



## Ministry of Lands, Housing and Urban Development

### STEPS BY STEPS PROCEDURE FOR OBTAINING C OF O ON PRIVATE LANDS IN OYO STATE

In Pursuant to Laws of Oyo State of Nigeria, 2000 Vol VI and Land Use Act of 1978. (Now chapter 202, Law of federation of Nigeria 1990), Applicants can apply for their C of Os in Oyo State through the following procedures. The State is committed to a 60-Day Service delivery timeline for C of O registration:

#### Step 1:

Prospective applicants approach the Customer Care Center at room 4, Ministry of Lands, Housing and Urban Development, Oyo State Secretariat Complex, Agodi, Ibadan with his/her documents identified in Step 2 below, and a bill would be generated to indicate the total amount payable for the C of O based on the categories indicated below. Such applicant must possess a valid email address and working phone number. This process may also be conducted online at [www.lands.oyostate.gov.ng](http://www.lands.oyostate.gov.ng).

| RESIDENTIAL   |          | COMMERCIAL  |          | AGRICULTURAL                  |          |
|---|----------|---|----------|-------------------------------|----------|
| Category  | Cost (N) | Category  | Cost (N) | Category                      | Cost (N) |
| Virgin land (0-2500m <sup>2</sup> )                           | 150,000  | Small scale (1000m <sup>2</sup> - 2500m <sup>2</sup> )                                      | 250,000  | 0 -5 Acres                    | 200,000  |
| Bungalow (0-2500m <sup>2</sup> )                              | 170,000  | Medium Scale (2500m <sup>2</sup> - 4000m <sup>2</sup> )                                     | 300,000  | 5.1–10 Acres                  | 300,000  |
| Storey Building – 1 floor (0-2500m <sup>2</sup> )             | 200,000  | Large Scale (4000m <sup>2</sup> – 10000m <sup>2</sup> )                                     | 350,000  | 10.1-20Acres                  | 350,000  |
| Storey Building – 2 floor (0-2500m <sup>2</sup> )             | 220,000  | School, Private Cemetery, Hospital etc (0.1m <sup>2</sup> – 10,000m <sup>2</sup> )          | 400,000  | 20,1 – 50Acres                | 600,000  |
| Residential Commercial Housing Estate (0-2500m <sup>2</sup> ) | 400,000  | Petrol Station, Gas Plant, warehouse, Event Center, Hotel etc (0.1m <sup>2</sup> – 10,000m) | 550,000  | 50 -100 Acres (40,469Hectars) | 750,000  |

|   |   |  |
|---|---|--|
| The maximum land area to be adopted is 2500m <sup>2</sup> . N50,000.00 payable on additional 500sq m/extra building | The maximum land to be adopted is 10,000m <sup>2</sup> . N200,000.00 payable on additional 10,000sq m | The maximum land to be adopted is 100 Acres. N10,000.00 payable on additional 10 Acres |
|---|---|--|

\* Each bill generated has a unique payment code automatically generated for each applicant.

- \* The Prospective applicant is required to pay all the applicable prerequisite fees as stated on the bill either at the counter of any commercial bank in State (through in-bank transaction) with the relevant code printed on the bill or make payment through POS provided at Room 4 of Ministry of Lands, Housing and Urban Development. Web payment can also be made online via [www.lands.oyostate.gov.ng](http://www.lands.oyostate.gov.ng)

## Step 2

- \* After making payment of prerequisite fees as stated on the bill, he/she comes back to room 4 at the Ministry of Lands, Housing and Urban Development with evidence of payment (e-Receipt) and with all necessary documents as listed below
- \* Note: The said prospective applicant must have ensured that his or her survey plan is duly lodged with the Plan and Record Unit at the Oyo State Surveyor General's Office located at PRK room, Oyo State Secretariat, Agodi, Ibadan.

### List of Required documents

- Completed Application form  
Application form costs N10,000 to be paid at the counter of any commercial bank in State (through in-bank transaction) and can be obtained at Room 5 of the Ministry of Lands, Housing and Urban Development or Applicant can go online at [www.lands.oyostate.gov.ng](http://www.lands.oyostate.gov.ng) to complete the online application. Which shall be subsequently downloaded by the Ministry of Lands.  
**Note:** Applicants can work-in into room 5, the C of O room to obtain the Application form even without the necessary payment but NO application shall be process without due payments
- One (1) Passport Photograph.
- Original Land Agreement and photocopy
- Means of identification – Any of the following: National identity card, Nigeria standard passport driver's license or voter's card
- Photograph of the property
- Registered survey plan duly verified at the Oyo State Surveyor General's Office
- Corporate Affairs Commission (CAC) registration document (Corporate Company)
- Company seal (for Corporate/Company applicant)

Note: all the above documents can be uploaded, and the application done online at [www.lands.oyostate.gov.ng](http://www.lands.oyostate.gov.ng)

- \* Reference file shall be generated at this point at Room 5, Ministry of Lands, Housing and Urban Development for applicants that came physically while for online applicants, the uploaded documents shall be printed out by the Ministry of Lands and same use to open appropriate reference file for the Applicant)

## Step 3

- \* The application shall be advertised in the dailies. The essence of the advert is to notify the members of the public of intention to issue C of O to the applicant on that particular parcel of land as delineated on the survey plan and perhaps any one wish to caution against issuance of C of O on the said land. The applicant will be notified via a text message to the phone number provided on the application form and via the email address supplied of the advertisement and the appropriate reference number (LUD Number)
- \* On expiration of the 21 days notices, a joint inspection to the subject site shall be conducted with the applicant serving as a pointer to the subject site. The applicant is notified to come for joint inspection via a text message to the phone number supplied by the applicant. For those that applied online, their representative shall be the pointer
- \* Sometimes, the 21 days' notice is shortened to ensure the 60 working days C of O issuance to between 5 to 7 days
- \* The team of inspectors comprises of Land officer, Town Planning Officer (both of Ministry of Lands, Housing and Urban Development) and Land Surveyor from the Office of the Surveyor-General.
- \* Subsequently, a report of the inspection is generated by the inspection team individually and collectively and the survey plan forwarded to charting Unit in Office of the Surveyor General and same to be placed on the state intelligence sheet of the area, using the data generated on the field and computed accordingly. Any error discovered at this junction would be duly communicated to the applicant via the phone number supplied on his /her application form and via email address. The charting Exercise take a minimum period of 2 days depending on the size of the plan.
- \* Please note that any error discovered would be investigated thoroughly and this may affect the 60-day deadline set for issuance of the C of O.

#### Step 4

- \* Applicants file would be returned to the C of O unit of the Ministry of Lands, Housing and Urban Development for onward transmission to the Deed Registry for second Charting and registration. Here the C of O would be given a unique Registration number and indexed accordingly. The files would thereafter be returned to C of O room of the Ministry of Lands, Housing and Urban Development.
- \* Then draft copy of the C of O is prepared for vetting and necessary corrections by the schedule office at C of O Unit/room 5, Ministry of Lands, Housing and Urban Development.
- \* Final copies are produced for the necessary signature of the Honourable Commissioner for Lands, Housing and Urban Development, upon the approval by His Excellency after which the applicant is informed via text messages to come and pick up the C of O at Room 5 (C of O Room) for necessary execution. The period is subject to availability of His Excellency to approved which is between 5 to 7 days

\* The names of successful applicants whose C of O's are duly approved by His Excellency, the Executive Governor of Oyo State, and signed by the Honourable Commissioner are also pasted on the notice board of the Ministry of Lands, Housing and Urban Development.

\* A minimum of 14days period is expected between the inspection and the issuance of the C of O. All things being equal

Step 5:

\* The applicants upon execution of their portion of the C of O take the C of O to the Stamp duty office under the Internal Revenue Service (OYSIR) for necessary statutory stamping after which same is brought back to Deed Registry for the Deed Registrar's final signature and registration. Deed Registry is located at Ministry of Lands, Housing and Urban Development.

\* Note, the Evidence of payment of Land Use Charge shall be required here. For more information or to Pay Land Use Charge, Applicant can visit <https://pay.lands.oyostate.gov.ng> or approach the Land Use Charge Office at Room 57 or Customer care center at room 4, Ministry of Lands, Housing and Urban Development, Oyo State Secretariat, Agodi, Ibadan.

\* The applicant would eventually collect his/her C of O at the counter of the Deed Registry of Ministry of Lands, Housing and Urban Development and will also sign necessary document/ledger to indicate collection.

\* Applicants that has satisfied all requirement and made all necessary payment but did not receive their C of O after 60 days can either send a mail to [lands@oyostate.gov.ng](mailto:lands@oyostate.gov.ng) or approach the one-stop office at the Ministry of Lands, Housing and urban Development to find out the problem.

**Further enquiry can be made by calling 070069652637 (0700 OYOLANDs) or by sending an email to [lands@oyostate.gov.ng](mailto:lands@oyostate.gov.ng)**

**Period to call is 8am to 5pm working days of the week excluding public holiday**

### **Applicants should Note**

\* R of O in not in operation in the State.

\* A ONE stop office is opened at the Ministry of Lands, Housing and urban Development where- in any prospective applicant or active applicant can walk in to make enquiry about C of O procedure or the status of his/her application.

\* The applicants are expected to bring their survey plan and already indicated in the list of documents to be submitted by applicant

\* The above payment is one off payment apart from application fee of #10,000, Survey Verification fee of #5,000 and evidence of payment of land Use Charge fee.

**Signed:**

**Permanent Secretary**

**Oyo State Ministry of Lands, Housing and Urban Development**

11<sup>th</sup> November 2022