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(<https://land.kn.gov.ng/payments-structure/>)

## Procedures & Fees (<https://land.kn.gov.ng/payments-structure/>)

### Client Obligations

S/N	ITEM	REQUIREMENTS	CATEGORY	AMOUNT
1	SLTR			
1	On Demand C of O	- Online Application	Residential	500.00
			Commercial	500.00
		-On demand for C of O	Residential	10,000
			Commercial	20,000
			Warehouse	100,000
		-Uploading ownership documents		
		-Means of identifications ID card, National Registration card, Voters card, passport copy etc		

Uploading ownership documents				
				5,000
2	SLTR Certificate	Means of identifications ID card, National Registration card, Voters card, passport copy etc	Residential Commercial	10,000
<b>2 Physical Planning</b>				
			Residential	3,000
			Commercial	5,000
1	Processing Fees	-On receipt of file from Cadastral Department seeking for planning view and recommendation	Industrial	5,000
			Agricultural	5,000
			Recreational	5,000
			Residential	
			Commercial	
2	Betterment Fees	-After joint site inspection with applicant. The recommendable area will be charge accordingly.	Industrial	Depending on the plot size
			Agricultural	(m <sup>2</sup> )
			Recreational	
<b>Registration of existing structure/development</b>				
			Residential	
			Commercial	
3		-During the joint site inspection when there is existing structure or development on site	Industrial	Depending on the
			Agricultural	dimensions of the structure
			Recreational	

		Residential		
		Commercial		
4	Building Plan Approval	-On receipt of application from the applicant seeking for building plan approval	Industrial Agricultural Recreational	Depending on the dimensions of the structure
		Residential		
5	Layout Design	-On receipt of request for the design of layouts from Individual, Cooperate, Community or Local Government Authorities.	Commercial Industrial Agricultural Recreational	Depending on the number of created plots.
3	<b>Special Assignment</b>			
1	Direct/Resettlement Allocation	a. Hotel		
		-Application fees		50,000
		-Application fees		10,000
		-site plan fees		10,000
		b. Filling Station		
		-Application fees		100,000
		-Application form fees		50,000
		-site plan fees		10,000
		c. Private Schools, Hospitals, Event centers, Shopping Malls and others		
		-Application fees		20,000
		-Application form fees		10,000
		-site plan fees		10,000
		-Deeds of purchase for		
2	Customary Title (Conversion)	conversion without statutory title		5%

-Market value for Hotels, Resorts,  
Entertainment centers, Sport  
centers, Banks, Supermarkets,  
  
2.5%  
Bakeries, Eateries etc

-Market value for essential services  
such as Hospitals, Schools etc  
  
0.5%

-Market value for other Business.  
-Survey processing fees  
  
1.5%  
20,000

#### 4 Land

process of conversion of  
customary title to statutory  
right of occup.

1	Preparation of site plan	Residential	5,000
		Commercial	10,000
		Agriculture	5,000
		Industrial	10,000

-Letter to the local Government  
Confirmation

-Payment of deed of purchase  
  
5%

-Cadastral report  
-Compensation report

(Favourable report)

-Forwarding Application to

KNUPDA/Physical Planning

-Conveying conditions for  
recommendation

-Written acceptance letter for the  
above stated conditions

-Raising recommendation to

His Excellency for approval

-Issuance of letter of grant

-Payment of cadastral/survey deposit	Residential	10,000
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	Commercial	20,000
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	Industrial	30,000
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	Others	10,000
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2 Process of Occupancy Permit (OP) to the letter of Grant

Online Application

	Low density	12,000
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	Medium Density	7,000
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-Payment of application & Processing fees	High Density	5,000
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	Commercial	30,000
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	Industrial	40,000
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-Inserting of land 12 form

-Cadastral report/charting

-Raising recommendation to

His Excellency for approval

-Issuance of letter of Grant

	Residential	10,000
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	Commercial	20,000
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-Payment of cadastral/ survey deposit	Industrial	30,000
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	Others	10,000
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Process of Re-grant		
3	(Registration of expired Title)	– Online Application for regrant of statutory right of occupancy
		Residential 110,000
		Commercial 150,000
	-Application & processing fees	Industrial 180,000
		Filling station 180,000
		Residential 5%
	-Valuation fees/Valuation report	Commercial 8%
		Industrial 10%
	-Raising recommendation/ memo for His Excellency approval	
	-Issuance of Letter of grant	
		Residential 10,000
	-Payment of cadastral/survey deposit	Commercial 20,000
		Industrial 30,000
	-Forwarding the file to cadastral/Survey Dept. for compilation of survey plan	
	-Preparation of P & D (printing and description)	
	-Bill balance	
4	Process of Recertification of old certificate KN	-Written application for recertification of old KN certificate
		70,000
	-Application fees/processing fees	Residential 70,000
		Commercial 70,000
	-Cadastral Report	
	-Preparation of P&D	

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-Bill balance/Ground rent from  
1981 to date

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Process of Mutilation of O.P.,  
Letter of Grant

5  
and certificate of  
occupancy

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- Online Application

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-Supportive Documents

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a. Court Affidavit

b. Police Report

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c. Newspaper publication

d. Fire service report in case

of fire incident

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Residential	10,000
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-Re-issuance fees	Commercial	20,000
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Industrial	30,000
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Process of loss of documents

6  
- occupancy permit, letter of  
grant & certificate of  
occupancy

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- Online Application for loss of  
documents through law firm

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-Supportive documents a. Police  
report

b. Court Affidavit

c. Newspaper publication

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		Residential	10,000
	– Re-issuance fees	Commercial	20,000
		Industrial	30,000
	– Introduction letter to GIS department to continue process the application for loss of documents to certificate of occupancy		
7	Process of extension of statutory right of occupancy		
	– Written application		
	-Application form fees		10,000
			5,000
	-Site plan/site plan fees	Residential Others	10,000
	-Cadastral report/Joint site inspection		
	– After favourable report		
	– Forwarding the application to KNUPDA for planning advice		
	– Conveying conditions for recommendation		
	– Payment of extension fees based on the area recommendation to His Excellency for Approval		
	– Issuance of Letter of grant after surrendering the original title documents for cancellation		
		Residential	10,000
	– Payment of Cadastral/survey deposit	Commercial	20,000
		Industrial	30,000



		– Forwarding the file to cadastral and survey departments for the final survey plan.	
8	Process of opening a temporary file	– Online Application By law firm	
		– Application from fees	2,500
		– Guarantor means of identifications	
		– Forwarding the file to Deeds department for search report	
		– Cadastral Report if favourable	
		– Recommendation will be raise for His Excellency Approval	
		– conveying the Approval to applicant	
	<b>Deeds</b>		
1	Assignment	– Online Application by the current title holder	
		– Payment of outstanding ground rent	
		– Payment of application fee for valuation	12,000
		– Registration fee of capital value	5%
		– submission of stamped deeds book after payment of 3% stamp duty at KIRS	3%
2	Mortgage	– Online Application by the applicant	
		– Settlement of all outstanding ground rent	
		– Payment of processing fees	
		– Registration fee of 2% of the consideration approved	2%
		– Submission of stamped	
		<b>Deeds Books for registration</b>	
3	Change of purpose	Online Application by the applicant	

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	Urban Areas	
	– Residential to	80,000
	Commercial	
	– Commercial to	80,000
– Payment of all outstanding ground rent	– Industrial	
	Agricultural to	80,000
	Residential – Commercial to commercial	
	filling station	80,000

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	Non Urban centers	
	– Residential to	
	Commercial	20,000
	– Commercial to	
	– Industrial	20,000
	Agricultural to	
	Residential – Commercial to commercial	20,000
	filling station	20,000

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		– payment of processing	5,000
5	Sub- Division	Online Application by the application	
		– Payment of all outstanding ground rent	
		– Sub-division of 1-4 numbers of plots processing fee is 0.25% of the capital value of the property under reference.	0.25%
		If it is developed.	
		– processing fee for the undeveloped land	20,000
6	Private layout	More than 5 plots is called private layout and regularization fee in charge as follows:-	
		Urban Areas:- - Residential plots	75,000
		-Commercial plots	150,000
		Non Urban Areas:- - Residential plots	
		-Commercial plots	50,000
			100,000
7	Merger	Online Application by the current title holder	
		– Payment of all outstanding ground rent	
		– processing fees COM Commercial	40,000

		– processing fees RES	Residential	20,000
8	Extension	Online Application by the applicant		
		– Payment of all outstanding ground rent		
		– processing fees COM	Commercial	40,000
		– processing fees RES	Residential	20,000
9	Caveat	– Online Application by the applicant		
		– Payment of processing fee		30,000
		Online Application by the application with supporting documents:		
		a. Court affidavit		
10	CTC	b. Police report		
		c. Newspaper publication		
		d. Board resolution in case of company.		
		– Payment of all outstanding ground rent		
			Commercial	100,000
			Industrial	100,000
			Residential GRA	50,000
		– Payment of processing fees		
			Medium Density	40,000
			Higher Density	30,000
			Non Title Doc.	7,500
11	Demolition Order	– Submission of court order from probate Registry		
		– Payment of processing fee		32,000
12	Surrender and Release	– Submission of stamp Deed		

		of release from the relevant Bank	
		– Payment of registration fee	10,000
13	Deed of Purchase for conversion	– 5% Sale agreement present by the applicant of conversion from customary to statutory	5%
14	Sub-lease	– 1-5 years lease agreement is charge 5% of lease condition	5%
		– 5-10 years lease agreement is charge 3% of lease condition	3%
15	Charge	– Above 10 years 2.5% of lease consideration is charge	2.5%
	Capital valuation for	1-5 years	20,000
16	court and Local Government	5-10 years	20,000
		10 years	20,000
<b>Survey</b>			
1	Final surveyed Plan	– Recommended site plan – Approved plan for the layout	
<b>GIS</b>			
1	Re-certification	– Payment of Application fees – submission of original ownership document –Mean of identification:-	10,000
		a. National ID card	
		b. Driver License	
		c. Voters card	
		d. International passport	
		–Registration of deed of assignment (where applicable)	

		-Letter of consent from Mortgage institution (where there is mortgage on the property)	
		- Settlement of outstanding land use charge	
2	Certification	-Payment of Application fees	10,000
		- submission of original ownership document.	
		- Mean of identification:- National ID card	
		Driver License	
		Voters card	
		International passport	
		- Registration of deed of assignment (where applicable)	
		-Letter of consent from Mortgage institution (where there is mortgage on the property)	
	<b>One Stop Shop ICT Department</b>		
1	Process of occupancy permit to letter of grant	- Filling application form by the applicant	
		- Filling of change of the ownership form (subject to the request from applicant)	
		- Submission of 4 copies of recent photograph	
		- submission of original ownership documents (OP) by the applicant	
		- submission of photocopy of sales agreement	
		- submission of the means of identification	
			40,000
		- The applicant is to make one pay off Residential	
		Commercial	75,000
2	Formalization of subdivided GRA's	- Filling application form by the applicant	
		- The applicant is to make one pay off	

– submission of the means of  
identification

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Rate of Duplex	30,000
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– The applicant is to make one pay  
off

Rate of Bungalow	25,000
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