



PLATEAU STATE GEOGRAPHIC INFORMATION SYSTEMS

Joseph Gornwalk Boulevard, P.M.B 2037, Jos, Plateau State,

Organisation Application for Certificate of Occupancy

APCO2

Property Number

General Information

Applicant in this document refers to the organisation or a representative of the organisation that is undertaking the processes involved in this transaction on behalf of the organisation.

Description

Defined by the statutes of the Land Use Act 1978, this transaction covers the steps involved in the registration of a Certificate of Occupancy title. It also results in an existing Statutory Right of Occupancy being amended to reflect that a Certificate of Occupancy title has been issued.

A Certificate of Occupancy is required for the following reasons:

1. To secure your Title (in line with the permissions of the Land use act describes)
2. For mortgage or to secure a loan facility or to pledge it to bail someone out.
3. To easily transfer rights to heirs.
4. To perform most transactions on landed property like Leasing out a property, giving property as a gift and many other transactions.)

Documents Received:

If the application is successful, the applicant will receive a Certificate of Occupancy.

If the application is unsuccessful the applicant will receive a Rejection letter.

Pre-requisite Documents:

Proof of ownership of the property.

Pre-requisite Transactions:

The applicant must be able to provide a proof of ownership of the land. This can be a customary right of occupancy, a sales letter backed by legal documents.

Restrictions:

An application for Certificate of Occupancy might not be successful if the following conditions are discovered on that property:

1. An existing encumbrance
2. A caveat emptor.
3. Improper documentation

Expiration:

The Certificate of Occupancy is valid for a term as determined by the existing land policy.

Procedure

The Application for Certificate of Occupancy is a transaction that involves the following processes:

1. Lodgement of Application: An applicant first fills the application form below and submits the Supporting Documents listed in the form. Application will then be lodged by an intake clerk.
2. Preliminary Processing of Application and Registration Fee: After Lodgement, the application is checked to ensure the applicant filled all the mandatory fields appropriately. If the applicant did not fill the application form correctly, the processing stops and the applicant is notified. If the applicant does this correctly, then fee payment is checked. If the Applicant has not paid the registration fee or paid a wrong amount, further processing on the application is halted and the applicant notified. If however, the applicant has paid the necessary fee and completed the mandatory fields in the application form, the application is moved to the next stage. See **Associated Fees** below to know the registration fee demanded of the applicant.
3. Internal Processing of Application and linked Property File: A Property file is created (or located if the property already has a file.) and the verification of submitted documents, and the scrutinisation of data needed for advanced fee computation done in this stage. If from the property file, it is discovered that the applicant owed the State in any manner with respect to Land rights, this is duly noted and used to compute the fees expected of the applicant. See **Associated fees** below to know what other fees can be demanded of the applicant.
4. Issuance of a Demand Notice: After all fees owed the State Government by the applicant as well as other fees has been computed, the applicant is notified via SMS or Email. Refusal to pay these fees will result in the termination of the application.
5. Processing of the Certificate: After all payments have been made, the payment will be processed to ensure they are the exact amount requested in the Demand Notice. If payments conform to the amount requested, the accuracy and authenticity of the Land parameter sent in by the applicant is investigated. Should inconsistencies be discovered, such as wrong survey plan or that the land is already claimed by another Titleholder, then all processing halts and the applicant is notified. To ensure that the property conforms with Land administration plans, delegates would be sent to investigate the site and if their report confirms that the property conforms with Town Planning regulations, approval to create a new Certificate of Occupancy is sought from the Governor (or an official elected by the Governor to handle such matters). Once this approval is secured, then the

Certificate of Occupancy is drafted and printed. Then it is taken through the steps necessary to secure the Governor's stamp and signature.

6. Notification of Certificate Availability: Once the Governor endorse, the applicant will be notified via SMS or Email to come and collect his Certificate of Occupancy.

Associated fees

Certain fees are expected to be paid for a successful application. These fees are:

1. CofO preparation fee
2. Registration fee
3. Development charge
4. Outstanding Ground Rent
5. *Ground Rent Penalty: 5% of cumulative of the outstanding ground rent.
6. Premium of CofO fee

*Applies only if outstanding, unpaid ground rent exists

Application forms and different methods for submission.

This application and all other forms are available for download at <http://www.plateaustate.gov.ng/downloads>.

You can submit your application for this transaction in any of these ways, depending on which is convenient and feasible:

1. Fillable Document Format (PDF): You can download a copy of this application from <http://www.plateaustate.gov.ng>. A filled application form can be submitted via the portal through <http://www.plateaustate.gov.ng>. You will need an online account for the form submission. After submission, we extract and validate your data and prompt you for with the validation results of your upload. If there are errors in the data, we provide the erring fields and information to assist in correcting these. Validated and error-free forms are successfully submitted. For application with supporting documents, you need to provide these on the portal after you login with your credential. Once the application is correctly lodged, you will be allowed to proceed to the payment section of the transaction.
2. Online forms – An applicant can log in to the portal, and use our wizard-like online web. This approach provides a very interactive avenue for filling forms and uploading the supporting document. For example, the state of an application could be stored. An applicant can continue to where he stopped anytime from any internet enabled device. Also, for applicants using Fillable PDF, they need the online forms for submission of supporting documents.
3. Paper submission – An applicant wishing to use this approach will need to get a copy of the application form. A copy can be downloaded from <http://www.plateaustate.gov.ng>. If the applicant gets a Fillable PDF, we advise the form is filled on computer and printed. The forms can also be printed and filled. Once completed and signed, the applicant needs to submit these, including the supporting documents, at the PLAGIS office.

If Option 1 is the submission method selected and the applicant is using the Standard version of Adobe Reader, then the applicant must follow the steps outlined below, when about to save the form after filling it:

1. Navigate to **File > Print** or Press Ctrl+P.
2. On printer, select any of the available virtual PDF printer which could include Adobe PDF, PDFCreator, PageManager PDF Writer or any other.
3. Click **Print**. This prompts a Save-dialog box to save your filled-in PDF document.

NOTE: If property is owned by two (2) or more parties, kindly request for PSF1 (Individual) or/and PSF2 (Organisation)

			Property Number	
1. Date of Application: DD / MM / YYYY			Insert the date application is being made here.	
Applicant's/Organisation's Information				
2. Name of Organisation:			Fill in organisation's details If property is owned by two (2) or more parties, kindly request for PSF1 (Individual) or/and PSF2 (Organisation)	
3. Registration (RC) Number:				
4. Date of Registration: DD / MM / YYYY				
5. Country of Registration:				
6. Tax Identification Number (TIN):				
Organisation's Contact Information				
7. No.	8. Address:		This section should contain details of a contact person within the organisation. This is required for prompt response or communication with the organisation.	
9. City/Town/Village	10. State	11. Country		
12. Telephone:				
13. Website:				
14. Email Address:				
15. What is your preferred mode of communication? <input type="checkbox"/> Telephone <input type="checkbox"/> SMS <input type="checkbox"/> Email				
Organization's Contact Person.				
16. Designation:		17. Title:		
18. Surname	19. Other Names			
20. Telephone:				
21. Email Address:				
22. What is your preferred mode of communication? <input type="checkbox"/> Telephone <input type="checkbox"/> SMS <input type="checkbox"/> Email				
Organization's Representative's Information. (This Section is applicable if the application is being made by a representative)				
23. Title	24. Surname	25. Other Names		
26. Representative's Contact Address in full:				
27. Telephone:				
28. Email Address:				
29. Does representative have the Registration Particulars for the Power of Attorney? <input type="checkbox"/> Yes <input type="checkbox"/> No			Applicant's representative is expected to provide evidence of details of power of attorney and attach to this application	
30. What is your relationship with the applicant?			Representative should produce evidence of status/claim.	
Third Party Notification				
Full Name		Telephone	Email Address	
Provide your information and other third-parties you will like to be notified at the completion of this transaction.				
Property Information				
31. Block No.	32. Plot No.	33. Area _____ <input type="checkbox"/> Hectares <input type="checkbox"/> Acres <input type="checkbox"/> Sq.Metres		

34. Land Location/Description:

35. Value of Improvement Offered

36. Time required for Erection

37. Kindly specify the required Land use or Purpose (tick for land use and for purpose from list)

<p><input checked="" type="checkbox"/> Residential</p> <ul style="list-style-type: none"> <input type="checkbox"/> Private Residential <input type="checkbox"/> Government Residential <input type="checkbox"/> Government Housing Estate <input type="checkbox"/> Government Staff Quarters <input type="checkbox"/> Private Staff Quarters <input type="checkbox"/> Federal Housing Estate <input type="checkbox"/> Police Barracks <input type="checkbox"/> Army Barracks <p><input checked="" type="checkbox"/> Commercial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel <input type="checkbox"/> Hostel <input type="checkbox"/> Guest House <input type="checkbox"/> Restaurant/Fast Food <input type="checkbox"/> Fresh Fruit Market <input type="checkbox"/> Neighbourhood Centre <input type="checkbox"/> Small Shops <input type="checkbox"/> Corner Shops <input type="checkbox"/> Market <input type="checkbox"/> Supermarket <input type="checkbox"/> Central Market <input type="checkbox"/> Shopping Mall/Plaza <input type="checkbox"/> Business Centre <input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Plant Nursery 	<ul style="list-style-type: none"> <input type="checkbox"/> Workshop <input type="checkbox"/> Petrol Filling Station <input type="checkbox"/> Gas Filling Station <input type="checkbox"/> Fuel Depot <input type="checkbox"/> Garage/Carwash <input type="checkbox"/> Bank <input type="checkbox"/> Law Firm <input type="checkbox"/> Insurance <input type="checkbox"/> Internet Cafe <input type="checkbox"/> Video/Indoor Games <input type="checkbox"/> Night Club/Disco <input type="checkbox"/> Cinema <input type="checkbox"/> Theatre <input type="checkbox"/> Sports Facility <p><input checked="" type="checkbox"/> Industrial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slaughter House <input type="checkbox"/> Small Scale Industry <input type="checkbox"/> Stones, Ceramic, Glass, Electric, Electronic, Wood <input type="checkbox"/> Paper, Printing and binding, Chemical Industry <input type="checkbox"/> Mechanical & Steel <input type="checkbox"/> Vehicle, Construction, Metal <input type="checkbox"/> Assembly Plant <input type="checkbox"/> Leather, Textile and Clothing Industry <input type="checkbox"/> Food & Beverages Manufacturing 	<ul style="list-style-type: none"> <input type="checkbox"/> Quarry <input type="checkbox"/> Borrow Pit <p><input checked="" type="checkbox"/> Public Institution</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nursery School <input type="checkbox"/> Day-care <input type="checkbox"/> Primary School <input type="checkbox"/> Night School <input type="checkbox"/> Secondary School <input type="checkbox"/> College/University <input type="checkbox"/> Research Institute <input type="checkbox"/> Educational Institute <input type="checkbox"/> Training/Vocation Centre <input type="checkbox"/> Church <input type="checkbox"/> Mosque <input type="checkbox"/> Place of Worship <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital <input type="checkbox"/> Pharmacy/Chemist <input type="checkbox"/> Laboratory <input type="checkbox"/> Medical Centre <input type="checkbox"/> Specialist/Diagnostic Hospital <input type="checkbox"/> Veterinary Clinic <input type="checkbox"/> Dental Clinic <input type="checkbox"/> Nigeria Ports Authority <input type="checkbox"/> Police Station 	<ul style="list-style-type: none"> <input type="checkbox"/> Fire Station <input type="checkbox"/> Fire Service <input type="checkbox"/> Prison <input type="checkbox"/> High Court <input type="checkbox"/> Magistrate Court <input type="checkbox"/> Customary Court <input type="checkbox"/> Military Formation <input type="checkbox"/> Museum <input type="checkbox"/> Government Institution <input type="checkbox"/> Parastatals <input type="checkbox"/> Library <input type="checkbox"/> Archive <input type="checkbox"/> Community Centre <p><input checked="" type="checkbox"/> Public Utility Unit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Telephone Sub-Exchange Site <input type="checkbox"/> TV or Radio station <input type="checkbox"/> PHCN 132/33kv Transformation Station <input type="checkbox"/> PHCN 33/11kv Transformation Station <input type="checkbox"/> Gas Pipeline <input type="checkbox"/> Water Pipeline <input type="checkbox"/> Post Office <input type="checkbox"/> NIPOST <input type="checkbox"/> Water Treatment Plant <input type="checkbox"/> Dump Site/Active Recreation 	<p><input checked="" type="checkbox"/> Transportation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expressway <input type="checkbox"/> Parkway <input type="checkbox"/> Transit way <input type="checkbox"/> Arterial Road <input type="checkbox"/> Collector Road <input type="checkbox"/> Important Local Street <input type="checkbox"/> Selected Important Local Street <p><input type="checkbox"/> Street</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor/Access Road/Cul-de-sac <input type="checkbox"/> Courtyard access Road <input type="checkbox"/> Private Road <input type="checkbox"/> Railway Track <input type="checkbox"/> Mini-railway Track <input type="checkbox"/> Bus Depot <input type="checkbox"/> Railway Station <input type="checkbox"/> City Bus Station <input type="checkbox"/> Public Parking <input type="checkbox"/> Motor Park <input type="checkbox"/> Long/Trailer Park <input type="checkbox"/> Airport <input type="checkbox"/> Bus Stop <input type="checkbox"/> Interchange <input type="checkbox"/> Road Corridor <input type="checkbox"/> Bridge <input type="checkbox"/> Footpath <input type="checkbox"/> Pedestrian Walkway 	<p><input checked="" type="checkbox"/> Open Space/Green Area</p> <ul style="list-style-type: none"> <input type="checkbox"/> Golf Course <input type="checkbox"/> Country Club <input type="checkbox"/> Active Recreation <input type="checkbox"/> Recreational Centre <input type="checkbox"/> Sports Arena <input type="checkbox"/> Amusement Park <input type="checkbox"/> Neighbourhood Park <input type="checkbox"/> Play Ground <input type="checkbox"/> Local Park <input type="checkbox"/> Cemetery <input type="checkbox"/> Undeveloped Land <input type="checkbox"/> Protected Drainage Course <input type="checkbox"/> Flood Plan <input type="checkbox"/> Natural River Course <input type="checkbox"/> Water Reservoir/Dam <input type="checkbox"/> Forest Reserve Lake <p><input checked="" type="checkbox"/> Mixed Use & Agriculture</p> <ul style="list-style-type: none"> <input type="checkbox"/> Multi-Purpose <input type="checkbox"/> Special Development <input type="checkbox"/> Comprehensive Development <input type="checkbox"/> Agriculture
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38. Does applicant possess any right(s) of occupancy held in the state? Yes No

Applicants who have other R of O or C of O should fill this section and also enter the certificate number.

39. If YES, provide certificate number:

Supporting Documents

40. Provide the following List of Supporting Document along with this application.

Supporting Documents	
Taxpayer Identification Number Printout	X
Certificate of Incorporation	
Survey Report	
Income Tax Clearance Clearance	
Organisation Representative Authorization Letter	
Change of Ownership	
Deed of Assignment	
Customary Evidence of Ownership	
Court Judgement	
Power of Attorney	
Sales Agreement	

Applicant's are expected to provide all the documents list in this section.

Supporting documents present in the application should be marked "X".

Applications with incomplete supporting document would not be accepted.

Applications who's supporting document can not be verified, would not be processed.

Rows grayed are referred to as supplementary documents that would be requested for upon processing of application.

WARNING

It is a punishable offence to provide any false information and/or make any false statements or claim when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor (or his appointee) may in his sole discretion, revoke such Certificate of Occupancy.

The Governor reserves the right to reject any application for not properly or fully completed and shall not incur any liability for any such revocation. The information you supply on this form is public knowledge and may be published in the media.

41. Attestation/Declaration

I attest that all information entered are accurate and have been reviewed by me. I also declare that I am liable for all information entered above. I hereby agree to abide by the terms and conditions that may be imposed as a result of this application and to any subsequent amendment of existing laws thereto.

42. Signature\Date

DD / MM / YYYY