

STATE ACTION ON BUSINESS ENABLING REFORMS (SABER)

CHECKLIST FOR DLI 1 PRIOR RESULTS

(Improved Efficiency in Property Registration and Sustainability of the Land-Based Investment Process)

A CONCISE STEP BY STEP GUIDE TO REGISTER YOUR LAND/PROPERTY:

The following are the basic steps for land registration at GOGIS. The registration of land is a one-stop shop at GOGIS office.

STEP 1:

STEP 1:

- ◇ Obtain Land Registration application form through the GOGIS Customer Service Centre.

<https://mof.gm.gov.ng/wp-content/uploads/2022/11/28-Misc-Certify-True-Copy-CTCv3-Application-Form-Ind-and-Org.pdf>

STEP 2:

- ◇ Fill the form completely.
- ◇ Attach all the required documents which include the following:

A. Documents Required:

- i. One Passport Photograph
- ii. Evidence of payment for the processing of Right of Occupancy.
- iii. *Proof of Identity*: copy of National ID or Inter Passport or Driver's License or Voter's Card.
- iv. Proof of Ownership: Sale Agreement or Power of Attorney or Deed of Assignment or Letter of Administration or Allocation Letter or any other Legal Transaction Documents. Also, Site Plan or Survey Report or Coordinates or TDP.
- v. Optional Requirements: Current Tax Clearance.
- vi. Lost Documents: Police Report, Court Affidavit, and Two Daily Newspaper Advertisements (One National and One State).

*Additional Documents required when an Organization is applying for land title include; **CAC certificate, authorized representative contact ID, Memorandum and article of Association***

STEP 3:

- ◇ Submit completed application form and relevant documents at GOGIS Customer Service Centre.
- ◇ Application processing fee payments can be made at the Customer Service front desk. The processing fee (**N15,000.00 for individual /private applicant, while N30,000.00, N20,000.00 and N10,000.00 is for commercial, Institutional and NGOs respectively**). This payment is to obtain **R of O**.

STEP 4:

- ◇ The applicant will receive an **acknowledgement letter**, which contains a list of all the documents as submitted by the applicant, while indicating the application is received and will undergo further processing, including the **verification** of the submitted documents.
- ◇ Applicant may appoint a representative (applicant must submit the **representative ID**) who will have authority to submit and collect documents, receive and make calls to GOGIS Customer Service Centre.

STEP 5:

- ◇ The application will go through several processes such as vetting of all information and documents, verification of plot, billing, approvals that may be required, etc.
- ◇ The applicant or representative will be notified of the application processes or any other issue that may require further information of documentation. Scheduled interview with senior officer to clarify or resolve any issue with applicant is also available. All communication with applicant or representative is channel through GOGIS Call Centre via call and SMS.

STEP 6:

- ◇ Applicant or representative will be contacted for conveyance of Right of Occupancy (R of O) or Offer letter. At this point Acceptance letter will be signed by the applicant or representative and initial bill will be conveyed for payment by the applicant for C of O production.

STEP 7:

- ◇ As soon as the C of O is ready for collection, the applicant or representative is notified via the GOGIS Call Centre via phone call or SMS to come and collect the certificate from the Customer Service Centre.

COST:

The cost implications of securing a land title have been consolidated to only two payments. The first payment is made at the point of submission of application to cover for processing to Right of Occupancy (R of O) and the amount is stated on the application form depending on the type of application (i.e Residential or Commercial Use) and the category of the applicant, (either Private or Organization). See the back of sample forms attached for clarification. The second payment is the Initial Bill which is to be paid at the time of collection of the R of O. This payment varies based on the location of the property, the size, purpose and purpose clause of the property.

TIME-FRAME:

The minimum time it takes to prepare the Right of Occupancy is about one week. And since the data gathered during the preparation of the R of O is used to process the Certificate of Occupancy, once the payment of the initial bill is made the preparation and production of the C of O can be completed within a maximum of two weeks' time.

However, the whole process can be fast track to enable quick conveyance should the need arises.

For any inquiry concerning Land or Property Registration contact GOGIS Customer Service Centre: 09163496046 or 09164561443

This Form is FREE and NOT FOR SALE
(this Form can be copied)



GOMBE STATE OF NIGERIA
GOMBE GEOGRAPHIC INFORMATION SYSTEMS

FOR OFFICIAL USE ONLY
Payment Detail Stamp
Processing Fee Amount
Bank Teller Number
Receipt Number
Signature Accountant

APPLICATION FOR CERTIFIED TRUE COPY OF DOCUMENT
Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the UCI or UCO Form with Details of the Applicant. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Certified True Copy of Document under R-of-O Number: _____

Name of Title Holder: _____

1. Application Date: Day / Month / Year 2. Application for: Private Organisation

2. Document to replace with a Certified True Copy: C-of-O Certificate of Occupancy Offer of Terms and Condition for Right of Occupancy
 Registered Power of Attorney Deed of Assignment Deed of Sublease Deed of Gift Devolution Order
 Other: _____

3. Reason for Certified True Copy: Original Document got lost Original Document got stolen

4. Required Document submitted: Court Affidavit Police Report two daily Newspaper Advertisements (one national and one state)

5. Name of the Applicant: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g.!!!

6. Phone of Applicant: _____ 7. TIN: _____ Tax Identification Number

8. Is the Applicant the Title Holder? Yes No If "No" give name and phone of Representative.

9. Name of Representative: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g.!!!

10. Demarcation of Plot: the Plot is surveyed (Survey Data submitted) the Plot is NOT surveyed and I need a Property Identification for my TDP
(if your Plot is not surveyed please fill an Property Identification Form PIT)

Applicant Signature: _____ Phone: _____

Document to Certified True Copy	Processing Fee
Offer of Terms and Condition of R-of-O	50,000
Certificate of Occupancy	150,000
Registered Transaction	10,000

PAYMENT
The Payment is not refundable and must be paid at GOGIS TSA Account.
The Remita Retrieval Reference (RRR) & Receipt must be submitted together with the completed filled Application Form.
APPROVED IDENTIFICATION
National ID Card; International Passport; Drivers Licence; Voter Registration Card.

Short Application Guidelines

Title Holders with lost or stolen Documents can apply for Certified True Copy, Police Report, Court Affidavit and 2 Newspaper Advertisement to proof the lost or stolen Document. Applicant must complete this form and the UCI / UCO Form.

(for more information get the full Application Guidelines from GOGIS Customer Service or www.gogis.gm.gov.ng)

Declaration:
It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge may be published in the media.

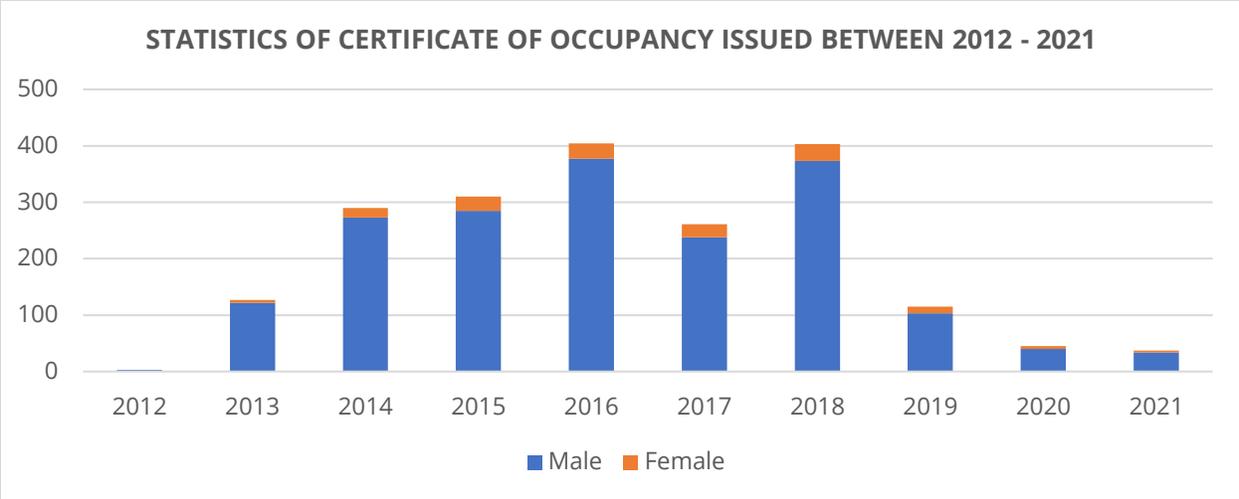
GOGIS Helpline: 0916 349 6046 or 0916 456 1443

Completed forms, evidence of payment and documents can be returned to:
GOGIS Service Centre, GRA Drive.

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application! Version 3 (May 2022)

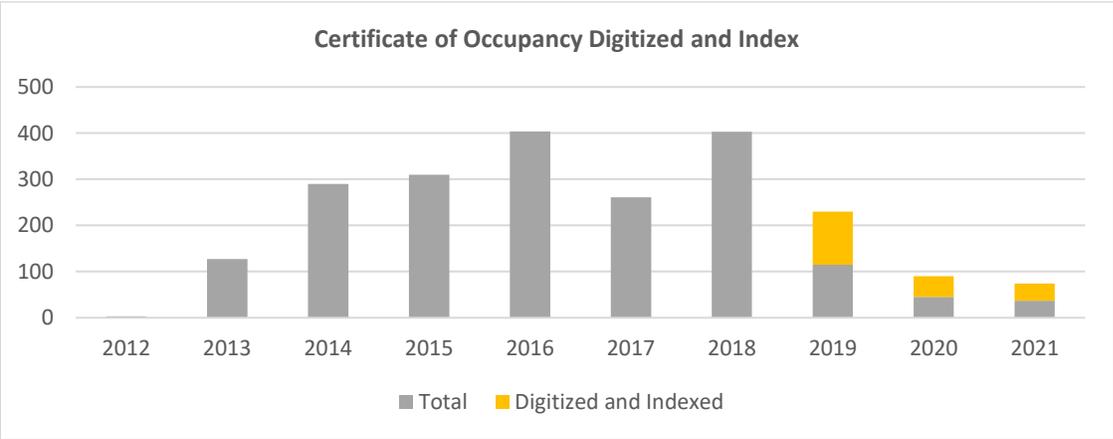
STATISTICS OF CERTIFICATE OF OCCUPANCY ISSUED BETWEEN 2012-2021

Years	Male	Female	Total
2012	3	0	3
2013	122	5	127
2014	273	17	290
2015	285	25	310
2016	377	27	404
2017	238	23	261
2018	373	30	403
2019	103	12	115
2020	40	5	45
2021	34	3	37



CERTIFICATE OF OCCUPANCY DIGITIZED AND INDEXED

Years	Total	Digitized and Indexed
2012	3	0
2013	127	0
2014	290	0
2015	310	0
2016	404	0
2017	261	0
2018	403	0
2019	115	115
2020	45	45
2021	37	37



The digitization of C of O between 2012 to 2018 is due to be commissioned as Re-Certification Exercise, which will be a program under the current phase of the GOGIS Project.



**GOMBE STATE URBAN PLANNING
AND DEVELOPMENT AUTHORITY (GOSUPDA)**

gsupdbgombe@gmail.com

1. ACTIVITIES OF GOSUPDA

- i. Development control
- ii. Conflict resolution among developers
- iii. Approval of building plans
- iv. Custodian of both Federal and State Right of Way (R-o-W)
- v. City Beautification
- vi. Street Naming and House Numbering
- vii. Maintenance of parks and garden
- viii. Approval for erection of signages, billboards and signboard
- ix. Issuance of Certificate of completion to developers
- x. Preparation and design of master plan
- xi. Formulation of state policies for Urban and Regional Planning
- xii. Conduct of Research in Urban and Regional Planning
- xiii. Provision of Technical Assistance LG
- xiv. Consultation and coordination to the Federal, State and Local Government in the preparation of physical plans
- xv. Preparation and submission of annual progress reports on the operations of the national physical plan as it affect the state.
- xvi. Review of annual report submitted to it by the authority.

2. REQUIREMENTS FOR BUILDING PLAN APPROVAL

- i. Application for Building Plan
- ii. Submission of title ownership
- iii. Submission of three (3) copies of building plans and
- iv. Processing fees for Building Plan

3. DURATION FOR BUILDING APPROVAL

Building Approval can be obtained within 24hrs on submission of all documents listed above.

4. BUILDING PLAN CHARGES

1.0 **RESIDENTIAL
DEVELOPMENT**

GOMBE URBAN AREA

1.1 **HIGH DENSITY (PLOT SIZE NOT
EXCEEDING 500SQ.
METRES**

- i. **One Bedrooms**
Bungalow -N 15,000.00 ii.
- Two " " -N 20,000.00 iii.
- Three -N 25,000.00 iv.
- Four " " -N 30,000.00

*Add 5,000.00 for any additional bedroom over
the maximum of four Bedrooms.*

1.2 **MEDIUM DENSITY (PLOT SIZES
RANGING FROM 501-
1000SQ. METRES)**

- i. **One Bedrooms**
Bungalow N 15,000.00
- ii. **Two** N 20,000.00 iii. **Three** N
30,500.00 iv. **Four** N 35,000.00

*Add 5,000.00 for any additional bedroom over
the maximum of four Bedrooms.*

1.3 **LOW DENSITY (PLOT SIZE
RANGING FROM 1001-2.500SQ.
METRES.**

- i. **One Bedrooms**
Bungalow N 25,000.00
- ii. **Two** N 30,000.00 iii. **Three** N 40,000.00 iv.
Four N 50,000.00

*Add 10,000.00 for any additional bedroom over
the maximum of four Bedrooms.*

1.4 **VERYLOW DENSITY (PLOT
RANGING FROM 2.501-
5.000SQ. METRES.**

- i. **One Bedrooms**
Bungalow N 25,000.00
- ii. **Two** N 30,000.00
- iii. **Three** N
40,000.00 iv. **Four** N
50,000.00

GOMBE STATE URBAN PLANNING AND DEV. AUTHORITY

**REVISED BUILDING PLAN CHARGES IN URBAN AREAS
COMMENCING 1ST JANUARY, 2021**

A) GOMBE URBAN AREA

1.5 RESIDENTIAL DEVELOPMENT

1.6 HIGH DENSITY (PLOT SIZE NOT EXCEEDING 500SQ. METRES)

v.	One Bedrooms Bungalow	N 15,000.00
vi.	Two " "	N 20,000.00
vii.	Three " "	N 25,000.00
viii.	Four " "	N 30,000.00

Add 5,000.00 for any additional bedroom over the maximum of four Bedrooms.

1.7 MEDIUM DENSITY (PLOT SIZES RANGING FROM 501-1000SQ. METRES)

v.	One Bedrooms Bungalow	N 15,000.00
vi.	Two " "	N 20,000.00
vii.	Three " "	N 30,500.00
viii.	Four " "	N 35,000.00

Add 5,000.00 for any additional bedroom over the maximum of four Bedrooms.

1.8 LOW DENSITY (PLOT SIZE RANGING FROM 1001-2.500SQ. METRES.

v.	One Bedrooms Bungalow	N 25,000.00
vi.	Two " "	N 30,000.00
vii.	Three " "	N 40,000.00
viii.	Four " "	N 50,000.00

Add 10,000.00 for any additional bedroom over the maximum of four Bedrooms.

1.9 VERY LOW DENSITY (PLOT RANGING FROM 2.501-5.000SQ. METRES.

v.	One Bedrooms Bungalow	N 25,000.00
vi.	Two " "	N 30,000.00
vii.	Three " "	N 40,000.00
viii.	Four " "	N 50,000.00

Add 10,000.00 for any additional bedroom over the maximum of four Bedrooms.

1.10 ROOMING TYPE OF RESIDENTIAL DEVELOPMENT

- i. 10,000.00 per room/parlor for the first five Rooms*
- ii. 5,000.00 per room for the next 5 Rooms*
- iii. Exceeding ten rooms charges will attract additional
- N 5,000.00/Room*

1.11 WALLING RESIDENTIAL PROPERTY/PLOT NOT ACCOMPANIED WITH BUILDING PLANS

- i. Wire fencing N 50,000.00*
- ii. Railing N 50,000.00*
- iii. Block Walling N 50,000.00*
- iv. For perimeter walling exceeding 200 metres long, the charge will be N100,000.00*

1.12 NOTES AND ADDITIONAL INFORMATION ON RESIDENTIAL DEVELOPMENT/PLOT HIRECHY

- i. 1-500sq metres - High Density*
- ii. 501-1000sq Metres - Medium Density*
- iii. 1,001-2 500sq Metres - Low density*
- iv. 2,500.00-5000sq Metres - Very Low Density*
- v. Housing Estate (plot area above 5,000sq. metres will be charged as per appropriate category and number of Houses involved.*

2.0 COMMERCIAL DEVELOPMENT (M²/BUILT UP AREA)

- i. Shops (not exceeding 2 by 3 metres N 15,000.00/shop*
- ii. Shops above 2 by 3 metres N 20,000.00/shop*
- iii. Ware house N 1000/m²*

iv.	<i>Motel (Built up area)</i>	<i>N 500/m²</i>
v.	<i>Hotels</i>	<i>N 1000/m²</i>
vi.	<i>Mechanical/other workshop</i>	<i>N 500/m²</i>
vii.	<i>Bank Financial Institution</i>	<i>N 2500/m²</i>
viii.	<i>Office</i>	<i>N 500/m²</i>
ix.	<i>Filling station</i>	<i>N75,000 per pump</i>
x.	<i>Cinema House</i>	<i>N 150,000.00</i>
xi.	<i>Filling station</i>	<i>N75,000 per pump</i>
xii.	<i>Super Market</i>	<i>N 1000/m²</i>
xiii.	<i>Food carteen</i>	<i>N 50,000.00</i>
xiv.	<i>Property walling/Fencing</i>	<i>N 50,000.00</i>

3.0 INSTITUTIONAL DEVELOPMENT

i.	<i>Nursery/Pre-Nursery</i>	<i>N 50,000.00</i>
ii.	<i>Primary School</i>	<i>N100,000.00</i>
iii.	<i>Post primary</i>	<i>N 150,000.00</i>
iv.	<i>Lower institution</i>	<i>N 200,000.00</i>
v.	<i>Upper institution</i>	<i>N 300,000.00</i>
vi.	<i>Property walling/fencing</i>	<i>N 50,000.00</i>
vii.	<i>Mosque/Church</i>	<i>N 30,000.00</i>

4.0 INDUSTRIAL DEVELOPMENT N1000/M²

i.	<i>Farm house poultry</i>	
ii.	<i>Light Industry/Small scale</i>	
iii.	<i>Medium industry</i>	
iv.	<i>Heavy industry</i>	
v.	<i>Property walling/fencing</i>	<i>-N 50,000.00</i>
vi.	<i>Block moulding sites</i>	<i>N 100,000.00</i>

5.0 HEALTH FACILITIES DEVELOPMENT N 1000/M²

- i. Pharmaceutical Chemist*
- ii. Health centre clinic*
- iii. Hospital*
- iv. Dispensary*
- v. Patient medicine STORE*
- vi. Property walling and fencing N 50,000.00*

OTHER URBAN AREAS INCLUDING RURAL AREAS

6.0 RESIDENTIAL

- i. Traditional house/building N 5,000.00*
- ii. Modern structure N 10,000.00*

7.0 COMMERCIAL N70/M²

- i. Shop/Staff N10,000 per shop*
- ii. Hotel/Restaurant N500/M²*
- iii. Petrol/Filling Station N75,000 per pump*
- iv. Commercial/Community Bank N2500/M²*

8.0 INSTITUTIONAL DEVELOPMENT

- i. Pre or Nursery/Nursery School N 30,000.00*
- ii. Primary School N 50,000.00*
- iii. Post Primary School N 100,000.00*
- iv. Tertiary institution N 150,000.00*

1.0 INDUSTRIAL N500/M²

- i. Grinding machine*
- ii. Block molding sites N50,000.00*
- iii. Cottage industries*
- iv. Small scale industries*
- v. Borehole for water supply - N100,000.00*

NB: The names and charges depend on the size/location/viability of the industry

10.0 HEALTH FACILITIES DEVELOPMENT N500/M²

- i. Dispensaries/patient Medicine Store
- ii. Pharmaceutical Chemist
- iii. Health Centre Clinic
- iv. Hospital

11.0 GENERAL TEMPORARY STRUCTURES IS N10,000.00 PER SHADE

- i. Restaurant N 20,000.00
- ii. Provision Kiosk N 20,000.00
- iii. Mechanic N 20,000.00
- iv. Car Wash N 20,000.00
- v. Block Making Industry N 50,000.00
- vi. Others to be Assessed on Demand

NB: For property walling/fencing see item 1.6

12.0 Base Transceiver stations (BTS/Masts) N600,000/stations.

S/N	DESCRIPTION OF REVENUE	BIG	SMALL
i	Billboards	50,000.00 (P.A)	20,000.00
ii	Directional signages	10,000.00	5,000.00
iii	Commercial offices and Others	5,000.00	2,000.00
iv	Base Transceiver stations (BTS/Masts)	600,000/Stations	600,000.00
v	Radio/Television Mast	1,000,000.00	1,000,000.00
vi	Masts RTV	100,000.00	-
Vii	Fibre Optic Cable	700 per linear metre	700 per linear metre

12.1 NOTES

Defaulting charges attract additional fifty percent of normal charges.

S/NO	DESCRIPTION OF REVENUE	CURRENT RATE
i	Sales of flowers seedlings per One	100
ii	Sales of economic seedlings	200

12.2 OTHER SOURCES OF REVENUE

- i) Earning from hire of Government vehicles, plants and equipment
- ii) Sales of Flowers and Nursery Seedlings.

NOTE

Revenue generation from this aspect is non-performing due to non-functioning of the vehicles, plants and equipment and the Parks and Garden Nursery units.

12.3 NEW SUB-HEAD SOURCES OF REVENUE

- i. Street Naming and property Numbering
- ii. Fines for illegal dumping of building materials on our highways

13.0 FINES FOR ILLEGAL DUMPING OF BUILDING MATERIALS

S/NO	DESCRIPTION OF REVENUE	CURRENT RATE	REVIEWED RATE
i	Sand	10,000.00	-
ii	Gravels	10,000.00	-
iii	Timber	5,000.00	-
iv	Iron Rods	5,000.00	-
v	Building Blocks	5,000.00	-
vi	Mixing bays	10,000.00	-
vii	Display of ware on roads walkways, ROW	5,000.00	-

2.9 FEES FROM STREET NAMING AND PROPERTY NUMBERING

S/NO	DESCRIPTION OF REVENUE	CURRENT RATE	REVIEWED RATE
i	Advertisement street name post	10,000 Per post/PA	-
ii	Special request for street name	To be determine by committee	-
iii	Charges on House Numbering (High Density Residential)	1,000.00	-
iv	Charges on House Numbering (High Density Commercial)	2,000.00	-
v	Charges on House Numbering (Medium/Low Density Residential)	2,000.00	-
vi	Charges on House Numbering (Medium/Low Density Commercial)	5,000.00	-
vii	Other property Numbering to be assessed on demand		

GENERAL NOTE:

Defaulting charges attract additional fifty percent of normal charges

SIGNED
GP CAPT BP BILAL (RTD)
SA/EXECUTIVE CHAIRMAN