



**Procedure for obtaining Direct Allocation  
Certificate of Occupancy (C of O), Ground Rents, Processing Fees,  
Timelines and Payment Modalities and Related Transactions**

## Introduction

Every land is owned by the state Government, this is in accordance with the Land Use Act 1978. The Land Use Act of 1978's Part IV Sections 21 and 22 state that it is unlawful to alienate any interest in land by way of assignment, mortgage, transfer of possession, sub-lease or otherwise without the prior consent of the Governor or appropriate Local Government. This is without prejudice to whether the land is held under customary or statutory right of occupancy.

Failure to obtain consent prior to any land transaction leads to outright prosecution because Section 26 of the same Decree States that alienation of land without consent shall be null and void.

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[https://adgis.adamawastate.gov.ng/ova\\_doc/adamawa-state-guideline-for-certificate-of-ownership/](https://adgis.adamawastate.gov.ng/ova_doc/adamawa-state-guideline-for-certificate-of-ownership/)
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## I. Procedure for obtaining govt allocated land (Direct Allocation)

The Land Use Decree of 1978 States that all lands in the State are vested in the Governor who shall hold it in trust and administer it for the benefit of all. Hence, the allocation and disposition of land, particularly in urban areas, is the prerogative of the Governor, and so every Nigerian has the right to apply.

***Below is the procedure for obtaining govt allocated land for Statutory Right of Occupancy***

***Obtain Application form at  
the:Customer Service Center,  
Ministry of Land & Survey***

***Yola, No. 23 Sir Kashim  
Ibrahim Way, Jimeta-Yola.  
+234 07069985709.***

***(9 am to 3 pm, Monday to Friday, excluding public holidays)***

1. Prepare copies of the following required documents to process your application
  - Government approved means of identification (e International Passport, National ID Card, Driver's License; Voter Registration Card, or Tax Identification Card)
  - tax clearance
  - Two (2) recent passport photograph
  - If company/organization
    - RC No. or Logo for companies and cooperatives
    - Memorandum of Understanding,
    - Article of association,
    - RC Number and Certificate of Incorporation

**NOTE:** All application forms are completely free of charge. Complete and correctly fill out the form. No section should be left unfilled or unanswered.

2. Pay a non-refundable application processing fee depending on the land usage requested via any of the payment options (Annex A)

PURPOSE	INDIVIDUAL (N)	CORPORATE (N)
Residential	5,000	
Agricultural	2,000	
Industrial	50,000	
Mining	50,000	
Commercial	30,000	
Filling Station in Urban Area	50,000	
Filling Station in Non-Urban Area	25,000	

4. Submit the duly completed Application Form directly to the:
 

**Customer Service located at the Ministry of Land & Survey Yola, No. 23 Sir Kashim Ibrahim Way, Jimeta-Yola with the following document:**

  - Evidence/proof of payment of application processing fee
  - all application document in step 2

**NOTE:** Upon submission of the application form, applicants whose documents have been cleared by the Vetting and Allocation Units will be provided with "Acknowledgment Letter/receipt" **instantly** that carries the file number and the of the applicant while Incomplete Application Notices will be issued to applicants whose documents haven't been cleared. informing them of the affected docum

ent(s) to be corrected.

5. All successful Applicants will receive **Provisional Letter of Allocation of Plot of Land** at Land department of Ministry of Land and Survey, Yola. Applicant will be notified via the contact information given on the application form

Applicant must bring the following documents to the collection.

- Valid means of identification,
- Evidence of payment of application processing fee, or authority letter

**NOTE:** After 5 above, applicant is required to apply for letter of Grant (R of O). See III (Application for R of O) – Direct allocation below.

**Process time frame:** step 1 to 4 of this process can be completed in 2 days but, step 5 can only be achieved depending on the availability of the type of land applied for. Therefore, **this entire process's duration cannot be specified.**

### III. Application for R of O

The grant of the statutory right of occupancy of land previously held under the customary title is referred to as the conversion of title. This conversion concept is rooted in the provisions of Sections 34(1), (2), and 36(1), (2), and (4) of the 1978 Land Use Decree.

#### (a) Direct Allocation

1. Visit Land Department of Ministry of Land Survey, Yola, and inquire to apply for R of O. You will be requested to present the “Provisional Letter of Allocation of plot of land” for validation. If validated, an invoice will be generated and issued to you for the following items:
  - Development levy - N50,000.00 (fix rate)
  - Survey fee - N5,000.00 (fix rate)
2. Pay the following fee above (1) for the processing of letter of grant (R of O) using any of the available payment channels (Annex A)
3. After completing the steps above, Applicants are required to submit the following documents for the Application of R of O:
  - Evidence/proof of payments of step 1
  - Photocopy of the Provisional Letter of Allocation of plot of land

**NOTE:** After the preceding step, the following administrative procedure will be carried out:

- Production of Title Deed Plan (TDT)
- Clearance for C of O
- Vetting

4. After completing all required fees and administrative procedures, the applicant will be alerted about successful processing and will be able to visit the Mins. of Land and Survey Yola client center to collect the R of O in person or issue an authorization letter duly signed

by the applicant attaching Ministry of Land & Survey Yola Acknowledgment Letter, passport of applicant and valid identity card of the representative.

**Process time frame:** step 1 to 3 can be completed in 2 days; hence, we aim to achieved therest of the process for obtaining the R of O within 15 Working Days.

#### IV. APPLICATION FOR C OF O

**1.** to apply visit survey department, ministry of Land and Survey with letter of Grant forverification. If verified, you will be issued an invoice to pay the following bill:

- a) land bill (Annex B)
- b) survey bill:
  - N15,000 (flat rate) - bellow 1 hectare
  - N22,500 Above 1 hectare

**2.** Submit the evidence/proof of payment above (1) with following document

- Valid means of identification
- 2 recent passport photographs

**NOTE:** *Following the preceding step, the following administrative procedure willbe carried out:*

- Production of Title Deed Plan (TDT) (Annex D)
- Clearance for C of O
- Vetting

**3.** Applicant will be called and issued an invoice for N50,000 (flat rate) for the production ofC of O.

**4.** Submit the evidence/proof of payment above (2) and receive acknowledgment letter for the payment made

**5.** Upon making all relevant payments the applicant will be notified of successful processing and can visit Ministry of Land & Survey (MoLS) Yola customer center to collect the C of O in person or issue an authorization letter duly signed by the applicant attaching MoLS Yola Acknowledgment Letter, passport of applicant and valid identity card of the representative.

**Process time frame:** we aim to achieved step 1 & 2 in 3 days. Production of TDT, Clearance for C of O and Vetting will take 15 working days. Applicant C of O will be ready for collection in 45 working days after submission of the evidence/proof of payment of C of O production fee.

## SUMMARY OF TIME-FRAME

SN	TYPE OF DOCUMENT	PROCESS TIME (DAYS)
1	Application	2
2	Provisional Letter of Allocation of Plot of Land	7
3	R of O Application	17
4	C of O Application	45

### **FOR INQUIRY**

***Phone:- +234 07069985709 Email:- [info@adgis.ng](mailto:info@adgis.ng)  
(9 am to 3 pm, Monday to Friday, excluding public  
holidays)***

**SIGNED**

**COMMISSIONER, MINISTRY OF LAND AND SURVEY, YOLA.**

**14 November, 2022**



## APPENDIX

### Appendix A Payment Modalities

Unless stated otherwise, all payment should be made through REMITA. Please follow the guideline below:

- ☐ go to <http://www.remita.net>
- ☐ Click pay TSA & States. You will be redirected to “Pay a biller” page
- ☐ in the “Who do you want to pay text input”, Search for *MINISTRY OF LAND AND SURVEY -ADAMAWA STATE GOVERNMENT*
- ☐ in the “**Name of service/purpose**” select the service you want to pay for fig 1
- ☐ input description (optional)
- ☐ type in the amount to be paid as specified in the invoice issued in the “**amount**” input
- ☐ fill the other required fields
- ☐ then submit

MINISTRY OF LAND AND SURVEY - ADAMAWA STATE GOVERNMENT

Who do you want to pay \*

MINISTRY OF LAND AND SURVEY - ADAMAWA STATE GOVERNMENT

Name of service/purpose \*

60001001-12090007 - GROUND RENT (CURRENT)

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60001001-12100008 - RECOVERY OF COMPENSATION

60001001-12100011 - DEEDS OF COMPENSATION

60001001-12140006 - DONATIONS RECEIVED

60001001-12040090 - AUDIT FEES

60001001-12040181 - INFRASTRUCTURAL DEVELOPMENT LEVY

60001001-12040584 - PENAL RENT ON CERTIFICATE OF OCCUPANCY

60001001-12040156 - APP FEES FOR CERTIFICATE (RIGHT) OF OCCUPANCY

60001001-12040255 - SURVEY CHECK FEE

60001001-12040058 - CONFIRMATION OF STAMP DUTIES

60001001-12040163 - PREP OF CERTIFICATE OF OCCUPANCY

60001001-12090006 - TERMS CERTIFICATE OF OCCUPANCY - CONDITIONAL SURRENDER

60001001-12040604 - DOCUMENT REGISTRATION FEES

60001001-12090001 - RENT ON CERTIFICATION OF OCCUPANCY

Payer Email \*

Confirm Email \*

Activate Windows  
Go to Settings to activate Windows.

Fig. 1: Payment Channels via Remita`1

**Appendix  
BLand Bill**

<b>S/N</b>	<b>ITEM</b>	<b>AMOUNT (N)</b>
1	Registration fee	N1000 (Fix rate)
2	Preparation fee	N1000 (Fix rate)
3	Ground rent	See Appendix C

## Appendix C Ground

*Adamawa State Revenue Administration Law, 2020*

Law No. 12 of 2020 A134

Topographical Plan	900M <sup>2</sup> - 2000M <sup>2</sup>	200,000
Cadastral Plan		20,000/900m <sup>2</sup>
Sub-Surface Plan		500 per Meter
Administrative Map		100,000 Per Hectare

### (42) (a) Land Related Taxes

#### Penal Rents:

A 100% PENAL RENT FOR LATE PAYMENTS of the Annual Ground Rents on every Right of Occupancy. Penal Rents are imposed when rent due to Government is not paid by the end of March of every year.

### (42) (b) Recovery of compensation Direct Grand only

All Urban Areas	Current (₦)
Industrial Purpose	20,000.00 P.H.
Commercial Purpose	15,000.00 P.H.
Residential purpose	10,000.00 P.H.
Other Areas	
Industrial Purpose	15,000.00 P.H.
Commercial Purpose	10,000.00 P.H.
Residential purpose	5,000.00 P.H.
Agric/Grazing/Garden/Forestry Mixed Farming	5,000.00 P.H.

Current Town Planning charges and approved increase

Condonation (change of Use from one use to another)

	Rates
Industry & Petrol.....	₦20,000.00
Other Commercial.....	₦10,000.00
Others.....	₦5,000.00
Clearance of C of O ASUPD.....	₦1,000.00

## **Rent**

A135 Law No. 12 of 2020

*Adamawa State Revenue Administration Law, 2020***(42) (c) Concession of Annual Ground Rents**

S/N	Type of Land Use/Nature of Organization	Present Rate per Hectare	Approved P.H (₦)
	Religious/Commercial Purpose Temporary certificate of Occupancy	₦350.00	20,0000
	Social Club/Play Grounds	100% of the annual rent payable for Residential plot at the area	
	Low Density Medium Density High Density		40,000 20,000 15,000

## Public Activities

- |                               |   |                             |
|-------------------------------|---|-----------------------------|
| 1. Pure Religious             | - | Free                        |
| 2. Burial Grounds             | - | Free                        |
| 3. School (Public) Government | - | Free                        |
| 4. Schools (Private)          | - | Voluntary Organization Free |

**(42) (d) Annual Ground Rents of Statutory Rights of Occupancy**

S/N	Location	Land Use	Rate PH. P/A (₦)
1	Yola urban Areas	High density Residential Area Medium density residential Area Low density residential Area	15,000.00 20,000.00 40,000.00
2	Local government H / quarters	High density Residential Area Medium density residential Area Low density residential Area	10,000.00 15,000.00 40,000.00
3	Other Areas		30,000.00
4	Yola Urban Areas	Commercial	40,000.00

*Adamawa State Revenue Administration Law, 2020*

## Law No. 12 of 2020 A136

5	Local Government H / quarters	Commercial	30,000.00
6	Other Areas	Commercial	15,000.00
7	Yola urban Areas	Heavy Industries	20,000.00
8	Local Government H / quarters	Heavy Industries	10,000.00
9	Other Areas	Heavy Industries	7,000.00
10	Yola urban Areas	Small Scale Industries	10,000.00
11	Local Government H / quarters	Small Scale Industries	6,000.00
12	Other Areas	Small Scale Industries	3,000.00
13	Yola urban Areas	Agro-based Industries	7,000.00
14	Local Government H / quarters	Agro-based Industries	6,000.00
15	Other Areas	Agro-based Industries	5,000.00
16	Yola Urban Areas	Small scale Agro-based Industries	5,000.00
17	Local Government H / quarters	Small scale Agro-based Industries	3,000.00
18	Other Areas	Small scale Agro-based Industries	2,000.00
19	Agriculture	Arable farming	400.00
		Crops / fruits mixed	200.00
		Grazing / livestock farming	400.00
		Orchard / Gardens	400.00
		forestry	100.00

**(42) (e) Other Commercial Activities**

S/N	Locations	Purpose of Land	Rates(₦)
3.	Yola Urban Area	Petrol filling station /	50,000 P. H
	Local Govt. Headquarters	warehouse	40,000 P.H.
	Other Areas	Petrol filling station /	30,000 P.H.
	Clinic	warehouse	15,000 P.H.
		Petrol filling station /	
		warehouse	

A137 Law No. 12 of 2020

*Adamawa State Revenue Administration Law, 2020*

4.	Annual Ground rents Industrial	Yola Urban Areas Local Government Headquarters Other Areas	30,000 P.H. 25,000 P.H. 20,000 P.H.
5.	Small scales Industries	Yola Urban Areas Local Government Headquarters Other Areas	20,000 P.H. 10,000 P.H. 7,000P.H.
6.	Mixed Farm land	Arable Farming Crop / fruits crops Grazing Orchard / Gardens Forestry	400 P.H. 200 P.H. 400 P.H. 200 P.H. 100 P.H.

## (42) (f) Land Registration Fees

S/N	LAND TRANSACTION	RATE (₦)
1.	Consent for all Mortgage and up-stamping	10,000.00
2.	Consent for Assignment/Sublease	20,000.00
3.	Renewal of Consent to Assignment	10,000.00
4.	Renewal of Consent to Mortgage	5,000.00

## (42) (g) Land Transaction Fees

S/No	ITEM	RATE (₦)
1	Search fees without Ministry report	10,000
2	Search fee with ministry's report	20,000
3	Consent to assign	50,000
4	Consent to mortgage	10,000
5	Consent to sublease	20,000
6	Consent to up stamp	20,000
7	Consent to devolution	20,000
8	Conditional Surrender	30,000
9	Fencing permit / clearance	20,000
10	Certified true copy within six months	40,000

*Adamawa State Revenue Administration Law, 2020*

Law No. 12 of 2020 A138

**(42) (h) Land Extension Charges**

S/N	Revenue	Area Density	Rate Per Meter Square (M <sup>2</sup> )
1.	Plot Extension Charges	Low	₦ 100
		Medium	₦ 50
		High	₦ 20
2.	Plot Splitting Charges	Low	₦ 20
		Medium	₦ 15
		High	₦ 10

**(42) (i) Change of purpose clause fees**

S/N	LAND TRANSACTION	RATE (₦)
1.	Yola Urban Area	
	Residential	5,000.00
	Commercial	20,000.00
	Petrol Filling Station	50,000.00
	Industrial	25,000.00

## 2. Residential

Low Density.....	₦20 M <sup>2</sup>
Medium Density.....	₦15 M <sup>2</sup>
High Density.....	₦10 M <sup>2</sup>
Commercial.....	₦15 M <sup>2</sup>
Industrial.....	₦30 M <sup>2</sup>
Administrative charges for collection of C of O.....	₦5,000 flat

**(42) (k) Application Fees**

S/N	PURPOSE	RATE (₦)
1.	Residential plot	5,000.00
2.	Commercial Plots	30,000.00 ✓
	· Commercial Petrol Filling Station Yola Urban Area	50,000.00
	· Commercial Petrol Filling Station Other Local	25,000.00
	Government Area	