

ONDO STATE GOVERNMENT

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING APPROVAL FOR LAYOUT IN ONDO STATE

Reference to section 140 of Ondo State Building and Sub-Division Regulation of 1984, it is averred that all undeveloped parcel of Land (Rural and Urban land) that Land owners wish to allocate by plots to individual developer must be prepared into layout. Preparation of layout plan is the prerogative duty and statutory function of a registered Town Planner with TOPREC

RELEVANT MDAS TO INTERACT WITH

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

STAGE 1:

PROCEDURE

1. **Application:** A letter of application from the applicant through a consultant registered with the Ministry of Physical Planning and Urban Development to the Hon. Commissioner of the Ministry ([see the list of registered and approved Consultants here](#)). Please note that the State Government do not issue application form, however the application letter from the applicant is free and no cost whatsoever is attached. The application letter will be submitted by the consultant for processing at any office of the Ministry of Physical Planning and Urban Development (Headquarter and Area Offices) ([List of our area offices here](#))

2. **Land Use Clearance:** Payment of prescribed fee for Land Use Clearance ranging between **N50,000** depending on the location and nature of use; **Note that this is not applicable where the land is use for it designated purposes;** ([see the list of fees attached in Annex 2](#))

- i. The payment for the prescribed fee for the land use clearance shall be paid to the State Government account in any of the Commercial Banks. The Process for the payment are as follows:
 - (a) Obtain payment advice from the Area office of the Ministry of Physical Planning and Urban Development between 8:00am and 4:00pm on Monday to Friday except on public holidays;
 - (b) Pay into any Commercial Bank in the State using the Revenue code on the payment advice and obtain teller for payment;
 - (c) Exchange the teller with E-Receipt from the ODIRS official within the Bank where the payment was made;

ii. Documents required for processing Land Use Clearance are

- Original copy of Surveyor General approved perimeter survey plan of the land
- Location plan of the proposed land within its locality
- Topographical Survey map of the proposed land
- Certificate of Occupancy of the land if any
- Evidence of payment of prescribed application fee
- An agreement letter between the landowner and the Town Planning Consultant duly signed by the two parties
- A photo passport of the head of the family of the land owner and that of Town Planning Consultant
- 3 Copies of preliminary layout design
- Draft/Preliminary Land Use Analysis Report (LUAR)
- Location map on conventional scale showing the position of the subject land in relation to surrounding roads, parks, city boundaries and other surrounding physical features.

3. Inspection to Site: The proposed site shall be inspected by Master Plan Department in company of the Town Planning Consultant

4. Presentation of Drawings and Reports: All layout plan and Land use Analyses Report shall be presented by Town Planning Consultant to the Management staff of the Ministry, NITP Representative, Family Surveyor etc.

5. Approval: After presentation and all corrections observed during presentation might have been effected, the Town Planning Consultant shall submit the final plan for approval. This will include:

- a) Layout Plan Sheet (12 copies)
- b) Final LUAR Report (3 copies)
- c) Beacon Sheet (dimensioned layout plan)

STAGE 2:

PAYMENTS AND PROCESSING

- i. Payment of Pre-screening fees ranging from 30,000 depending on type and location of the development. ([see the list of fees attached in Annex 2](#))
- ii. Evidence of payment to ODSG treasury by providing E- receipt from ODIRS of all relevant fees such as assessment fee, and Land use Clearance. **Please note that the acceptable proof of payment is the E-receipt generated from ODIRS**

- iii. Upon Submission of the application, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application.
- iv. Processing ***Timeline for approval will be within 14 working days*** after all payments has been made and confirmed.

STAGE 3:

COLLECTION OF CERTIFICATE

Successful applicants are notified via text or call upon the completion of the approval process for the collection of their approved plan at the Area offices of the Ministry of Physical Planning and Urban Development depending on the location of the application. Collection can be done between 8:00am and 4pm (Monday – Friday, excluding public holidays). Contact the Area offices of the Ministry of Physical Planning and Urban Development in the location of application if you have not received your collection notification after 14 working days after all requirements have been met.

ENQUIRES

For more information, enquiry, or complaints please contact Ondo State Ministry of Physical Planning and Urban Development, Oyemekun Road, Akure, Ondo State between 8:00am and 4pm (Monday – Friday, excluding public holidays)

Signed
The Permanent Secretary,
Ondo State Ministry of Physical Planning and Urban
Development (ODMPPUD)
12th February, 2025