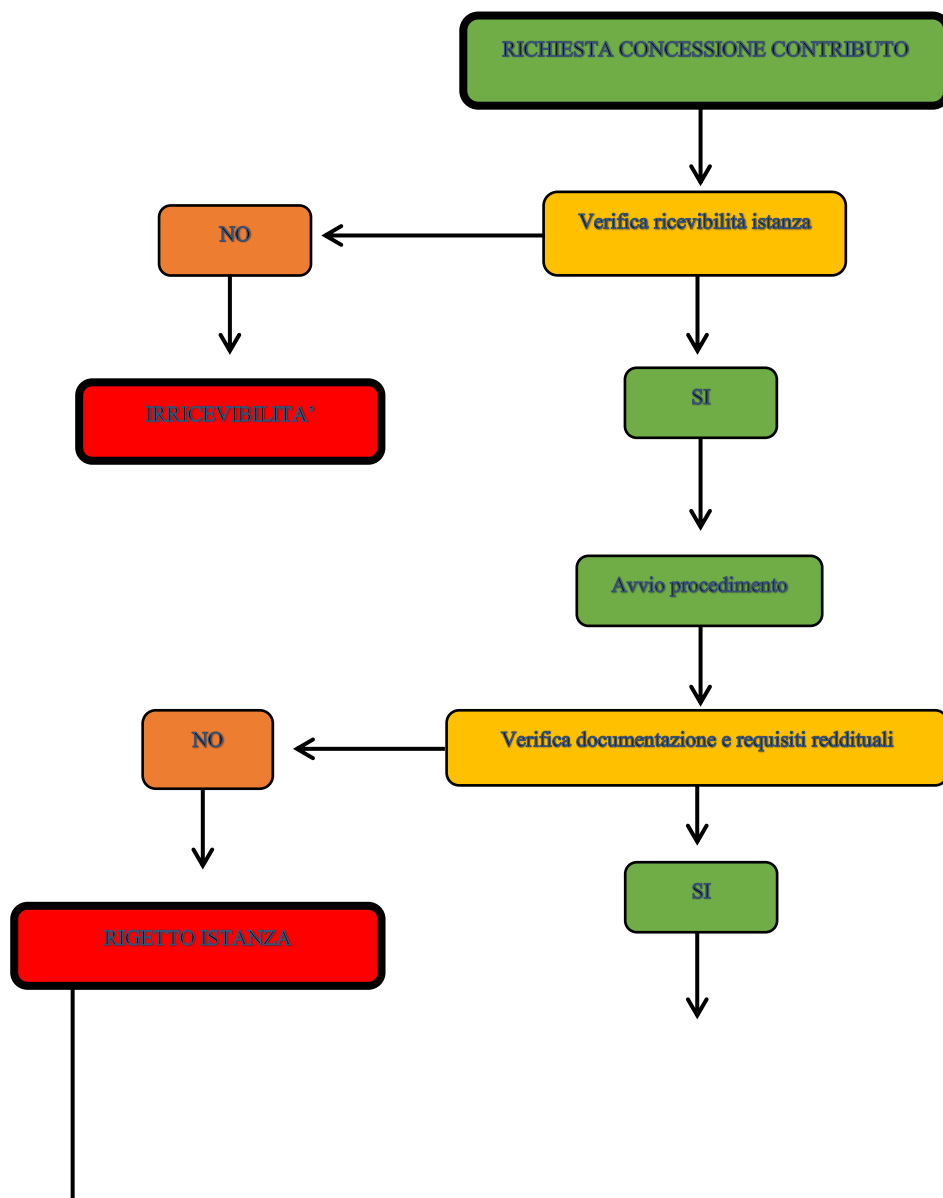


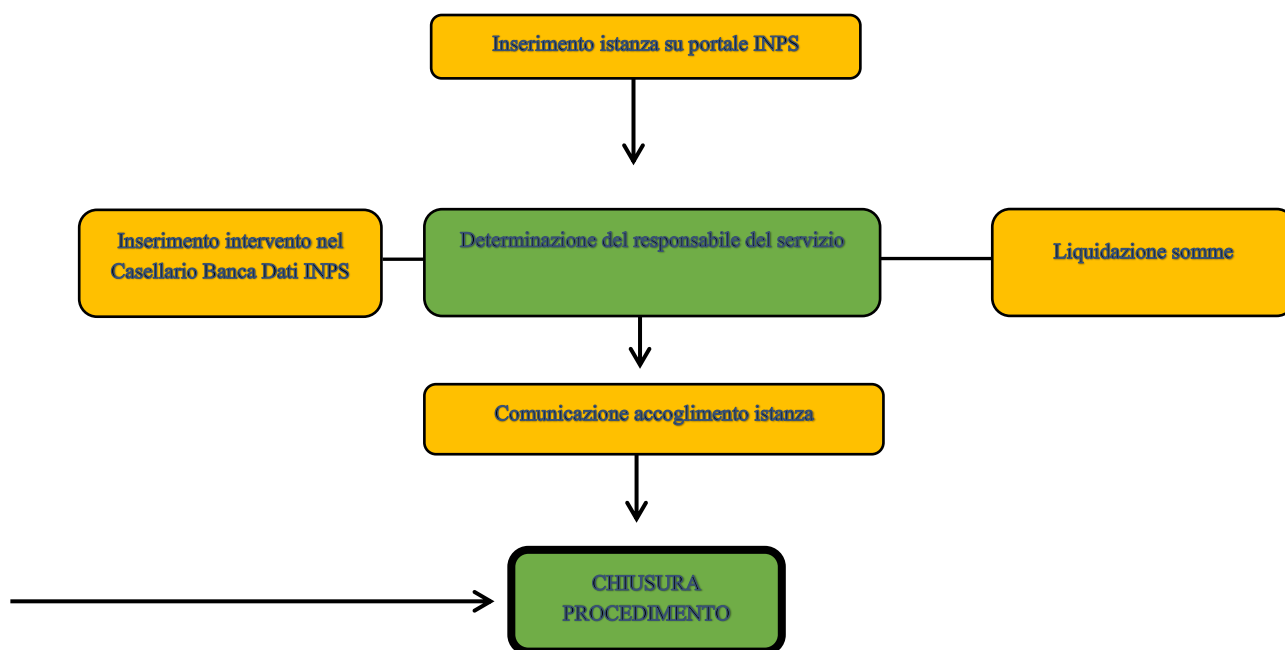
43 – CONTRIBUTI ECONOMICI STATALI PER MATERNITÀ



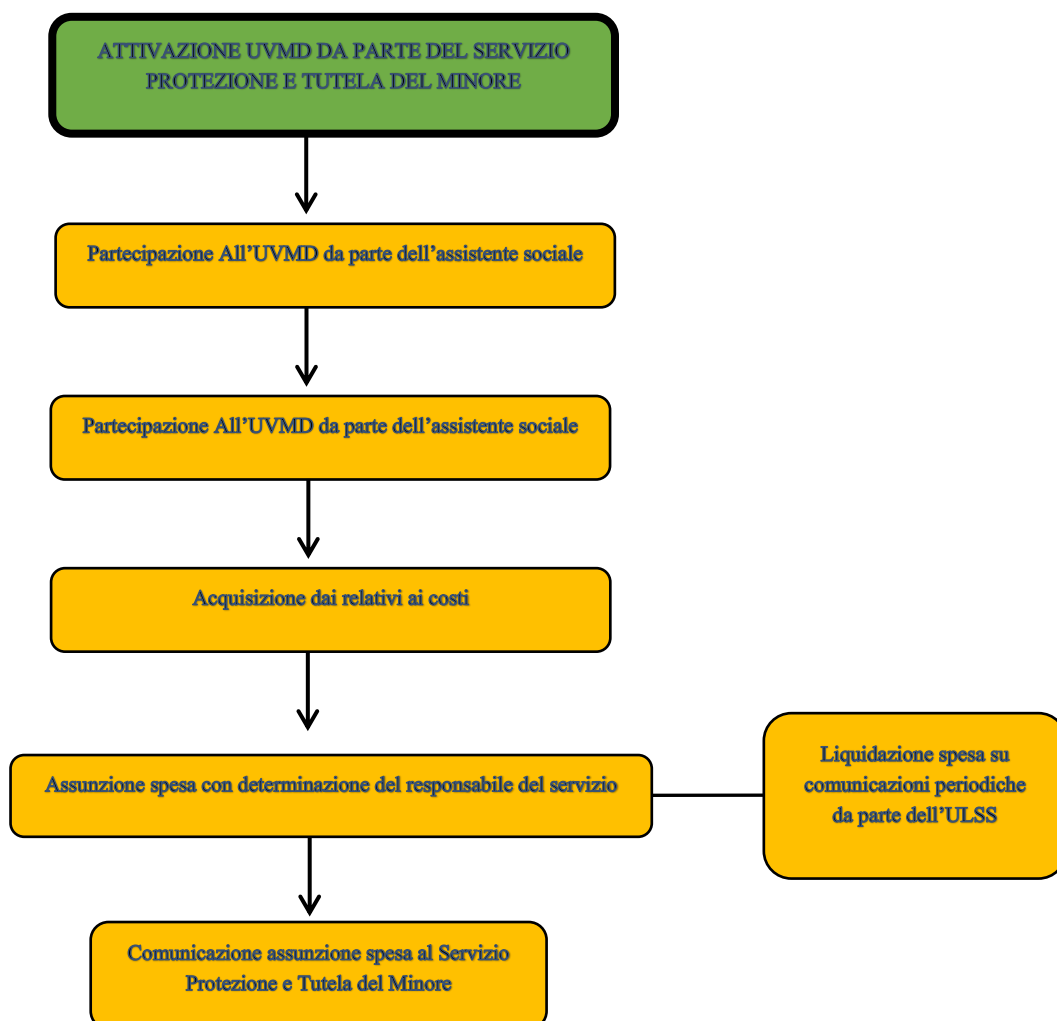


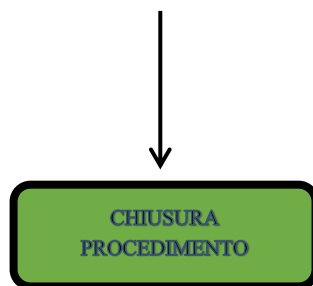
44 – CONTRIBUTI ECONOMICI STATALI PER NUCLEI FAMILIARI NUMEROSI



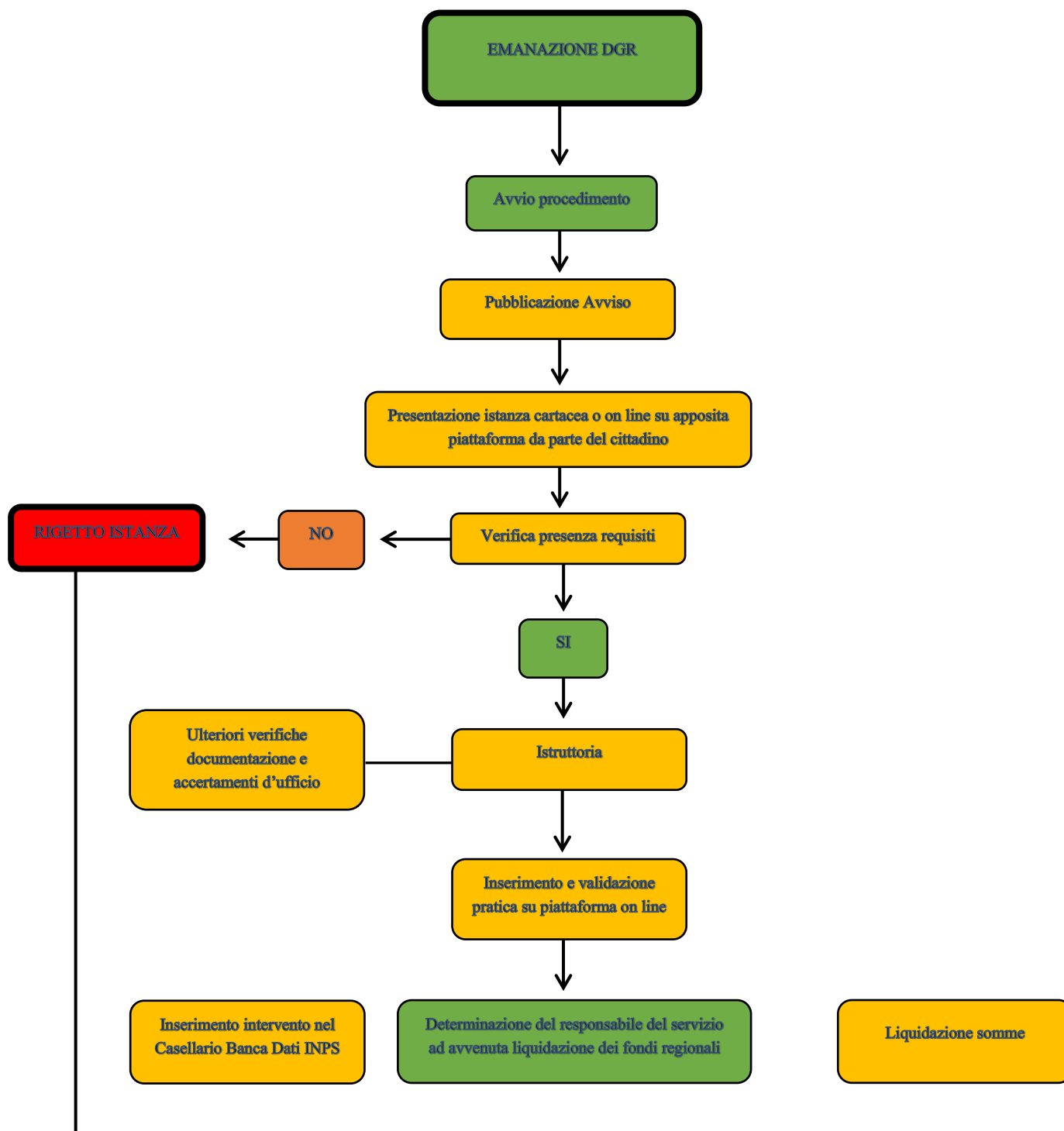


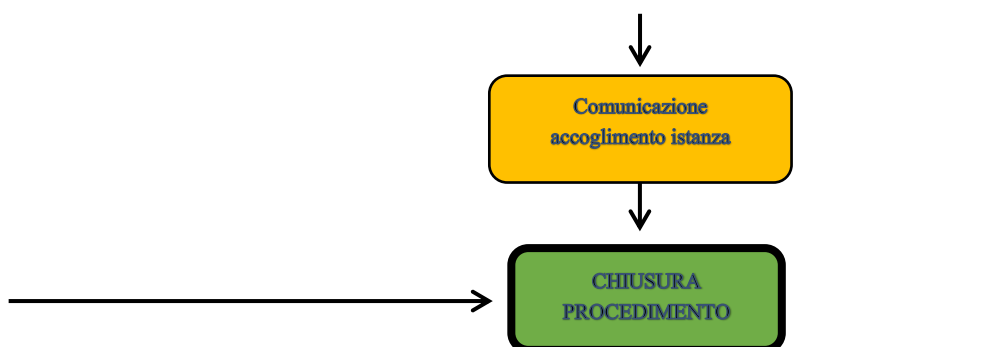
45 – INSERIMENTO MINORI IN STRUTTURA PROTETTA



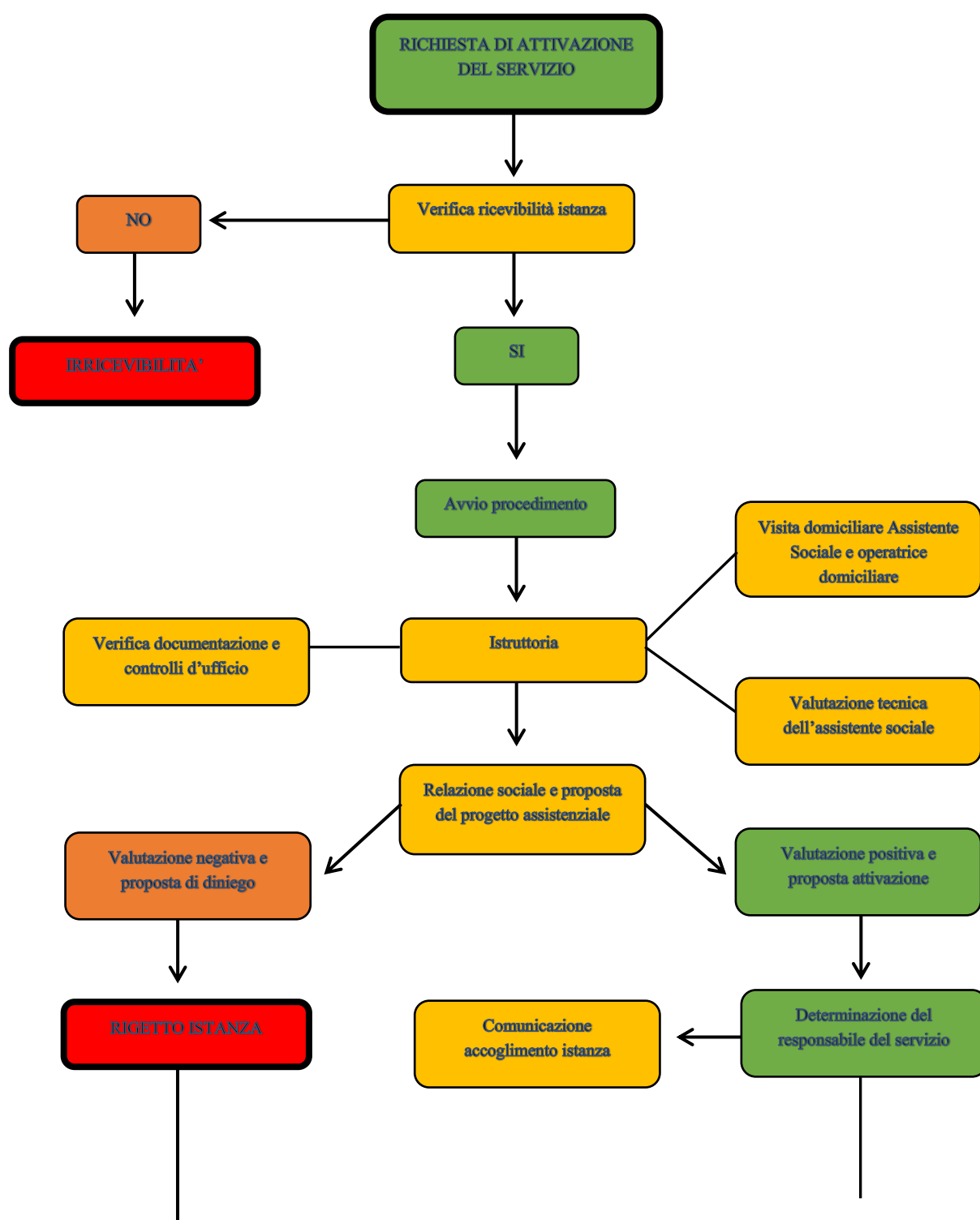


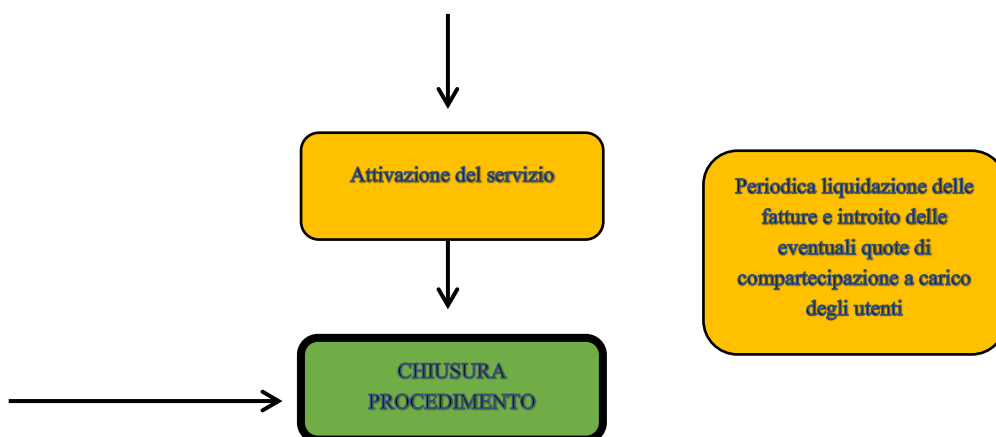
47 – CONTRIBUTI ECONOMICI REGIONALI PER ORFANI



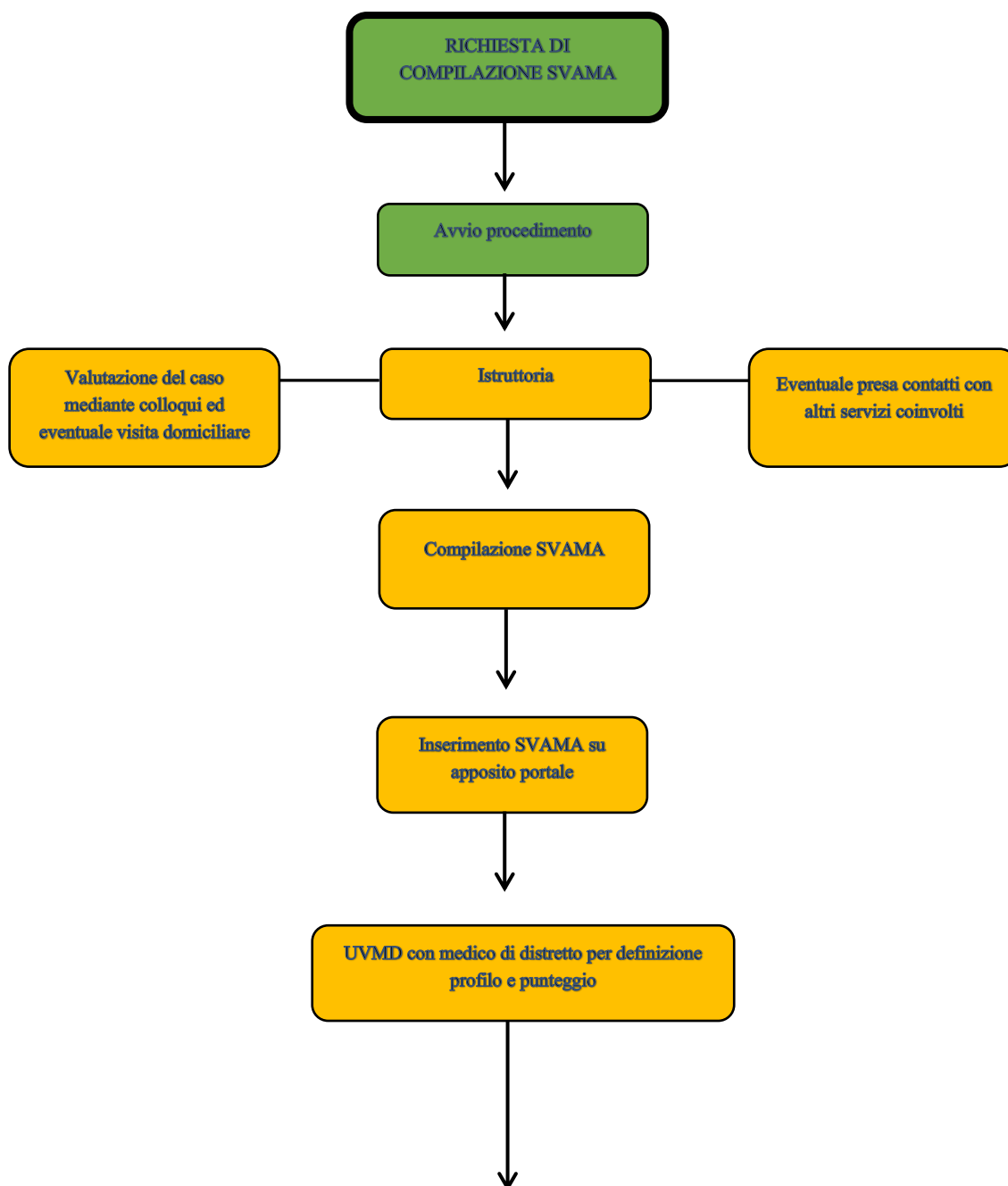


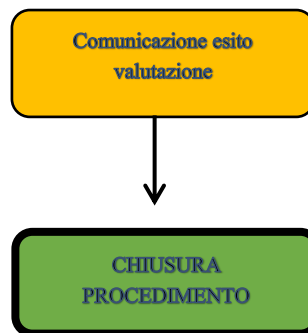
48 – SERVIZIO DI ASSISTENZA DOMICILIARE



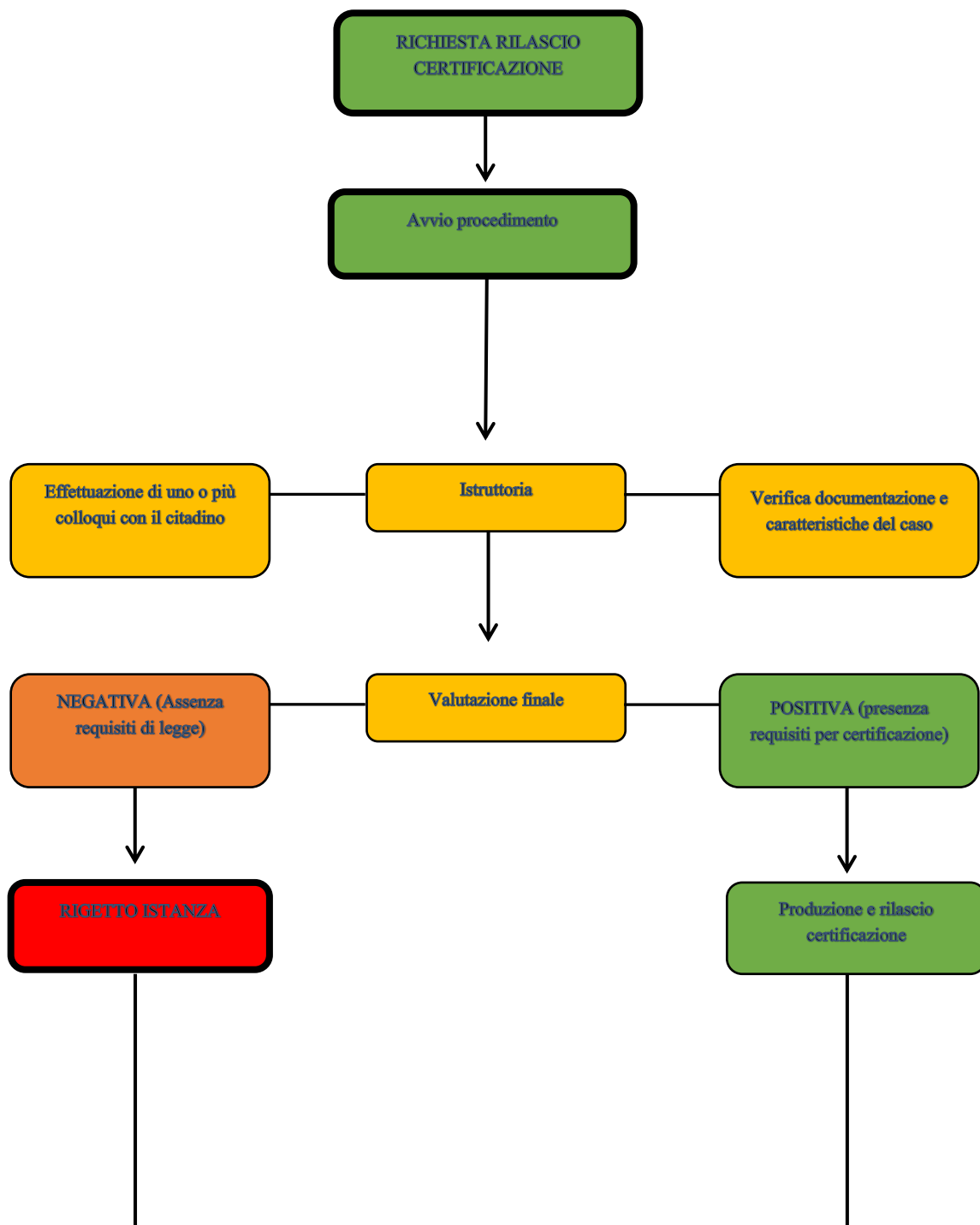


49 – COMPILAZIONE SVAMA



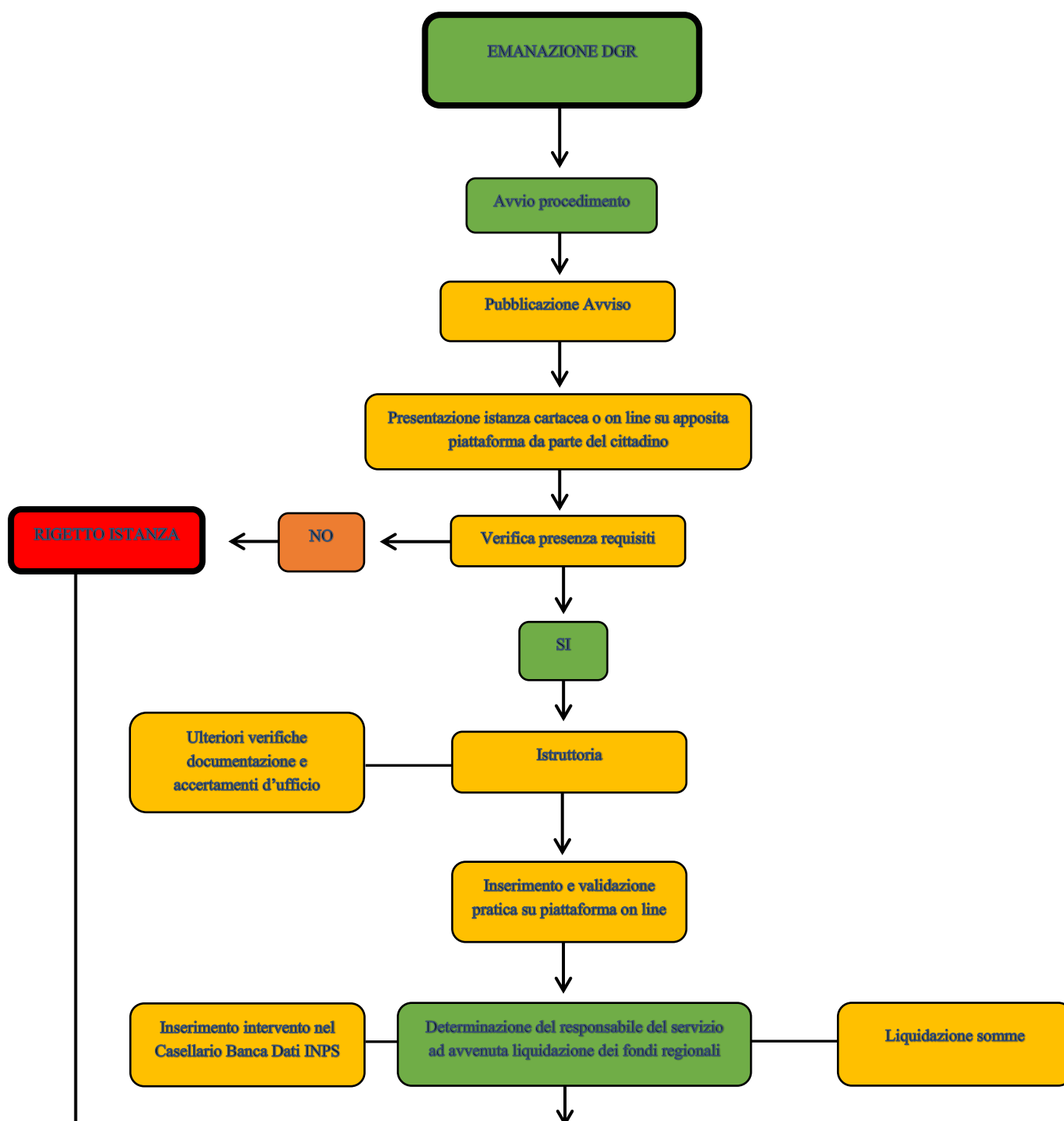


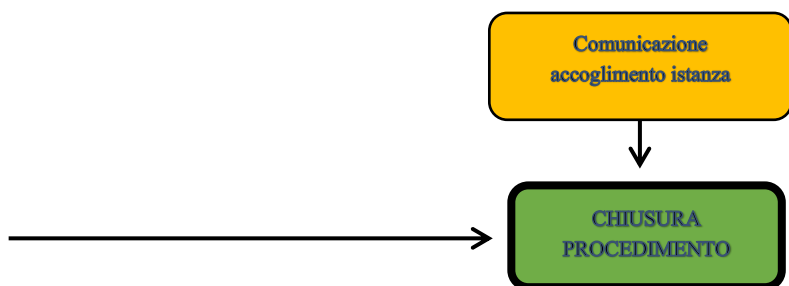
50 – CERTIFICAZIONE PER PERSONA SVANTAGGIATA



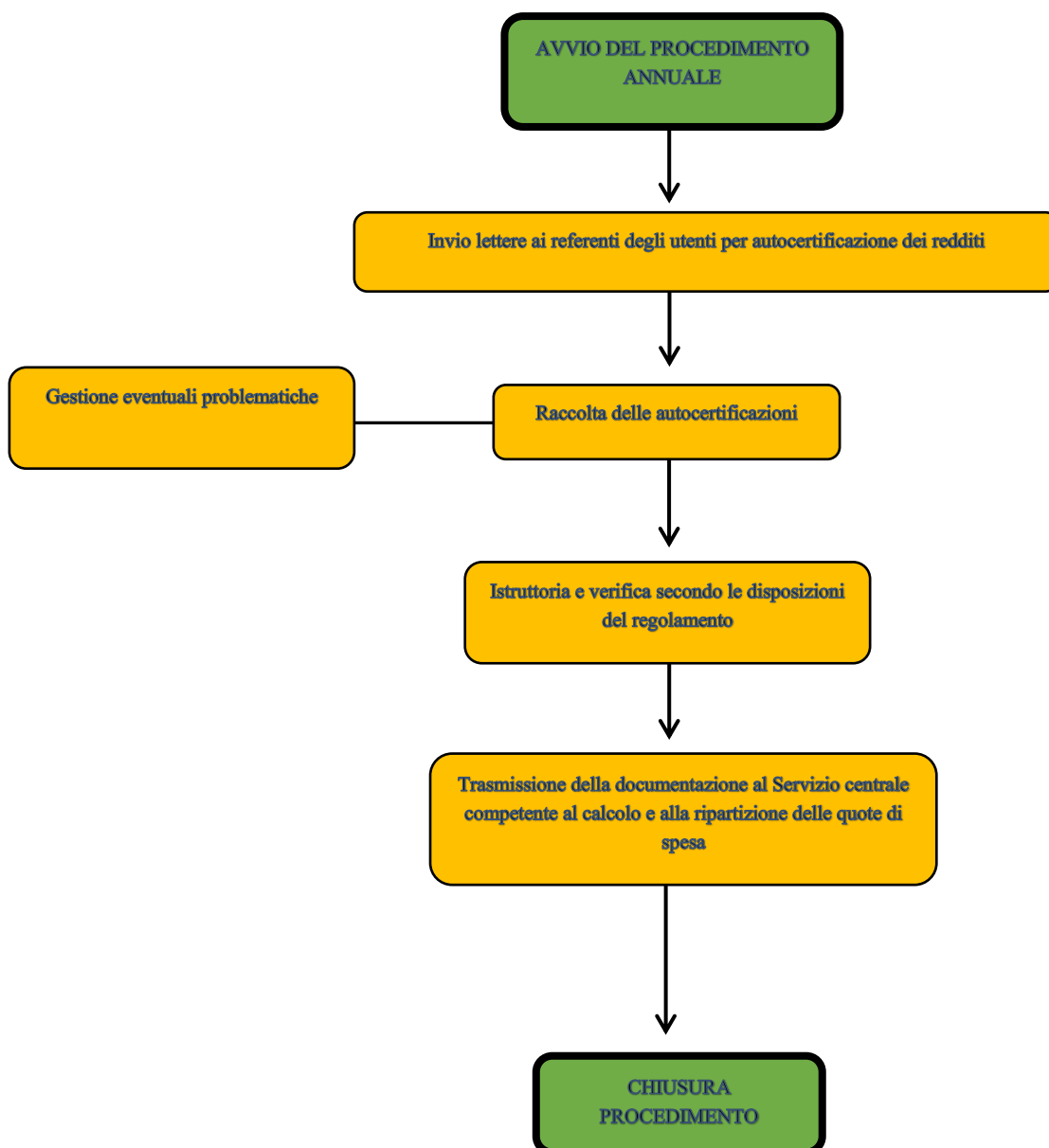


51 – CONTRIBUTI ECONOMICI REGIONALI PER FAMIGLIE NUMEROSE E CON PARTI TRIGEMELLARI

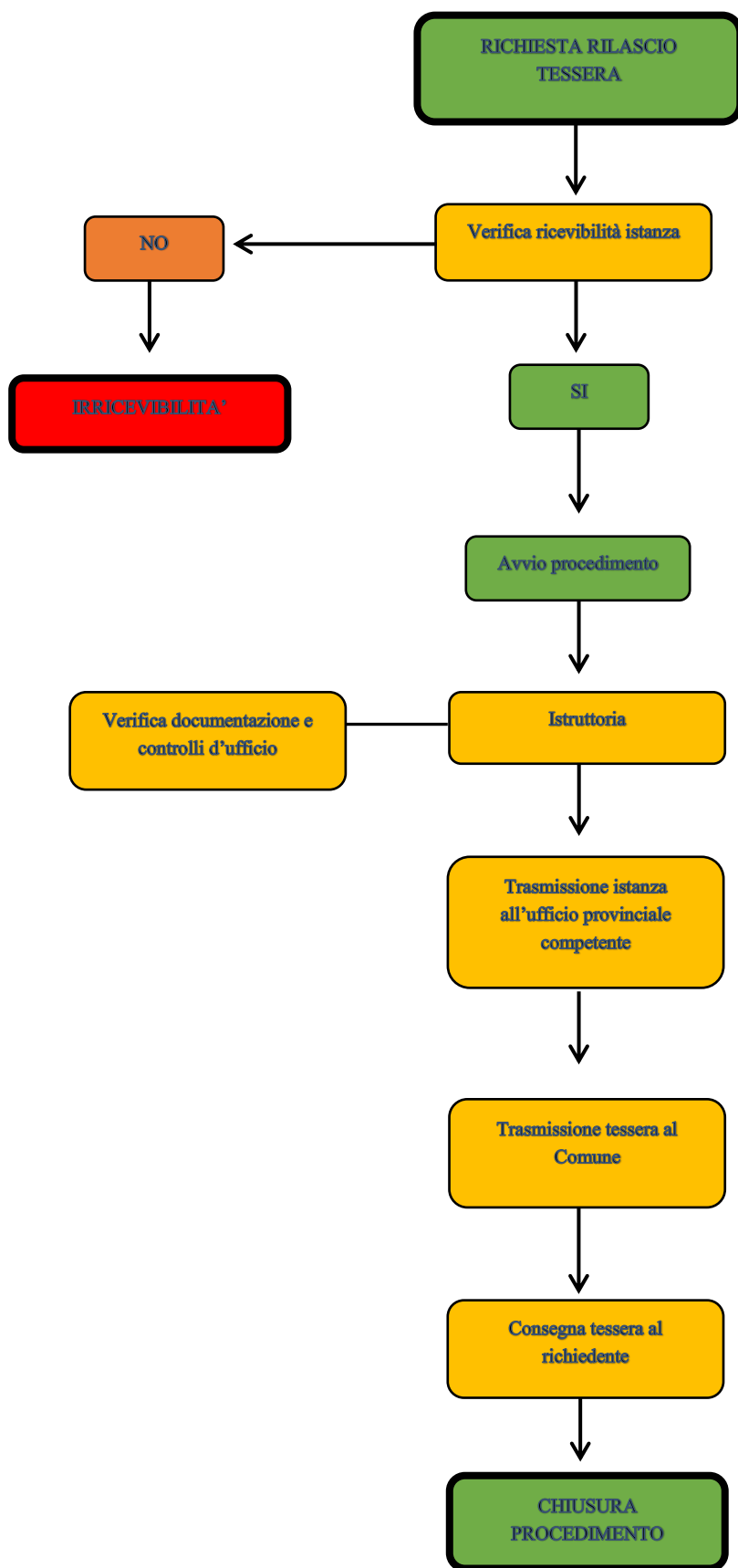




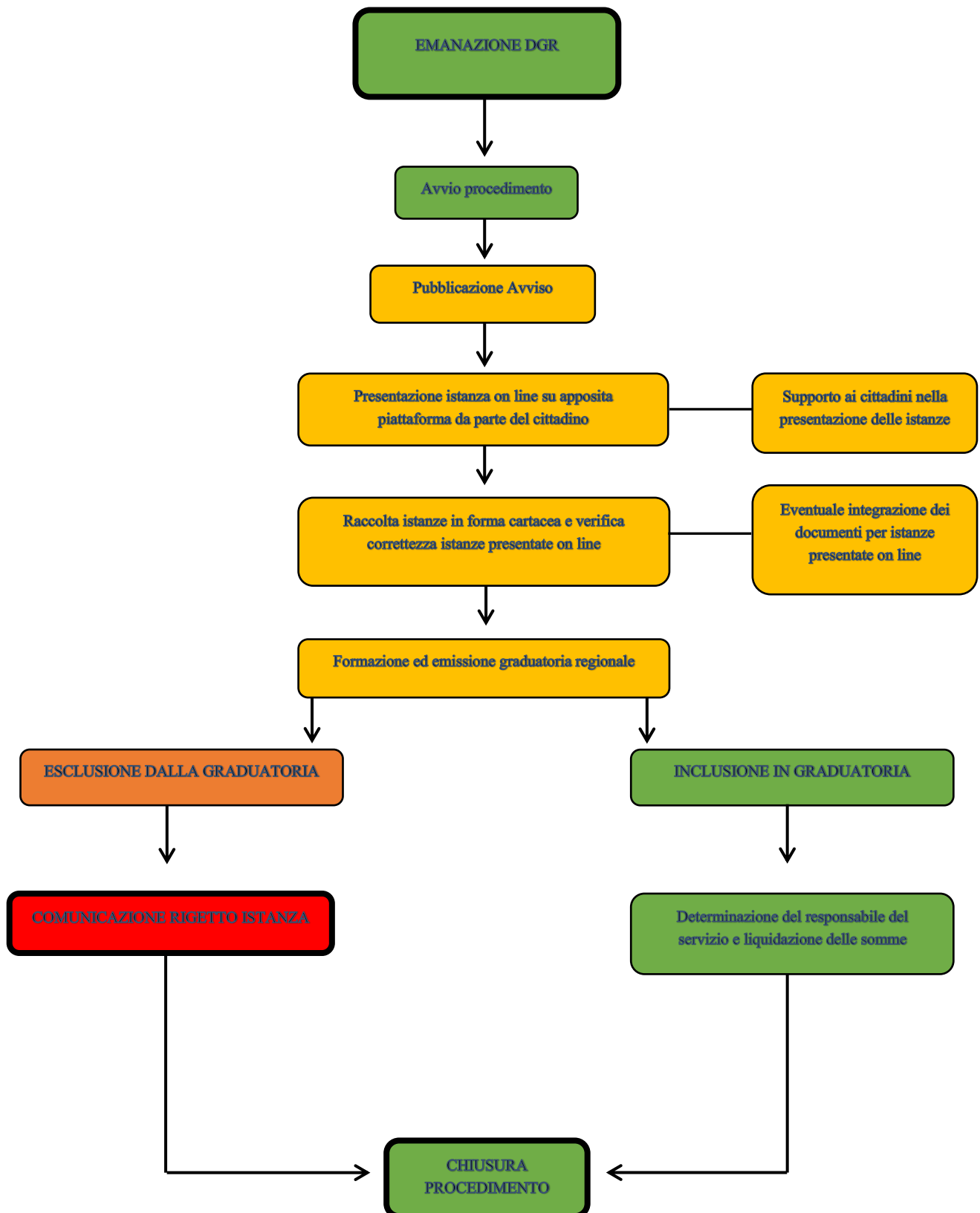
52 – COMPARTECIPAZIONE RETTE DISABILI IN STRUTTURA



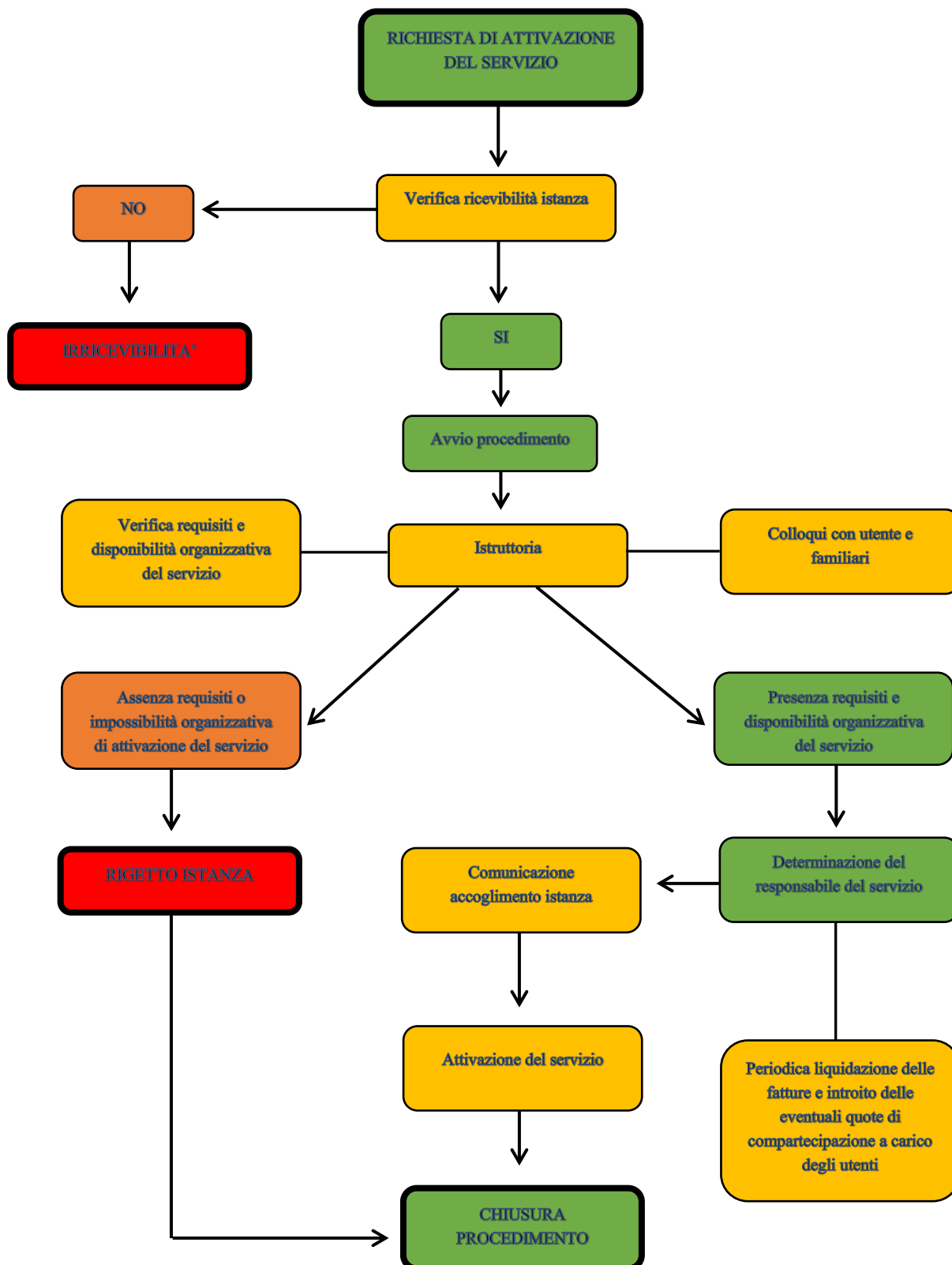
53 – RILASCIO TESSERA PER TRASPORTO AGEVOLATO



54 - CONTRIBUTI ECONOMICI REGIONALI PER ACQUISTO LIBRI DI TESTO



55 – SERVIZIO CONSEGNA PASTI A DOMICILIO

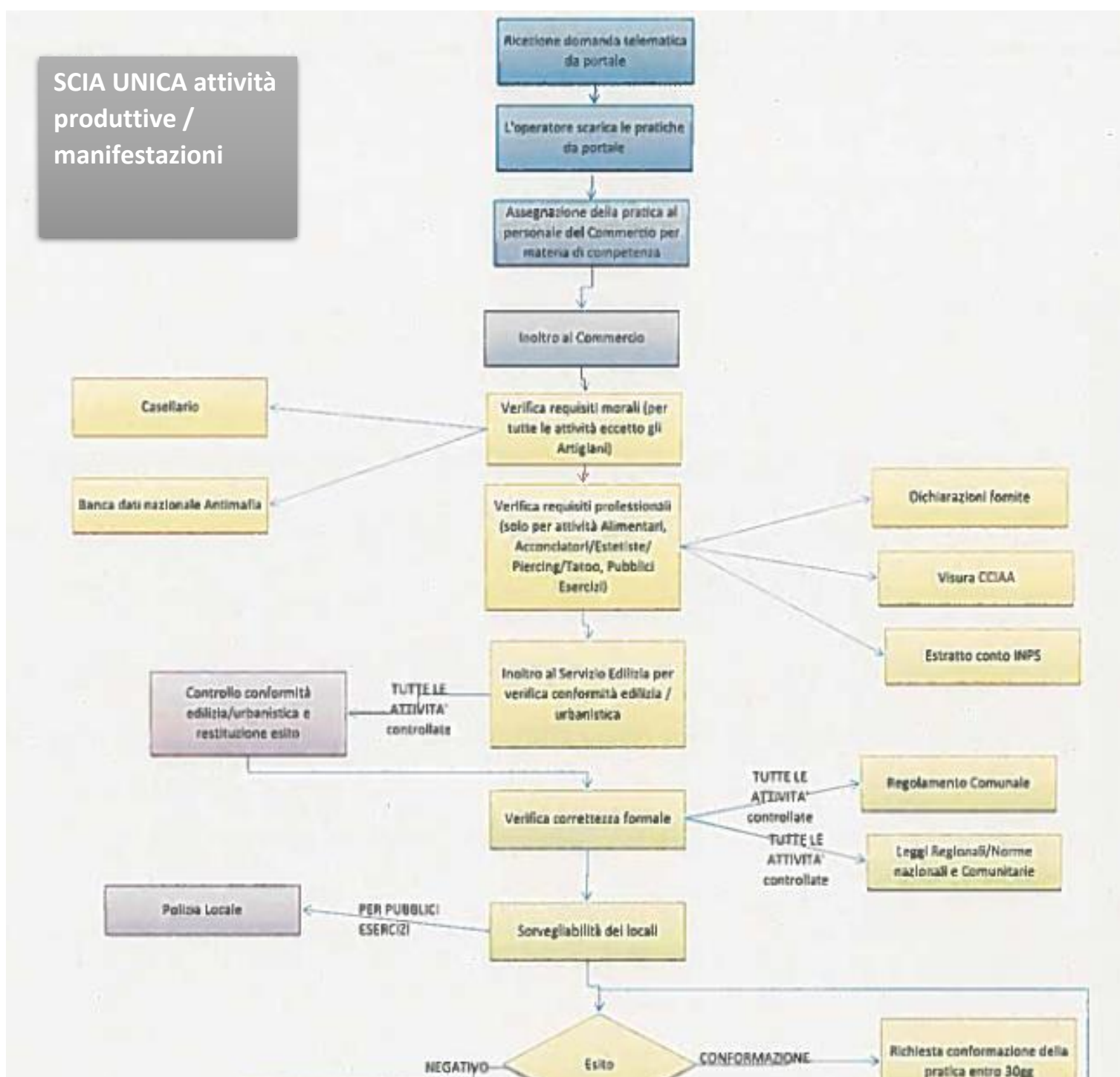


56 - CONTRIBUTI ECONOMICI REGIONALI PER RIMOZIONE BARRIERE ARCHITETTONICHE



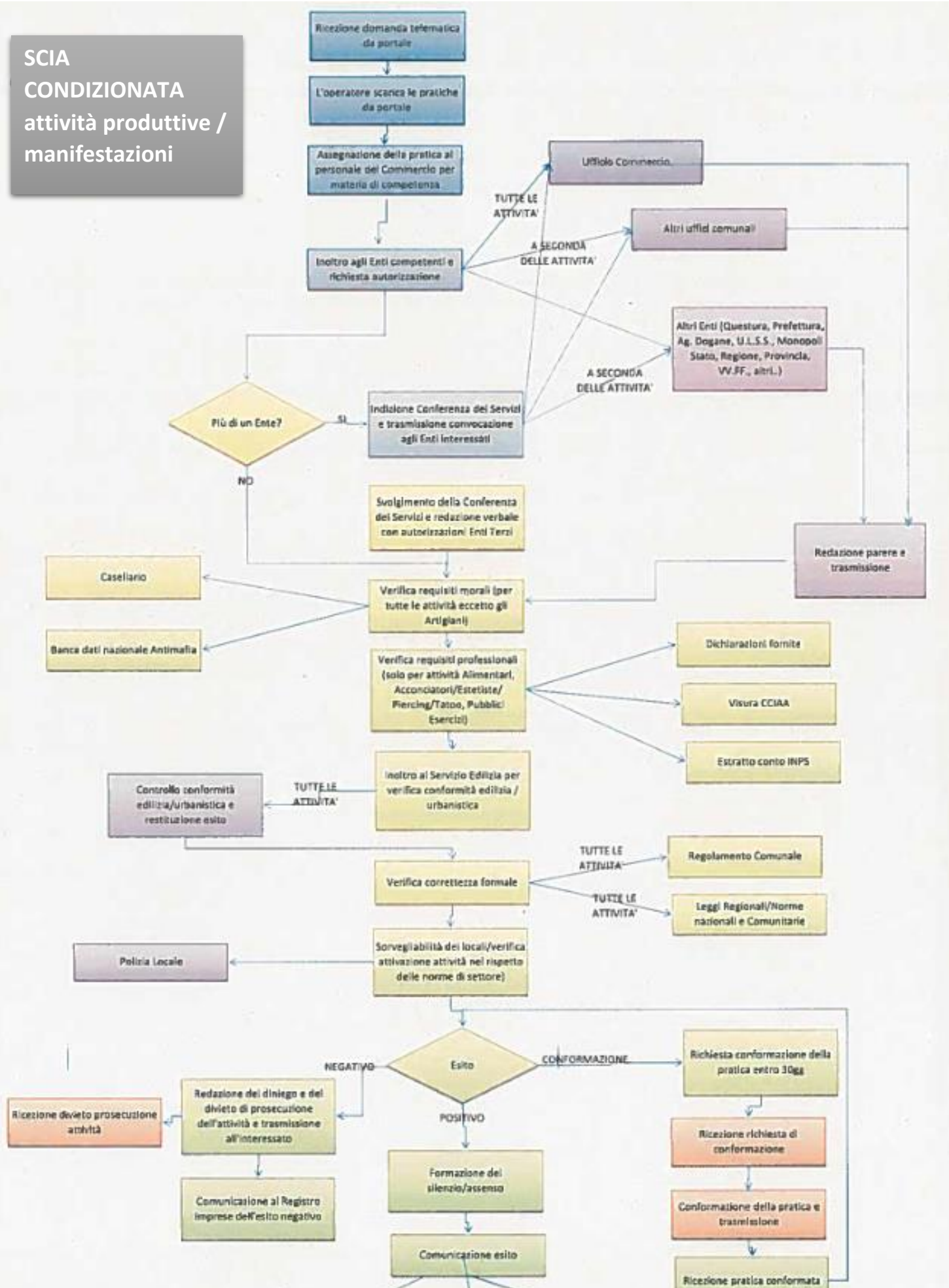


57. SCIA UNICA attività produttive / manifestazioni



58. SCIA CONDIZIONATA attività produttive / manifestazioni

SCIA
CONDIZIONATA
attività produttive /
manifestazioni



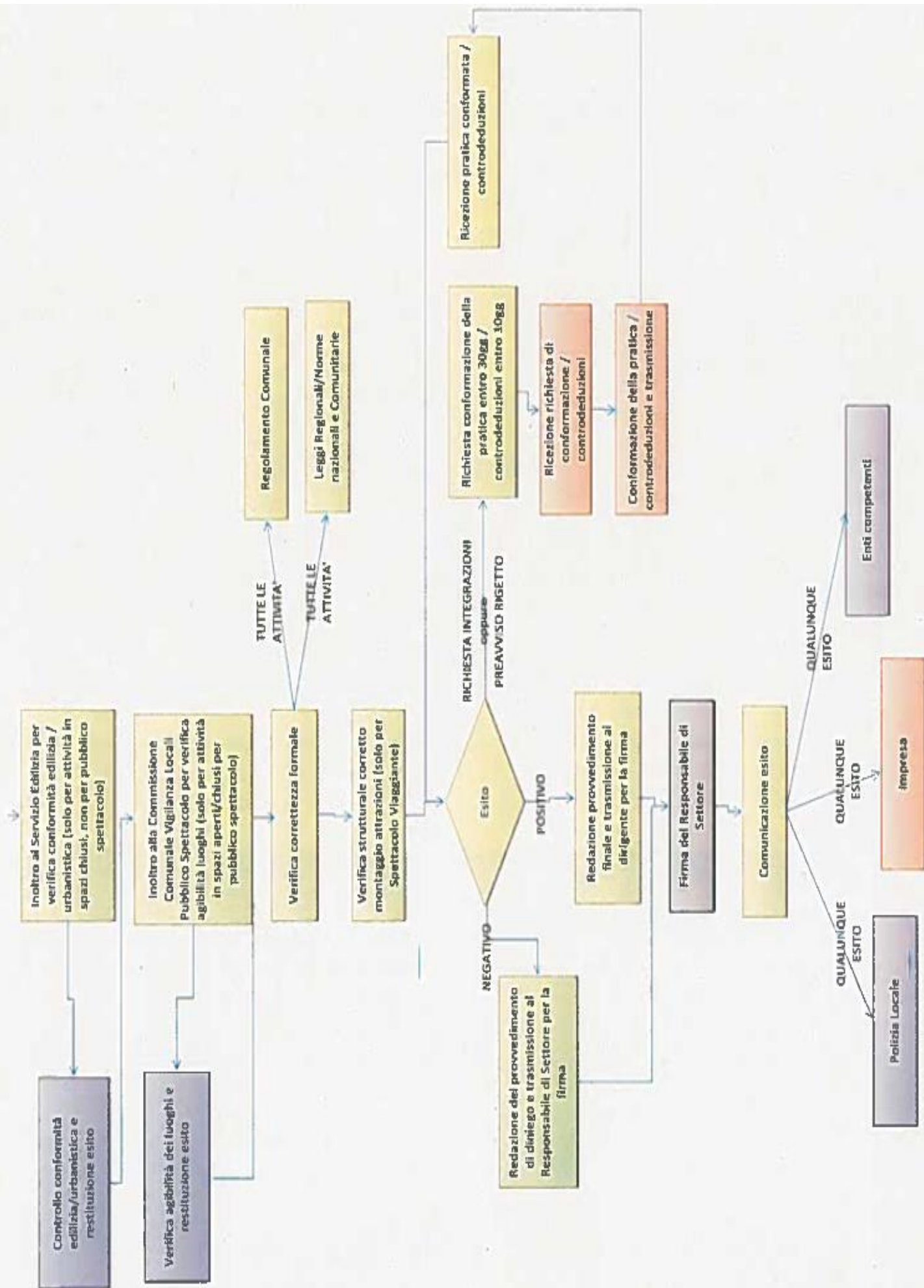
AUTORIZZAZIONI

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graph TD; A[Ricezione domanda telematica da portale] --> B[L'operatore scarica le pratiche da portale]; B --> C[Assegnazione della pratica al personale del Commercio per materia di competenza]; C --> D[Inoltro agli Enti competenti e richiesta autorizzazione]; D -- TUTTE LE ATTIVITA' --> E[Ufficio Commercio]; D -- A SECONDA DELL'ATTIVITA' --> F[Altri uffici comunali]; D -- A SECONDA DELLE ATTIVITA' --> G["Altri Enti (Questura, Prefettura, Ag. Dogane, U.I.S.S., Monopoli Stato, Regione, Provincia, V.V.FF., altri...)"]; E --> H[Ricezione avvio procedimento]; F --> I[Indizione Conferenza dei Servizi e trasmissione convocazione agli Enti interessati]; G --> I; I -- SI --> J{Più di un Ente?}; I -- NO --> K[Casellario]; J -- SI --> L[Ricezione avvio procedimento]; J -- NO --> M[Svolgimento della Conferenza dei Servizi e redazione verbale con autorizzazioni, pareri Enti Terzi]; M --> N[Verifica requisiti morali]; N --> O[Casellario]; N --> P[Banca dati nazionale Antimafia]; N --> Q[Verifica requisiti professionali]; Q -- A SECONDA DELL'ATTIVITA' --> R[Dichiarazioni fornite]; Q -- A SECONDA DELL'ATTIVITA' --> S["Visura CCIAA, Estratto conto INPS, iscrizioni alla professionalità, altri"]; R --> T[Redazione parere e trasmissione]; S --> T;
```

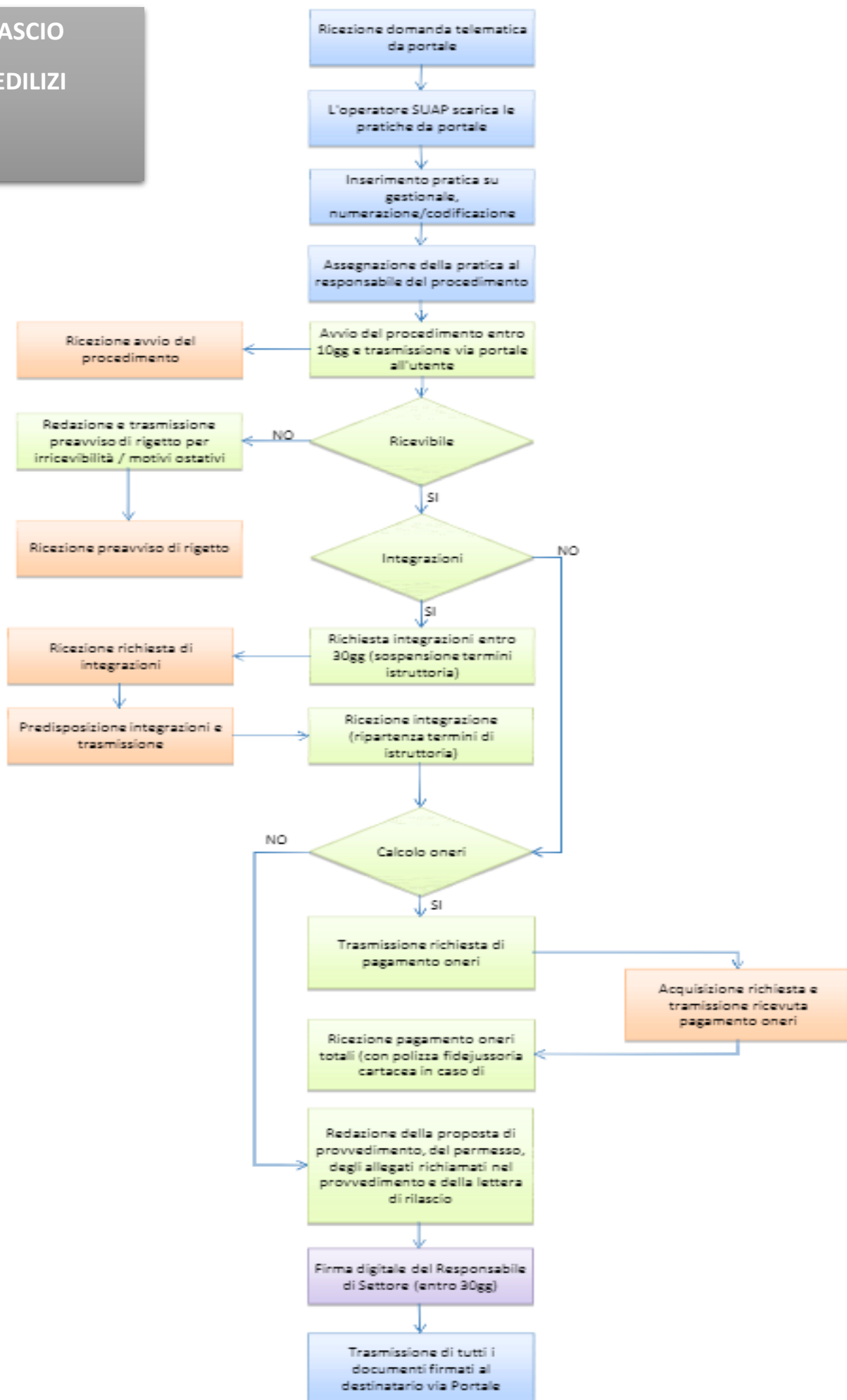
The flowchart illustrates the administrative process for authorizing a new business. It begins with the receipt of a telematic request from a portal, followed by downloading the forms and assigning them to the appropriate commercial staff. The core step involves forwarding the application to all relevant entities (municipal offices or other authorities like the Questura or Prefettura) depending on the specific activity. Once all necessary approvals are gathered, a conference of services is convened. If multiple entities are involved, a formal decision is required before proceeding to registration at the Casellario. If not, the process moves directly to the registration phase. Following registration, there is a verification of moral requirements (using the National Antiracket Database) and professional requirements (checking declarations and professional registrations). Finally, a concluding opinion is drafted and transmitted.

AUTORIZZAZIONI

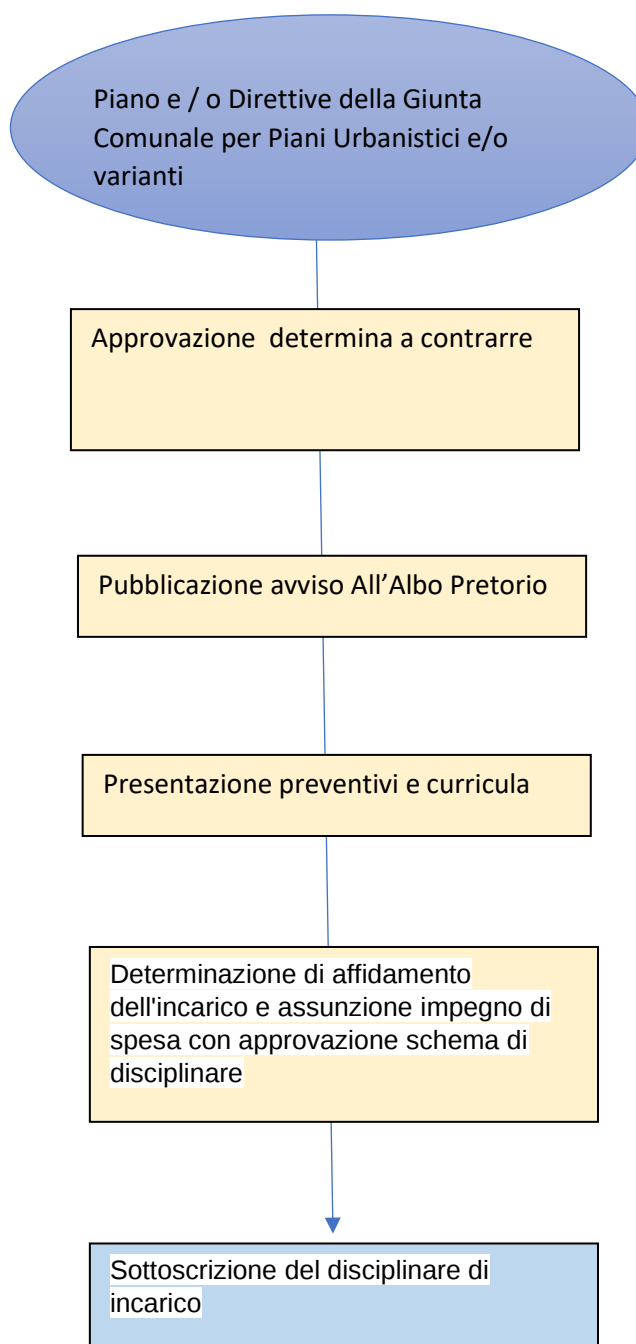
```
graph TD
    A[Ricezione domanda telematica da portale] --> B[L'operatore scarica le pratiche da portale]
    B --> C[Assegnazione della pratica al personale del Commercio per materia di competenza]
    C --> D[Inoltro agli Enti competenti e richiesta autorizzazione]
    D --> E[Redazione avvio procedimento (da parte del responsabile del procedimento) e trasmissione all'impresa]
    E --> F{Più di un Ente?}
    F -- SI --> G[Ricezione avvio procedimento]
    F -- NO --> H[Svolgimento della Conferenza dei Servizi e trasmissione convocazione agli Enti interessati]
    H --> I[Induzione Conferenza dei Servizi e trasmissione convocazione agli Enti interessati]
    I --> J[Verifica requisiti morali]
    I --> K[Verifica requisiti professionali]
    J --> L[Casellario]
    J --> M[Banca dati nazionale Antimafia]
    K --> N[Dichiarazioni fornite]
    K --> O[Visura CCIAA, Estratto conto INPS, iscrizioni albi professionali, altri]
    N --> P[Redazione parere e trasmissione]
    O --> P
    L --> P
    M --> P
    G --> P
    P --> Q[Redazione parere e trasmissione]
```



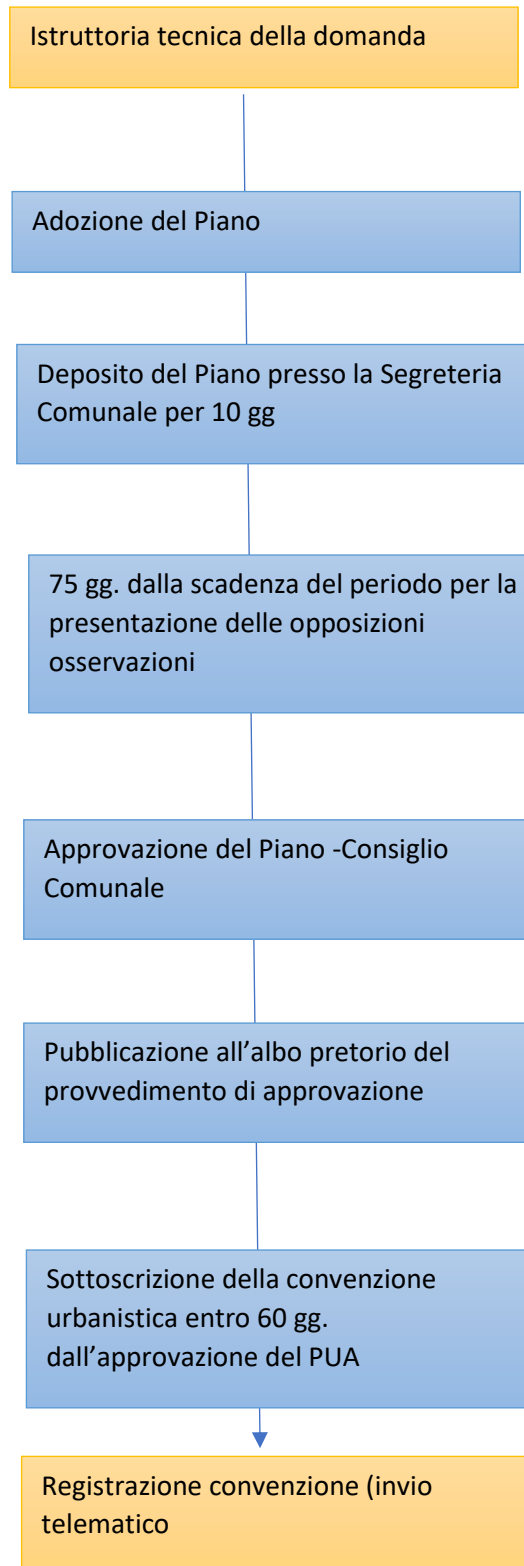
60 - RILASCIO TITOLI EDILIZI



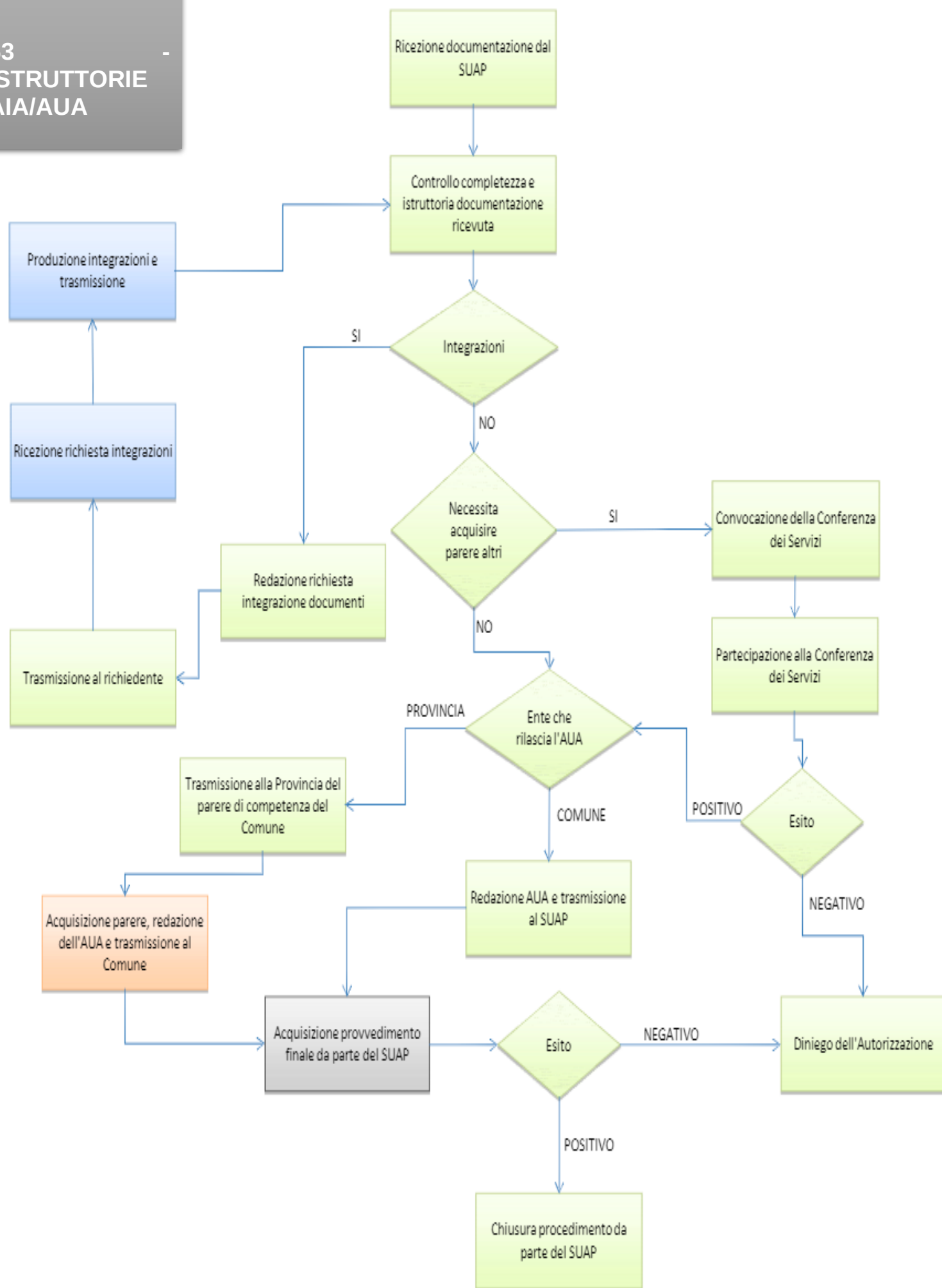
**61 - PIANI URBANISTICI
GENERALI O LORO VARIANTI
– AFFIDAMENTO REDAZIONE
A SOGGETTI ESTERNI**



**62 - PIANI
URBANISTICI
ATTUATIVI**



63
ISTRUTTORIE
AIA/AUA



64 - Espropri

