

RESIDENTIAL PROPERTY REGISTRATION GUIDELINES (INDIVIDUAL)

In Accordance with the provisions of 'Zamfara Geographic Information System Agency Establishment Law No 6, 2019". An organization applying for Certificate of Occupancy shall:

1. Obtain the Right of Occupancy Individual Form (ROI) from Zamfara Geographical Information System (Herein after referred to as "the ZAGIS") Customer Service Centre Olusegun Obasanjo Drive Adjacent J.B. Yakubu Secretariat, Gusau, Zamfara State.

+234 9139999825

Email: zagisgusau@gmail.com, gusauzagis@gmail.com

All application forms are free. Fill the form completely and accurately and leave NO section empty or unanswered.

- 2. Attach copies of all relevant land documents. While the original copies are to be presented for verification. You are advised to have photocopies made for safekeeping. An Applicant may appoint someone to represent it at ZAGIS. The Representative of the Applicant shall fill the "Authorized Representative Column" in the Application Form.
- 3. Applicants are required to come with the following Documents for Application for Certificate of Occupancy:
 - a. Two Passports-sized Photograph.
 - b. Means of Identification such as National Identity Card, International Passport, Driver's License or Voter's Card.
 - c. Land Transfer Documents such as Sales Agreement, Deed of Assignment or Devolution Order (Inheritance Document).
 - d. Survey Plan (Original copy).

- e. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit Zamfara State Internal Revenue Service or using this link to register http://www.zirs.zm.gov.ng.
- f. Utility Bill to verify Applicant's Home Address.
- g. Court Affidavit and Police Report for lost or stolen documents, if using an Authorized Representative, a signed letter is required.
- 4. Applicants are to make payment by electronic means through Zamfara State Internal Revenue Service (www.zirs.zm.gov.ng), non-refundable deposit of Zone A (Gusau), Zone B (Talata Mafara, Kaura Namoda, Gummi, Tsafe and Shinkafi) and Zone C (Anka, Bakura, Bukkuyum, Birnin Magaji, Bungudu, Maru, Maradun and Zurmi) Areas for N40,000.00, N30,000.00 and N25,000.00 respectively, as Processing Fee.
- 5. The applicant shall pay all outstanding charges on Premium and Ground Rent. All charges and fees are payable to Zamfara State Internal Revenue Service. These payments are in line with Sections 25 to 33 of Zamfara State Geographic Information System Agency Establishment Law No 6, 2019".

All documents in item 3 of this guideline must be submitted to the ZAGIS Customer Service Centre along with evidence of payment to Zamfara Geographical Information System Office.

- 4. Upon submission of completed documents listed in item 3 of this guidelines, the Applicants shall be cleared within seven working days from the date of submission.
- 5. Applicants whose documents have been cleared by the Customer Service Centre will receive an Acknowledgement Letter, while Applicants whose documents aren't cleared will be issued an Incomplete Application Notice within three working days informing the organization of the affected document(s) to be rectified.
- 6. All successful Applicants will be issued a Bill for Ground Rent, Premium, Development Levy and an Acceptance Letter within seven working days, unless a Plot Identification/Inspection is needed.
- 7. In the event that, plot identification/inspection is needed, Zamfara Geographical Information System team of inspectors will inspect the Plot within 14 working days after payment has been made and verified. The payment will be verified within two working days.

- 8. Return your signed Acceptance Letter with evidence of payment of all fees to Zamfara Geographical Information System.
- 9. Successful Applicants will be notified by phone or through email address when their Certificates of Occupancy are ready for collection.
- 10. All collections shall be at the Zamfara Geographical Information System Customer Service Centre within the hours of 9am and 4pm; Monday to Friday (excluding public holidays). We are committed to 20 working days processing period after plot inspection in item 7 of this guidelines, after all Fees and Charges are paid.
- 11. Contact the Zamfara Geographical Information System Customer Service Centre if you have not received your collection notification after 30 working days.

For further information, refer to the Zamfara State Lands Administration and Geographic Information System Law No....., 2019, or call the Zamfara Geographical Information System Customer Service Centre +234 9139999825 or an email address at info@zagis.org, or visit our website at www.zagis.zm.gov.ng within the hours of 9am and 4pm from Monday to Friday (excluding public holidays).

Signed:

Executive Secretary,

Zamfara Geographical Information System

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November 2023



ZAMFARA STATE GOVERNMENT ZAMFARA GEOGRAPHIC INFORMATION SYSTEM LAND USE CHARGES

Cost and schedule of payment.

1. CERTIFIED TRUE COPY							
S/N	DESCRIPTION	COST					
1	Application processing fee		N10,000				
2	Printing and seal		N25,000				
3	Extra document stamp duty		N10,000 (per page)				
4	Ground rent (M² by zonal rat	te)	N				
2	2. CHANGE OF NAME						
S/N	DESCRIPTION	l	COST				
1	Application processing fee		N5,000				
2	Preparation of C.of O.		N20,000				
3	Registration of C.of O.	N10,000					
4	Ground rent (M² by zonal rat	N					
3	3. CHANGE OF PURPOSE						
S/N	DESCRIPTION	COST					
1	Consent to change of Landuse/pur	N20,000					
2	Without consent Zone (A)	(Penalties)	N200,000				
3	Without consent Zone (B) & (C)	(Penalties)	N100,000				
4	Without consent Zone (D)	(Penalties)	N60,000				
5	Ground rent (M² by zonal rat	N					
4	4. DIRECT ALLOCATION						
S/N	DESCRIPTION	COST					
1	Application processing fee		N20,000				
2	Preparation of C.of O.		N20,000				
3	Registration of C.of O.	N10,000					
	TOTAL		N50,000				

5	5. DEED OF ASSIGNMENT					
S/N	DESCRIPTION	COST				
1	Application processing fee	N5,000				
2	Preparation Fee.	2.5% of assessed value				
3	Stamp duty	2.5% of assessed value				
4	Consent fee	N5,000				
5	Ground rent (M ² by zonal rate)	N				
	. DEED OF MORTGAGE					
S/N	DESCRIPTION	COST				
1	Application processing fee	N5,000				
2	Preparation Fee.	2.5% of assessed value				
3	Stamp duty	2.5% of assessed value				
4	Consent fee	N5,000				
5	Ground rent (M ² by zonal rate)	N				
7	7. DEED OF GIFT					
S/N	DESCRIPTION	COST				
1	Application processing fee	N5,000				
2	Preparation Fee.	2.5% of assessed value				
3	Stamp duty	2.5% of assessed value				
4	Consent fee	N5,000				
5	Ground rent (M² by zonal rate) N					
8	. DEVOLUTION ORDER					
S/N	DESCRIPTION					
1	Application processing fee	N5,000				
2	Registration of Devolution Order	2% of the assessed value				
3	Ground rent (M ² by zonal rate)	N				
9	. EXTENSION OF PLOT	•				
S/N	DESCRIPTION	COST				
1	Application processing fee	N20,000				
2	G.I.S charting fee	N1.5 per sqm				
3	Ground rent (M² by zonal rate)	N				
4	Extension without consent (Penalties)	N3,000 per sqm				

ZONE	10. FRESH CERTICATION									
N100,000	ZONE A			ZONE B BUNGUDU, GUMMI, K/NAMODA, SHINKAFI, B/MA			AGAJI, MARADUN, MARU, ZURMI AND OTHER			
Industrial	Reside	ential	N40,000	Residential	N30,000	Resid	dentia	N25,000		
The content of the	Comm	nercial	N100,000	Commercial	N70,000	Com	mercia	al	N50,	,000
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LAND USE	ZONE 'C' OTHER LOCAL GOVTS AND ZONE 'D' OTHER TOWNS							
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Name	Comr	mercial	Restaurants etc	N5/M ²	N5/M ² N5/ M ²			
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15. MERGER OF PLOTS S/N DESCRIPTION COST 1 Application processing fee N20,000 2 Preparation of C. of O. N20,000 3 Registration of C. of O. N10,000 4 G.I.S charting fee N1,500 5 Ground rent (M² by zonal rate) N200,000 16. POWER OF ATTORNEY S/N DESCRIPTION COST 1 Application processing fee N10,000 2 Registration of Power of Attorney N50,000 3 Registration of trustee N20,000 4 Renewal of Power of Attorney N50,000 5 Revocation of Power of Attorney N5,000 6 Ground rent (M² by zonal rate) N 17. MINING / QUARRY LEASE S/N DESCRIPTION COST 1 Application processing fee N250,000 3 Registration of Power of Attorney N5,000 6 Ground rent (M² by zonal rate) N 17. MINING / QUARRY LEASE S/N DESCRIPTION COST 1 Application processing fee N250,000 2 Preparation Of Lease N100,000 3 Registration of lease N100,000 4 G.I.S charting fee N1,500 5 Ground rent (M² by zonal rate) N	3	· ·			N15,00	0		
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5 Ground rent (M² by zonal rate) N	3				N100,000			
5 Ground rent (M² by zonal rate) N	4				N1,500			
	5				-			
	6	Without consent (Penalties)			N1,500,000			

18. SUBDIVISION OF LAND							
S/N	DESCRIPTION			COST			
1	Application pro	ocessing fee		N5,000			
2	Preparation of	TP/layout plan		N50,0	000		
3	Approval of lay	out plan		N20,0	000		
4	G.I.S charting f	ee		N1.5	Per sqm		
5	Ground rent	(M ² by zonal rate)		N			
6	Surrender of th	ne Certificate	N5,000				
7	Without conse	nt (/	Penalties) N500,000				
1	19. FARMLAND AND COMMERCIAL FARMING						
LAND USE CATEGORY			RATE				
			1-10 HECTS		N3,000/HECT		
			11-50 HECTS		N2,500/HECT		
	Farmland	Norminal Rent	51-100 HECTS		N2,000/HECT		
				CTS	N1,500/HECT		
			501-1,000 HECTS		N500/ HECT		
			1,001 & ABC		N300/ HECT		
Commercial farming		Poultry, fishing, ord	Poultry, fishing, orchards etc.		N10,000/HECT		
	Penal rent 5% of the outstanding ground rent						

Signed
Executive Secretary ZAGIS
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November 2023