



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

**GUIDELINES, COST, AND TIMELINES FOR OBTAINING SURVEY LIFTING.**

Pursuant to the Kogi State Edict No. 5 of 1991, available online at [LAW-1991-2-interim-development.pdf \(kogistate.gov.ng\)](http://kogistate.gov.ng/LAW-1991-2-interim-development.pdf) 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>

<b>STEP</b>	<b>PROCEDURE</b>	<b>COST</b>	<b>TIMELINE</b>
1	<p><b><u>Submit an Application:</u></b></p> <p>1.1. Obtain and Submit a formal application to t for a certified layout plan to the General Manager, Kogi State Town Planning and Development Board, 1 Wallace Street, Lokoja, as follows:</p> <p>1.1. The application must include the following documents:</p> <ul style="list-style-type: none"><li>• Completed application form</li><li>• Proof of land ownership (e.g., Certificate of Occupancy, Deed of Assignment and Allocation Paper)</li><li>• Previous survey plan (if applicable)</li></ul> <p>Payment receipt for application and processing fees of N40,000 only</p>	N30,000	7 days

	payable to Kogi State Internal Revenue Services at <a href="https://irs.kg.gov.ng">https://irs.kg.gov.ng</a>		
2	<p><b><u>Survey Fieldwork:</u></b></p> <p>2.1. Upon acceptance of the application, the Surveyor General shall conduct the fieldwork, including boundary marking, land measurement, and other necessary data collection.</p> <p>2.2. Any required corrections shall be communicated to the surveyor within 7 days, and the corrected plan must be resubmitted within 10 working days.</p>	NIL	7 days
3	<p><b><u>Issuance and Collection of Approved Survey Plan:</u></b></p> <p>3.1. Upon approval, the Surveyor General or an authorized representative shall sign and seal the survey plan.</p> <p>3.2. The applicant shall be notified via text message or email to collect the approved survey plan from the Office of the General Manager, 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>	NIL	7 working days

**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**



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

**12/12/2023**