



ABIA STATE

MINISTRY OF LANDS, SURVEY AND URBAN PLANNING

A.THROUGH LAND USE AND ALLOCATION COMMITTEE (LUAC): Timeline: Maximum 1 Week

S/N	ACTIVITY	COSTS	TIME (IN DAYS)	REQUIREMENTS
1	Application form is collected, filled and returned to LUAC	<ul style="list-style-type: none"> *Application fee¹; *Inspection fee²; *Charting fee: N5,000; *Administrative fee: N5,000 *Survey description fee: N2,500 	Applicant to determine	<ul style="list-style-type: none"> *Current Tax Clearance Certificate from State Internal Revenue Service (for individual) and FIRS (for corporate body/ bodies) *Evidence of ownership (i.e. root of interest) *2no passport sized photos (for individual(s)) *Certificate of Incorporation (for corporate body issued by Corporate Affairs Commission) * Corporate body logo <p>Pursuant to the Abia State Urban & Regional Planning Board/ Planning Authorities Law, Cap. 40 Vol. 1 Laws of Abia State of Nigerian 2005 (as Amended) and the provisions of the Abia State Development Control Regulations, 2021,the following shall apply</p> <ul style="list-style-type: none"> * Police Report issued by Nigeria Police Force required for Petrol Filling Stations * State Fire Service Agency issues Fire Service Report required for Petrol Filling Stations * Approval of Ministry of Agriculture required for agricultural uses * Approval of Ministry of Education required for educational uses * Approval of Ministry of Industries required for Industrial uses

2	LUAC Secretary creates file and runs checks through the technical Departments (Town Planning, Survey and Lands)	Valuation fee (according to Federal scale if developed)	1 (8)	Evidence of fencing permit and/ or Building Plan Approval from Planning Authority if developed Remember that there are at least four units (within the three departments) involved here. Files are physical as are the visits). It is impossible to be done in one day
3	Files are reviewed by LUAC and approval sought from Board.	Nil	1 (4)	Again, here there are two units (within the Lands Department) handling this. Again the human factor and physical minuting requires time
4	Schedule assesses and collects fees	Administrative fee (N5,000); Registration fee (N15,000); Deeds fee (10,000); Release fee (N5,000); Special/ Consent fee (N12,500); *Ground Rent ³ ; *Stamp Duty ⁴	1 (8)	To be paid into a designated State IGR account using Abia State Security Identification Number (ABSSIN). ABSSIN is issued online (https://selfportal.abssin.online) Payment is evidenced by electronic receipt and is printed for attachment for file record purposes. Time element makes provision that applicant is called and responds promptly. The 8-day timeline was an average over time
5	Deeds Registry/ ABIAGIS confirms title, prints CofO and returns file to Schedule	Nil	1 (5)	The system is configured in such a way as not to rush to reduce human errors. It also is passed around for regular checks (the human factor)
6	CofO is recommended from Schedule to Governor for assent through Ministry management	Nil	1 (5)	Here, once again, five separate officers are involved: the draft writer, the schedule head, Department Head, Permanent Secretary to Hon. Commissioner before Governor
7	Governor approves and signs CofO in line with Land Use Act	Nil	To be determined	With the Governor's workload, this and the last process can be delegated to a Commissioner (not necessarily that of Lands). Some states do that
8	CofO is sent back to Ministry and dispatched to applicant/ holder	Nil	1	

I have highlighted realistic timelines next to your proposals. The same is applicable for applications through the Zonal Land Offices. Thank you for the note at foot of the submission (i.e. ****Note: The basic Law we are using is the Land Use Act.**)