



General Information

Henceforth and throughout the body of this form, applicant refers to the Organisation or an elected representative of the organisation.

Description

Defined by the statutes of the Land Use Act of 1978, The application for State Land is a transaction that covers the steps involved in the granting and registration of a new Certificate of Occupancy for a land offered by the state. This Land is not yet owned by private individuals or corporations. Hence it results in the creation of a new occupancy right.

An Application for State Land is required for the following reasons:

1. To secure a parcel of Land from the State Government.

Once application is successful, the applicant is automatically granted a Certificate of Occupancy. This Certificate of Occupancy is valid for a term as determined by the existing land policy.

The occupier of a certificate of occupancy is mandated at all times to maintain in good and substantial repair to the satisfaction of the Governor or his appointee beacons or other landmarks by which the boundaries of the land are defined. Failure to comply with a notices of compliance served on him would render such occupier liable to pay the expenses incurred by the Governor in defining the boundaries which the occupier neglected to define.

Warning: Failure to develop the Land parcel within a space of three (3) years will result in the revocation of granted Title and the reallocation of the land to another individual or entity. Minimal developments expected are: a fence, a well and planting of economic trees.

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.

Expiration:

The New Certificate of Occupancy will have a tenure as determined by the existing land policy.

Procedure

The Application for State Land start with Applicant getting Allocation from the Land relevant authorities designated by Govt to administer the allocation, pay the necessary Fees, obtain an Allocation Letter, before proceeding to PLAGIS for processing of the transaction for issuance of Title and it 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 Application form 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 application form 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 replacement fee requested of the applicant.
3. Internal Processing of Application and linked Property File: A Property file is created and the verification of submitted documents, and the scrutinisation of data needed for advanced fee computation done in this stage. Any payments due to 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, other processing is done to place the titleholder as valid claimant of the allocated land on the map. Then 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 endorses, 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. Application form fee
2. Allocation fee: varies depending on the parcel of Land
3. R of O fee: varies depending on the size and use of the parcel of Land
4. Title Deed Plan (TDP) Fees
5. Ground Rent: varies depending on the size and purpose of the land
6. *Ground rent penalty: 5% of the cumulative Ground rent owed. (etc)

*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.plateaustates.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.

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 applicant's personal 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			Representative or person's making this application on behalf of the applicant should fill this section. This section should be ignored, if the owner of property is making the application in person.	
30. What is your relationship with the applicant?			Applicant's representative is expected to provide evidence of details of power of attorney and attach to this application.	
Third Party Notification				
Full Name		Telephone	Email Address	
Property Information				
31. Block No.	32. Plot No.	33. Area _____ <input type="checkbox"/> Hectares <input type="checkbox"/> Acres <input type="checkbox"/> Sq.Metres		
			Representative should produce evidence of status/claim.	
Provide your information and other third-parties you will like to be notified at the completion of this transaction.				

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>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>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>Industrial</p> <ul style="list-style-type: none"> <input checked="" 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>Public Institution</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Nursery School <input type="checkbox"/> Day-care <input type="checkbox"/> Nursery School <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>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 <input type="checkbox"/> PHCN 33/11kv <input type="checkbox"/> 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>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>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>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>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	
Allocation Letter	x
Allocation Fee Payment Receipt	
Memorandum of Incorporation	
Income Tax Clearance Clearance	
Organisation Representative Authorization Letter	
Form of Identification	
Passport Photograph	
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