



PLATEAU STATE GOVERNMENT
MINISTRY OF LANDS, SURVEY AND TOWN PLANNING, JOSEPH
GOMWALK BOULEVARD, JOS, PLATEAU STATE, NIGERIA.
TELE: +234 (0) 909-863-4499

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

In pursuant of Plateau State Urban and Regional Planning Law 2020, and Plateau State Government Property and Land Use Charge Laws, 2021, available online at [LAND-USE-CHARGE -LAW-2021.pdf \(plateaustate.gov.ng\)](https://plateaustate.gov.ng/land-use-charge-law-2021.pdf) all individuals and organizations seeking to develop their land in Plateau State can apply through the following process:

Note: All associated cost that involves government agencies must be paid to the Agency: Plateau State Internal Revenue Service at [https:// http://psirs.gov.ng/](https://psirs.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 Director of Town Planning</p> <p>1.2. The application shall include the following documents:</p> <ul style="list-style-type: none">• Proof of land ownership (C of O or Allocation Paper)• Evidence of payment of layout approval fees	MLS and Town Planning, Jos, shall acknowledge receipt of the application within 7 working days of submission.	A non-refundable application fee of NGN 20,000 per parcel shall be paid at the time of application at Plateau State Internal Revenue Services at https:// http://psirs.gov.ng/

	(N02,000 per parcel), to Plateau State Internal Revenue Services at https:// http://psirs.gov.ng/		
2	Standards for Layout Design: The layout design must conform to the planning standards and zoning regulations applicable within Plateau State.	Review of the application shall be completed within 15 working days.	NIL
3	Approval Procedure: 3.1. Upon submission, the Ministry of Lands, Survey and Town Planning, Jos, shall review the application for compliance with applicable regulations. 3.2. A designated officer of the Ministry of Lands, Survey and Town Planning, Jos shall conduct a site inspection. 3.3. Corrections and amendments, if any, shall be communicated to the applicant within the prescribed timeline. The applicant shall be given 7 working days to resubmit the corrected layout plan.	Site inspections shall be conducted within 7 working days of the preliminary review.	NIL
4	Issuance of Certified Layout Plan: Upon approval, the certified layout plan shall be issued within 5 working days after payment of the certification fee. Applicants shall receive a text message/email notifying them of the approval and to visit Ministry of Lands, Survey and Town Planning, Jos, to pick up their approved certified Layout plan between 9 am to 5pm Monday to Friday.	7 working days	NIL

**FOR ENQUIRIES, CALL THE CUSTOMER CARE UNIT, MINISTRY OF LANDS, SURVEY AND TOWN PLANNING, JOSEPH GOMWALK BOULEVARD, JOS, PLATEAU STATE, NIGERIA.
TELE: +234 (0) 909-863-4499**

SIGNED

SURVEYOR GENERAL

**FOR: HON COMMISSIONER, MINISTRY OF LANDS, SURVEY
AND TOWN PLANNING**

12/12/2023