



**KOGI STATE GOVERNMENT
KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD
ONE-STOP OFFICE, 1 WALLACE STREET, LOKOJA
TEL:08075158643**

**GUIDELINES, COSTS, TIMELINES ASSOCIATED WITH OBTAINING
CERTIFIED LAYOUT PLAN**

By the Kogi State Edict No. 5 of 1991 available online at [LAW-1991-2-interim-development.pdf \(kogistate.gov.ng\)](#) , all individuals, organizations, and entities seeking approval for a layout plan in Kogi State can apply through the following process:

Note: All associated cost that involves government agencies must be paid to the Agency: Kogi State Internal Revenue Services at <https://irs.kg.gov.ng>

STEP	PROCEDURE	TIME TO COMPLETE	ASSOCIATED COST
1	<p><u>Application Procedure:</u></p> <p>1.1. All applications for a certified layout plan shall be submitted to the General Manager, Kogi State Town Planning and Development Board, 1 Wallace Street, Lokoja, as follows:</p> <p>1.2. The application shall include the following documents:</p>	<p>The Kogi State Town Planning and Development Board shall acknowledge receipt of the application within 7 working days of submission.</p>	<p>A non-refundable application fee of NGN 30,000 shall be paid at the time of application submission at Kogi State Internal Revenue Services at https://irs.kg.gov.ng</p>

	<ul style="list-style-type: none"> • Proof of land ownership (C of O or Allocation Paper) • Survey plan of the land • Draft layout design prepared by a certified town planner • Evidence of payment of N30,000 application fee to Kogi State Internal Revenue Services 		
2	<p>Approval Procedure:</p> <p>3.1. Upon submission, the Kogi State Town Planning and Development Board shall review the application for compliance with applicable regulations.</p> <p>3.2. A designated officer of the Ministry shall conduct a site inspection.</p> <p>3.3. Corrections and amendments, if any, shall be communicated to the applicant within the prescribed timeline. The applicant shall be given 15 working days to resubmit the corrected layout plan.</p>	Site inspections shall be conducted within 15 working days of the preliminary review.	NIL
4	<p>Issuance of Certified Layout Plan: Upon approval, the certified layout plan shall be issued within 14 working days after payment of the certification fee. Applicants shall receive a text message/email notifying them of the approval and visit Kogi State Town Planning and Development Board, 1 Wallace Street, Lokoja, to pick up their approved certified Layout plan between 9 am to 5-m Monday to Friday (except holidays).</p>	14 working days	NIL

**FOR ENQUIRIES, CALL THE CUSTOMER CARE UNIT ON 08075158643 OR VISIT
KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD
ONE-STOP OFFICE, 1 WALLACE STREET, LOKOJA**

SIGNED

A handwritten signature in black ink, appearing to be a stylized name, possibly 'K. O. Oluwalana', written in a cursive style.

**General Manager,
Kogi State Town Planning and Development Board**

12/12/2023