

## **DEPARTMENT OF GEODETIC AND SPECIAL SURVEY**

This Department deals with the Cadastral Survey Services rendered by the Office. It is this Department that does the demarcation and surveying of lands and landed properties for various Government agencies and institutions towards title documentation and physical developmental efforts. The department has the following sections:

### **Survey Inspectorate Section**

The functions of the section include:

- i.** Checking of survey plans attached to the applications submitted for obtaining Certificate of Occupancy.
- ii.** Charting the Survey plans attached unto the intelligent sheets which are the analogue database for Certificate of Occupancy granted by Government.
- iii.** Carrying out physical inspection of the survey plans of properties which are subject of applications submitted for obtaining Deed of Assignment and Deed of Sub-Lease.
- iv.** Carrying out survey investigations on the properties found to encroach on one another upon charting on intelligent sheets, in order to clarify the situation.
- v.** Attendance of court sessions on subpoena

### **Zonal Survey Offices**

Zonal Survey offices are outstations of the Office of the Surveyor-General saddled with responsibilities of physical inspection of sites which are subject of application for Certificate of Occupancy in collaboration with officers of the

Ministry of Lands & Housing and Ministry of Physical Planning and Urban Development. The Agency has five (5) Zonal Offices as follows:

- i. Zonal Survey Office, Agodi, Ibadan.
- ii. Zonal Survey Office, Igboora
- iii. Zonal Survey Office, Oyo
- iv. Zonal Survey Office, Ogbomoso
- v. Zonal Survey Office, Saki

### **Plans Record Archive Section**

This section houses the archive where all record of Survey plans prepared in respect of Government lands are kept. The archive is also the repository for the record copies of survey plans prepared by private practicing Surveyors in the state.

- i. Verifies survey plans i.e. (comparison of printed copy with Record copy)
- ii. Issues Certificate of lodgment of record copies submitted by the surveyors.
- iii. Records in Register information on submitted record copies by surveyors.
- iv. Attaches (control points) reference survey plan to surveyors file for process of new jobs at professional practices
- v. Verifies survey plans attached to applications for statutory Right of Occupancy (C of O) to confirm their lodgment.
- vi. Record survey of Government land into register and lodgment of same into the Archive
- vii. Keeps files for the survey plans prepared by various Surveyors into their respective places in the archive

### **Acquisition Section**

This section has the following functions:

- i. Carries out Preliminary Survey of lands proposed for Government acquisition.
- ii. Survey description of such acquired land for purpose of gazetting and publication after formal acquisition.
- iii. Demarcation and Perimeter Survey of acquired Land
- iv. Demarcation, setting out and Layout Survey of acquired Land as designed by the Ministry of Urban and Physical Development for allocation of plots to members of the public, corporations and institutions.
- v. Route Survey on roads as required by Government for rehabilitation and sometimes new constructions.
- vi. Inspection, Checking and Reproduction of all survey plans prepared by Surveyors in the Local Governments in the state.
- vii. Survey works for Government and Quasi Government Agencies (Federal, State and Institutions).
- viii. Survey Investigation for members of the public, security Agencies under the directive of Courts to determine and resolve disputes.
- ix. Charting of Survey Plans for Surveyor and members of the public against Government acquisitions.
- x. Carries out site inspection for members of the public to avoid encroachment on Government acquisitions
- xi. Attending Court Sessions on subpoena as expert witness.
- xii. Survey of Public Landed properties.

### **Professional Practice Section**

- i. Issuance of Beacon Numbers and Prefixes to all practicing Surveyors in the State.

- ii. Clearance of applications for surveying by private practicing Surveyors with a view to ensuring they do not encroach into Government lands.
- iii. Monitoring and checking of all record copies of survey plans submitted before lodgment into Government Archive.
- iv. Keeping proper revenue records for lodgment and verification of record copies on a daily basis.