

ONDO STATE GOVERNMENT
MINISTRY OF LAND AND HOUSING
(OFFICE OF THE SURVEYOR GENERAL)

APPLICATION PROCESS AND GUIDELINES FOR PROCESSING OF SURVEY PLAN

In pursuant of CAP. 149, Ondo State Laws, 2006, no map, plan or diagram of land if prepared after the: -

- a. 1st day of June, 1918, shall be accepted for registration with any registrable instrument which is required by any written law to contain a map, plan or diagram; and
- b. 16th day of May, 1918 shall, save for good cause shown to the court be admitted in evidence in any court, unless the map, plan or diagram has been prepared and signed by a surveyor or is a copy of a map, plan or diagram so prepared and signed and certified by a surveyor as being a true copy.

Individuals and Organizations in Ondo State are to apply for Survey Plan through the following process:

RELEVANT MDAs TO INTERACT WITH IN THE COURSE OF PROCESSING SURVEY PLAN:

- i. Ministry of Physical Planning and Urban Development
- ii. Office of the Surveyor General
- iii. Ondo State Internal Revenue Service (ODIRS)

AREA LANDS OFFICES:

- i. Akure: Ministry of Works Yard, Oyemekun road, Akure
- ii. Akoko: State Secretariat Annex, Tanimowo complex, Ikare Akoko
- iii. Owo: Ministry of Works Yard, GRA along Iyere road, Owo
- iv. Ondo: Ministry of Works Yard, along Ademulegun road, Ondo
- v. Okitipupa: Ministry of Lands and Housing, GRA Oke Oyinbo, Okitipupa

STAGE 1:

- i. Applicants for survey plan may approach a Licensed Surveyor registered with the Nigerian Institute of Surveyors (NIS) through <https://nisngr.net/state-branches/> or contact the Office of the Surveyor General at Ministry of Lands and Housing, Oyemekun Road, Akure, to prepare a map, plan, or diagram of their land.
- ii. Applicants must present proof of ownership of land (purchase receipt, purchase agreement, deed of gift etc) to the Licensed Surveyor before survey can be carried out.

STAGE 2:

- i. The applicant takes the Licensed Surveyor to the parcel of land to carry out the survey and capture data of the land.
- ii. Payment Advice will be obtained from the Account Department in the Ministry of Lands and Housing. Using the Payment Advice, payment will be made for survey fee, pillar number and record copy on behalf of the applicant, to Ondo State Government account in any commercial bank. (*The payment advice contains government Agency Code 026000100100 and Revenue Code 12020438 which serves as the government account details for payment in commercial banks*)
- iii. The evidence of payment/teller obtained at the commercial bank will be taken to any ODIRS tax Station across the 18 Local Government Areas in the State (click this link to see the addresses https://www.odirs.ng/tax_offices.php for issuance of Government e- receipt which is within 24 hours.
- iv. The Agency copy of the Government e-receipt shall be submitted at the revenue office Ministry of Lands and Housing, Oyemekun Road, Akure or any of the area land offices as stated above

STAGE 3:

- (i) The Licensed Surveyor produces one (1) record copy and four (4) blue copies of the survey plan and SURCON assigns a reference pillar number for the survey plan.
- (ii) The Licensed Surveyor presents the survey plan to the Ministry of Lands and Housing, Dept. of Survey, Oyemekun Road, Akure for verification and record purposes.
- (iii) After verification of the survey plan which is within 2 working days, the Ministry retains the record copy of the survey plan for filing and record purposes in the Office of the Surveyor General, while the blue copies are issued to the applicant;
- (iv) In order to obtain Surveyor General's approval, the applicant may approach the Office of the Surveyor General at Ministry of Lands and Housing, Oyemekun Road, Akure or any of the area land offices stated above and present two (2) blue copies of the survey plan;

- (v) The Office of the Surveyor General will assess the survey plan and the Account Department will issue a Payment Advice for Surveyor General approval fee within 24 hours to the applicant for payment to be made into any commercial bank as stated in STAGE 2 (ii) above. *See the list of approved fees*
- (vi) The applicant can take the evidence of payment/teller obtained at the commercial bank to any ODIRS tax Station across the 18 Local Government Areas in the State (click this link to see the addresses https://www.odirs.ng/tax_offices.php, for issuance of Government e- receipt which will be issued within 24 hours.
- (vii) The Agency copy of the Government e-receipt shall be submitted at the Revenue Unit of the Account Department of the Ministry of Lands and Housing, Oyemekun Road, Akure or any of the area land offices stated above. This should be within the hours of 9:00am - 4:00pm on Mondays to Friday excluding public holidays.

STAGE 4:

- (i) Upon presentation of the Government e-receipt at the Ministry, the Surveyor General's approval is obtained on the copies of the survey plan in the Office of the Surveyor General.
- (ii) The Ministry issues the approved blue copies of the survey plan to the applicant. This should be within the hours of 9:00am - 4:00pm on Mondays to Friday excluding public holidays.

ENQUIRES

For more information, enquiry, or complaints please contact Ondo State Ministry of Lands and Housing, Oyemekun Road, Akure between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays) or call 08035641113