

GUIDE AND PROCEDURES OF OBTAINING C OF O IN PLAGIS, PLATEAU STATE



Plateau State of Nigeria, with an estimated population of over 3 million according to 2006 census is located between latitude 8 degree 24 minute N and 10 degree 30 minute N and longitude 8 degree 32 minute E and 10 degree 38 minute E and covers a total land mass of 26,899 square kilometer.

Plateau State is geographically unique in Nigeria, situated on a altitude ranges from 1,200 meters (about 4,000 feet) to a peak of 1,829 meters above sea level.

The higher altitude placed Plateau State on vantage position of cold weather. It has a near temperate climate with an average temperature between 18 degree celsius and 22 degree celsius. The Harmattan winds

cause the coldest weather between December and February. The warmest temperature usually occur in the dry season months of March and April. The mean annual rainfall varies from 131.75cm (52in) in the Southern part to 146cm (57in) on the Plateau.

The highest rainfall is recorded during the wet season months of July and August. Plateau State is celebrated as “The Home of Peace and Tourism”.

MISSION AND VISION OF PLATEAU STATE GEOGRAPHIC INFORMATION SERVICE

MISSION- To provide Efficient delivery of land services, guided by universal best practices for good and benefits of the citizens of the State.

VISION- To ensure the efficient Land Administration for improve and sustainable Internally Generated Revenue towards economic Rebirth

SERVICES PROVIDE IN PLATEAU STATE GEOGRAPHIC INFORMATION SERVICE (PLAGIS)

- * Provision of residential, Commercial, Industrial and other relevant layouts.
- * Preparation and approval of Physical Development plans.
- * Surveying and mapping
- * Processing of Statutory land titles which extend to subsequent transactions that may arise thereof
- * Advising Government on land policies
- * Provision of Geographic Information System Services
- * Provide other activities that are geared toward the implementation of the National Land Policies.

PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY

1. Download application form from <https://www.plateaustate.gov.ng/downloads> or visit Plateau State Geographic Service office to collect the application form from the front desk.
2. Complete and submit the application form and attach all relevant documents, including your proof of ownership, sale agreement or confirmation of proof of ownership in case of customary land owners, from the Local Government Council in which the land is located.

3. A property file is open and a demand notice is raise based on the location of the property, size of the land and the use intend by the applicant- (see Rates schedule).
4. Payment of prescribed processing fee upon obtaining the demand notice from PLAGIS ; ALL payments must be made to the Plateau State Internal Revenue Board (PSIRS) pay points with the applicant's Tax Identification Number (TIN) and receipt issued.
5. Process of Right of Occupancy and Certificate of Occupancy commence. (see workflow and processing time).
6. Inspection of property by the Town Planning to grant permission for Right of Occupancy (see stages in the workflow).
7. Collection of the Right of Occupancy and acceptance of the offer (see the stage in the workflow)
8. Payment of outstanding ground rent to enable the continue processing of the Certificate of Occupancy (see the stage in the workflow).
9. Collection of Certificate of Occupancy (see the stage in the workflow)

BUSINESS HOURS

Work starts	8am
Tea Break	10am- 10:15am
Work Resumes	10:15am
Lunch	1pm-2pm
Work closes	4pm

REQUIREMENTS FOR INDIVIDUAL APPLICATION FOR STATE LAND

1. Applicants are require to pay the sum of =N=10,000.00 at the Plateau State Internal Revenue Board (PSIRS) pay point in PLAGIS building and obtain form from the PLAGIS front desk.
2. Attach allocation letter
3. Attach copy of allocation fee payment receipt
4. Attach form of identification (either international passport, National ID card, Driver's licence or Voter's registration card)
5. Attach Tax payer Identification Number print out
6. Attach Income Tax Clearance
7. Passport photograph

REQUIREMENTS FOR ORGANISATION (CORPORATE) APPLICATION FOR STATE LAND

1. Applicants are required to pay the sum of =N=20,000.00 at the Plateau State Internal Revenue Board pay point in PLAGIS building and obtain form from the PLAGIS front desk.
2. Attach allocation letter
3. Attach copy of allocation fee payment receipt
4. Attach Certificate of Incorporation (CAC)
5. Attach Tax payer Identification Number print out
6. Attach Income Tax Clearance
7. Company seal

REQUIREMENTS FOR INDIVIDUAL APPLICATION FOR STATUTORY RIGHT OF OCCUPANCY

1. Applicants are required to pay the sum of =N=10,000.00 at the Plateau State Internal Revenue Board pay point in PLAGIS building and obtain form from the PLAGIS front desk.
2. Attach Copy of Survey plan and report
3. Attach Original copy Change of ownership
4. Attach form of identification (either international passport, National ID card, Driver's licence or Voter's registration card)
5. Attach Tax payer Identification Number print out
6. Attach Income Tax Clearance
7. Passport photograph
8. Attach Original copy of Sales Agreement
9. Attach Original copy of Deed of Assignment
10. Attach Original copy of Customary Evidence of ownership
11. Attach copy of Court Judgement
12. Attach Registered Copy of Power of Attorney

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8. Attach Original copy of Customary Evidence of ownership
9. Attach copy of Court Judgement
10. Attach Registered Copy of Power of Attorney
11. Photocopy of Right of Occupancy

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EMPOWERING LAWS

1. Land Use Acts 1978
2. PLAGIS Law
3. Land Use Charge Law

Signed
The Permanent Secretary
Ministry of Lands, Survey and Town Planning
Plateau State
PLAGIS Building
No. 12 Joseph Gomwalk Boulevard,
Jos, Plateau State