`

JIGAWA STATE

MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT & REGIONAL PLANNING

PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY (C of O) IN JIGAWA STATE

The Land Use Act 1978, Sections (1-5) and (28-31), Jigawa State Land Administration Law 2012, These are laws regulating the land matters including the issuance of C of O

Glass House, No. 1 Justice Dahiru Mustapha Road, land@jigawastate.gv.ng
+2347030944194. Business hours: 1pm - 4pm (Monday to Friday except public holidays)

DIRECT GOVERNMENT ALLOCATION

S/N	MDA	ITEM	FEES	PROCEDURE	DOCUMENTATION	TIME LINE
1	MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANING	**OBTAINING** STATUTORY RIGHT OF OCCUPANCY **(R OF O)** **BY** **DIRECT GOVERNMENT**	**A. APPLICATION FORM** I. RESIDENTIAL, COMMERCIAL AND AGRICULTURAL PURPOSE - N 4000 AND II. INDUSTRIAL – N 5000 **B. SURVEY AND PROCESSING FEES** III. RESIDENTIAL - N 10,000 IV. AGRICULTURAL - N 10,000 V. COMMERCIAL GENERAL	1. PURCHASE THE APPLICATION FORM AT OFFICE OF THE CHIEF ACCOUNTANT REVENUE OF THE MINISTRY, SECOND FLOOR, GLASS HOUSE. 2. FILL IN THE APPROPRIATE FORMS (RESIDENTIAL, COMMERCIAL, AGRICULTURAL and INDUSTRIAL) 3. SUBMIT THE COMPLETED	ALL APPLICATIONS MADE BY INDIVIDUAL MUST TO BE ACCOMPANIED WITH THE FOLLOWING; I. THREE COPIES OF MOST RECENT PASSPORT PHOTOGRAPH II.PHOTOCOPY OF BIRTH CERTIFICATE	4-6 WEEKS

		ALLOCATION	AND PETROL FILLING STATION – N 45,000 VI. INDUSTRIAL –N 75,000 **C. GROUND RENT** VII. RESIDENTIAL – 10,000/HA. VIII. AGRICULTURAL – 100/HA IX. COMMERCIAL – 30,000/HA X. FILLING STATION - (45,000-65,000)/HA XI. INDUSTRIAL – 75,000/HA **D. BETTERMENT CHARGES** THESE ARE CHARGED EITHER IN THE REGIONAL DEPARTMENT OF THE MINISTRY OR THE URBAN DEVELOPMENT BOARD as Prescribed in the details chargeable fees by Urban Development Board below (see appendix) JIGAWA STATE REVENUE ACT. - **No. 1011289787** ZENITH BANK INT.	APPLICATION FORMS WITH EVIDENCE OF PAYMENTS TO Asst Director Land Registry of the Ministry of Lands. 4. APPLICATION FOR LARGE SCALE AGRIC AREA WILL BE FORWARDED TO THE MINISTRY OF ENVIRONMENT AND/OR FARMERS AND HEADSMEN BOARD FOR CLEARANCE THEN TO HIS EXCELLENCY THE EXECUTIVE GOVERNOR FOR APPROVAL WITHIN THE 2 WEEKS TIME FRAME. 5. THE APPLICATION IS THEN FORWARDED TO PLANNING DEPARTMENT OR URBAN DEVELOPMENT BOARD FOR PLANNING VIEW PRIOR TO ISSUANCE OF THE LETTER OF GRANT THIS WILL REQUIRE FOR THE SITE INSPECTION WHICH IS CARRIED OUT WITHIN A PERIOD OF ONE WEEK TIME FRAME. 6. WHEN APPLICATION IS GRANTED THE ALLOTTEE WILL BE NOTIFIED THROUGH THE SUPPLIED CONTACT IN THE APPLICATION FORM (WITHIN 1 WEEK) WHO WILL THEN COLLECT THE LETTER OF GRANT AND	- APPLICATION BY COPORATE BODY SHOULD BE SUBMITTED WITH THE FOLLOWING; I. CERTIFICATE OF REGISTRATION WITH C.A.C II. CRTICLES/MEMORANDUM OF ASSOCIATION III. THREE(3) YEARS TAX CLEARANCE IV. PROPOSED BUILDING PROGRAMME VI. IF THE APPLICATION IS FOR PETROL FILLING STATION OR GAS PLANT, EIA MUST BE PROVIDED. V. COVERING LETTER GIVING DETAILED ACTIVITIES OF THE COMPANY UNDERTAKING OR TO BE UNDERTAKEN.	

				INDICATE HIS ACCEPTANCE BY SIGNING THE ORIGINAL WITH THE OTHER COPIES THEN RETURNING THE THREE OTHER COPIES (Duplicate, Triplicate and Quadruplicate) TO THE DIRECTOR LANDS, WITHIN 1 WEEK TIME FRAME 7. MAKE PAYMENT OF THE SURVEY AND PROCESSING FEES / DEPOSIT (as PRESCRIBE to the purpose on which the Allocation Letter was made) 8. APPLICANT TO INDICATE PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE FINAL SURVEY (FOR PREPARATION OF THE TITLE DEED PLAN **(TDP)** OF THE GRANTED AREA. THE INDICATION IS TO BE DONE AT BACK OF THE ALLOCATION LETTER. 9. CERTIFICATE OF OCCUPANCY **(C Of O)** IS ISSUED TO INDIVIDUAL AND / OR CORPORATE BODY IN RESPECT OF STATUTORY TITLE **(R of O)** WHICH THE ORIGINAL MUST BE SURRENDERED, THE **TITLE DEED PLAN (TDP) AND DESCRIPTION** OF		

				THE AREA PRODUCED 10. CARTOGRAPHIC FINISHING AND FINAL PRINTING OF CERTIFICATE OF OCCUPANCY **(C OF O**) IS CARRIED OUT IN THE JIGAWA GIS UNIT FOR HIS EXCELLENCY THE GOVERNOR'S SIGNATURE (PERIOD 1-2 WEEKS) 11. THE FINAL BILLING IS CALCULATED IN THE GIS UNIT AT THE TIME OF COLLECTION THE C OF O TO ACERTAIN THE PAYMENTS OF ALL OUTSTANDING BILL IF ANY. THIS PROCESS IS CONCLUDED WITHIN AN HOUR		

PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY (C of O) IN JIGAWA STATE

The Land Use Act 1978, Sections (1-5) and (28-31), Jigawa State Land Administration Law 2012, These are laws regulating the land matters including the issuance of C of O

Glass House, No. 1 Justice Dahiru Mustapha Road, land@jigawastate.gv.ng

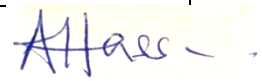
CONVERSION FROM CUSTOMARY OWNERSHIP TO RIGHT OF OCCUPANCY

S/N	MDA	ITEM	FEES	PROCEDURE	DOCUMENTATION	TIMELINE
2	MINISTRY OF LAND, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANING	**OBTAINING** STATUTORY RIGHT OF OCCUPANCY **(R OF O)** **BY** **CONVERSION FROM CUSTOMARY TITLE** TO STATUTORY RIGHT OF OCCUPANCY (R OF O)	**A. CONVERSION APPLICATION FORM (JGLN 06)** (Obtainable in the office of the Chief Accountant Revenue of the Ministry of lands.) AT – N 5000 **B. GRANT DEPOSIT** I. RESIDENTIAL - N 10,000 **II.** AGRICULTURE Area: (1-10 hectares) - N 10,0000 Area (Above 10 Ha.) - N 30,0000	1. PURCHASE THE APPLICATION FORM IN THE OFFICE OF CHIEF ACCOUNTANT REVENUE OF THE MINISTRY 2. FILL IN THE APPROPRIATE FORMS **(RESIDENTIAL, AGRICULTURAL COMMERCIAL AND INDUSTRIAL**) 3. SUBMIT THE COMPLETED APPLICATION FORMS WITH EVIDENCE OF PAYMENTS TO Asst Director Land Registry (Glass House.) WHO WILL THEN ISSUE A LETTER OF CONFIRMATION TO THE LOCAL GOVERNMENT AREA IN WHICH THE LAND UNDER APPLICATION WAS LOCATED. THE REPLY WILL CONFIRM TO THE MINISTRY ABOUT AUTHENTICITY OF THE OWNERSHIP OF THE AREA UNDER APPLICATION. THIS IS	1. EVIDENCE OF OWNERSHIP; 2. THREE (3) PASSPORT PHOTOGRAPHS INCASE OF INDIVIDUALS 3. FIVE COPIES OF SITE PLAN OF THE AREA UNDER APPLICATION	7-8 WEEKS

			III. COMMERCIAL PETROL FILLING STATION - Urban area N 75,000 - Regional area -N45,000 IV. COMMERCIAL GENERAL – N 30,000 V. INDUSTRIAL - N 80,000 **C. BETTERMENT CHARGE** **(THESE FEES ARE CHARGED IN THE Regional Department of the Ministry or the Urban Development Board.) – See appendix for details of betterment charges** V COMMERCIAL PETROL FILLING STATION - ON FEDERAL ROAD	WITHIN 2 WEEKS. 4. IF THE APPLIED AREA IS FOR THE PURPOSE OF COMMERCIAL PETROL FILLING STATION, INDUSTRIAL OR LPG PLANT, THE APPLICANT WILL BE REQUIED TO PROVIDE REPORT FROM THE STATE FIRE SERVICE, THE POLICE AND THE STATE MINISTRY OF COMMERCE (WHITHIN 1 WEEK) IN ADDITION WITH THE EIA IF THE APPLIED AREA FOR LPG PLANT. 5. THE APPLICATION WITH THE ACCOMPANIED DOCUMENTS WILL BE FORWARDED IMMEDIATELY FROM LANDS DEPARTMENT TO THE SURVEYOR GENERAL TO PROVIDE THE SURVEY REPORT OF THE APPLIED AREA. THE SURVEY REPORT IS PROVIDED WITHIN A WEEK. 6. THE APPLICATION WILL BE FORWARDED TO THE REGIONAL PLANNING OR URBAN DEVELOPMENT BOARD FOR THE PLANNING VIEW OF THE AREA UNDER APPLICATION (WHITHIN 1 WEEK) 7. GRANT DEPOSIT PAYMENT MUST		

			N 50,000 - ON STATE and OTHER ROADS - N 30,000 Vi COMMERCIAL GENERAL – N 30,000 Vii AGRICULTURAL **5000** PER HECTARE Viii DIRECT AGRICULTURAL LAND ALLOCATION 30,000/HECTARE **Payments are made into;** JIGAWA STATE REVENUE ACT. **No. 1011289787** ZENITH BANK INTERNATIONAL	BE DONE PRIOR TO ISSUANCE OF THE LETER OF GRANT. THE PAYMENT (as applied for the purpose on which the Application was made) IN THE OFFICE OF THE CHIEF ACCOUNTANT REVENUE OF THE MINISTRY 2ND FLOOR GLASS HOUSE. 8. COLLECTION OF THE LETTER OF GRANT BY THE APPLICANT IS IN THE OFFICE OF THE DIRECTOR LANDS) THE APPLICANT WIIL BE NOTIFIED THROUGH THE CONTACT PROVIDED WHEN APPLICATION WAS MADE 9. WHEN APROVAL WAS MADE A LETTER OF GRANT WILL BE ISSUED TO LAND OWNER WHO WILL BE NOTIFIED THROUGH THE SUPPLIED CONTACT IN THE APPLICATION FORM (WITHIN 1 WEEK) AND WILL COLLECT THE LETTER OF GRANT AND INDICATE HIS ACCEPTANCE BY SIGNING THE ORIGINAL WITH THE OTHER COPIES THEN RETURNING THE THREE OTHER COPIES (Duplicate, Triplicate and Quadruplicate) TO THE DIRECTOR LANDS, WITHIN 1 WEEK TIME FRAME		

				10. APPLICANT TO INDICATE PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE FINAL SURVEY (FOR THE PREPARATION OF TITLE DEED PLAN **(TDP)** OF THE GRANTED AREA. 11. CERTIFICATE OF OCCUPANCY (C Of O) IS ISSUED TO INDIVIDUAL AND / OR CORPORATE BODY IN RESPECT OF STATUTORY TITLE (R of O) WHICH THE ORIGINAL MUST BE SURRENDERED AND **TDP** OF THE AREA PRODUCED 12. FINAL BILLING AND PRINTING OF CERTIFICATE OF OCCUPANCY (FOR HIS EXCELLENCY THE EXECUTIVE GOVERNOR'S SIGNATURE. (1 WEEK) 13. THE C OF O CAN BE COLLECTED IMMEDIATELY WHEN THE SIGNED COPIES ARE RETURNED IN OFFICE OF THE DIRECTOR DEED, MINISTRY OF LANDS		



……..

SURV. ABDULLAHI HASSAN

PARMANENT SECRETARY

MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANNING

27TH December, 2023

APPENDIX 1

APPROVED BETTERMENT CHARGES BY URBAN DEVELOPMENT BOARD

JIGAWA STATE REVENUE ACCOUNT - **No. 1011289787**: ZENITH BANK INTERNAIONAL.

A. RESIDENTIAL LAND USE			
S/NO.	TYPE	AREA /SQM	AMOUNT (N)
1	HIGH DENSITY	500	20,000
2	MEDIUM DENSITY	501 – 1000	30,000
3	LOW DENSITY	1001 – 2500	40,000
4	HOUSING ESTATE	-	100,000
B. COMMERCIAL LAND USE			
5	SHOPS		15,000
6	WARE HOUSE		40,000
7	MOTELS		50,000
8	HOTELS		60,000
9	MECHANICS / OTHER WORKSHOP		30,000
10	BANK / OTHER FINANCIAL INSTITUTION		50,000
11	OFFICE		40,000
12	PETROL FILLING STATION :		
	I. Along Federal Highways		60,000
	II. Along Federal Road		50,000
	III. Along State Road		40,000
13	CINEMA		60,000
14	SUPER MARKET		70,000
15	EVENT CENTRE		60,000
C. INDUSTRIAL LAND USE			
16	BLOCK MOLDING		30,000
17	LIGHT SCALE INDUSTRY		30,000
18	MEDUIM SCALE INDUSTRY		50,000
19	HIGH SCALE INDUSTRY		60,000

D. INSTITUTIONAL		
EDUCATIONAL 20. NURSERY / PRE-NURSERY - N 30,000 21. PRIMARY SCHOOL - N 40,0000 22. POST PRIMARY - N 50,000 23. LOWER INSTITUTION - N 60,0000 24. UPPER INSTITUTION - N 70,0000		HEALTH FACILITY 25. DISPENSARY - N 40,000 26. HEALTH CENTRE - N 60,000 27. PHARMACEUTICAL CHEMIST – N 50,000 28. HOSPITAL - N80,000
E. AGRICULTURAL LAND USE		
29	ORCHARDS / NURSERY /PLANTATION POULTARY FARMS WAREHOUSE / STORE FARM PRODUCE / GENERAL AGRICULTURE	N 10,000
F. APPLICATION FOR CHANGE OF PURPOSE (DEEDS)		
30	RESIDENTIAL TO COMMERCIAL	N50,000
31	RESIDENTIAL TO INDUSTRIAL	N70,000
32	AGRICULTURAL TO INDUSTRIAL	N100,000
33	INDUSTRIAL TO COMMERCIAL	N100,000

TPL. ABDULKADIR UMAR SULEIMAN

EXCUTIVE SECRETARY

JIGAWA STATE URBAN DEVELOPMENT BOARD

27TH December, 2023