



GOVERNMENT OF ABIA STATE

MINISTRY OF LANDS AND HOUSING

FLOW CHART FOR CofO IN 30 DAYS PROCESSING

START.

STEP 1: APPLICATION AND CONFIRMATION OF INTEREST (2 DAYS)

Customer Service Unit (CSU)

- Receives filled application (Physically, email or Via Whatsapp)
- Confirms applicant's interest in land
- Opens File and assigns File Number which is communicated to the Applicant as the official reference for tracking the application.
- Forwards mails Simultaneously to:
Surveyor General's Office
State Director, Town Planning
Land Use and Allocation Committee (LUAC)
Zonal Lands Office (Umuahia or Aba) for their Technical Inputs.



STEP 2: DEPARTMENTAL INSPECTIONS & TECHNICAL INPUTS (5 DAYS)

Surveyor-General's Office (SG)	Department of Town Planning (DTP):	Zonal Lands Office (Umuahia/Aba)	Land Use and Allocation Committee (LUAC):
<ul style="list-style-type: none"> • Confirms deposition of Red Copy • Prepares Survey Description (UTM) • sends the verified and endorsed survey Data back to CSU 	<ul style="list-style-type: none"> • Requests ATPO to jointly conduct a site inspection of the property with the ZLO. • .Forwards inspection findings and technical inputs to through HoD <p>Sends recommendation to CSU</p>	<ul style="list-style-type: none"> • Conducts Joint Inspects with ATPO and collects all applicable fees. Recommends for grant of CofO to the SDL, attaches evidence of payments and Inspection/Valuation Report • SDL endorses report and Sends report to CSU 	<ul style="list-style-type: none"> • Inspects and Collects all applicable fees • .Reviews and recommends for Approval-in-Principle, attaching evidence of payments . • Sends to SDL for endorsement



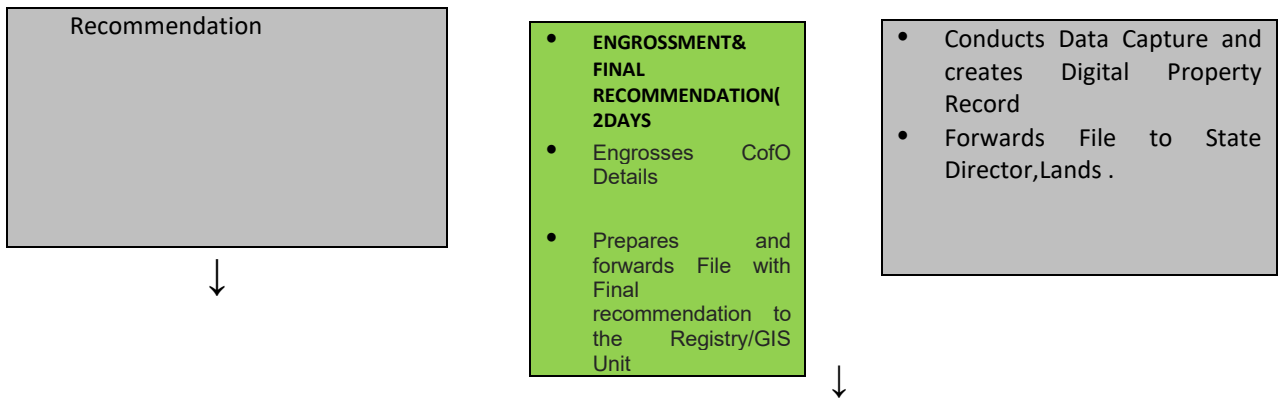
STEP 3: REPORT SUBMISSION TO CSU (2 DAYS)

STEP 4: SCHEDULES

STEP 5: REGISTRY/GIS

CUSTOMER SERVICE UNIT (CSU)

- Collates, Reviews and ensures completeness of all Departmental reports.
- Forwards complete Reports to the Umuahia or Aba Schedules
- For Engrossment & Final



STEP 6: APPROVAL PROCESS (11DAYS)

- State Director of Lands (SDL) reviews, endorses, and forwards file.
- Permanent Secretary Reviews and recommends.
- The Registrar Vets the Documents
- Hon. Commissioner for Lands reviews and forwards to the Attorney General
- To Attorney General (HAG)
- Hon. Attorney General (HAG) conducts legal vetting and grants approval.
- Upon AG's approval, file is uploaded to the Governor's portal for His Excellency's electronic signature
- CofO Printed, Sealed, Recorded and returned to CSU

STEP 7: CUSTOMER SERVICE UNIT (CSU)

Issues and releases the **Approved Certificate of Occupancy** to the applicant

END.