



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

Mandatory Advance Communication Rules for Layout Plans Certificate

**IN LINE WITH EXECUTIVE ORDER ON THE PROMOTION OF TRANSPARENCY AND
EFFICIENCY IN THE BUSINESS ENVIRONMENT**

December 2023

1. Introduction

This document establishes the Mandatory Advance Communication Rules for informing stakeholders about upcoming changes related to the layout plan approval process by the Kogi State Town Planning and Development Board, organizations, and entities involved in the layout plan submission and approval process.

2. Purpose

The purpose of these communication rules is to provide clear guidelines on how and when KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD will notify stakeholders of any changes to the layout plan approval process. This includes changes in regulations, procedures, documentation requirements, fees, timelines, and other relevant aspects of the process.

3. Scope

These rules apply to all upcoming changes that affect the layout plan approval process at KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD, including:

- **Regulatory Changes:** Amendments to laws, regulations, or guidelines governing layout plan approvals.
 - **Procedural Changes:** Modifications to the steps, processes, or workflows involved in the approval of layout plans.
 - **Documentation Requirements:** Updates or changes in the documents, forms, or materials required for layout plan submissions.
 - **Fee Structures:** Adjustments to the fees associated with the layout plan approval process.
 - **Service Delivery Timelines:** Changes to the timelines for reviewing, processing, and approving layout plans.
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4. Communication Rules

4.1 Notification Timeline:

- **Minimum Notice Period:** KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD will provide stakeholders with a minimum of 30 calendar days' notice before implementing any significant changes to the layout plan approval process.
- **Urgent Changes:** In exceptional cases where urgent changes are necessary (e.g., due to legal or safety concerns), KOGI STATE TOWN PLANNING AND DEVELOPMENT

BOARD will provide as much advance notice as possible, with a minimum of 10 calendar days.

4.2 Communication Channels:

- **Official Website:** All upcoming changes will be published on the KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD official website under the "Updates and Announcements" section.
- **Email Notifications:** Registered stakeholders, including individuals and entities that have previously submitted layout plans, will receive direct email notifications detailing the upcoming changes.
- **Public Notices:** KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD will issue public notices in local newspapers and on official social media channels to ensure broad dissemination of the information.
- **Stakeholder Meetings:** When appropriate, KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD will organize stakeholder meetings, webinars, or workshops to discuss upcoming changes and address any concerns or questions.

4.3 Content of Communication:

- **Detailed Explanation:** Notifications will include a clear and detailed explanation of the changes, the reasons behind them, and how they will affect the layout plan approval process.
- **Effective Date:** The exact date when the changes will come into effect will be clearly stated in all communications.
- **Action Required:** Any actions that stakeholders need to take in response to the changes, such as submitting additional documentation or adjusting timelines, will be outlined in the communication.

4.4 Stakeholder Feedback:

- **Feedback Mechanism:** Stakeholders will have the opportunity to provide feedback or raise concerns about the upcoming changes through an official feedback form available on the KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD website.
- **Response to Feedback:** KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD will review all feedback and provide responses or clarifications as necessary. If major concerns are raised by multiple stakeholders, KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD may hold additional consultations or consider adjustments to the planned changes.

5. Compliance

All stakeholders are required to comply with the changes once they come into effect. Failure to adhere to updated regulations, procedures, or requirements may result in delays or rejections of layout plan approvals.

6. Responsibilities

- **KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD**
Responsibility: KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD is responsible for ensuring that all communications about upcoming changes are timely, clear, and accessible to all relevant stakeholders.
 - **Stakeholder Responsibility:** Stakeholders are responsible for staying informed about upcoming changes and taking necessary actions to comply with new requirements.
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7. Review and Updates

These communication rules will be reviewed periodically and updated as necessary to reflect changes in communication practices, regulations, or stakeholder needs. Any updates to these rules will be communicated to stakeholders following the same notification timeline and channels outlined above.

8. Contact Information

For any questions or further information regarding upcoming changes or these communication rules, stakeholders can contact KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD at:

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

These communication rules are designed to ensure that all stakeholders are well-informed and adequately prepared for any changes to the layout plan approval process, promoting smooth transitions and continued compliance with KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD requirements.

SIGNED

A handwritten signature in black ink, consisting of several fluid, overlapping strokes. The signature is positioned centrally below the word 'SIGNED' and above the title.

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

