GOVERNMENT OF CROSS RIVER STATE

CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA)

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY IN CROSS RIVER STATE – STATE/ PRIVATE LAND

In Accordance with the provisions of "Cross River Land Use Regulations 2012 and by Section 2(4)(d) of the Cross River State Assembly Law No 2(2012)" establishing the Cross River State Geographic Information Agency and for matters connected therewith:

1. Obtain the Certificate of Occupancy Application (CofO) form from:

Cross River Geographic Information Agency (CRGIA) Customer Service Centre at:
No. 1 Old Secretariat Road,
Calabar Municipality,
Calabar

Please note that all application forms is N200 and sold at our office premises.
Fill out the form completely and accurately. Leave NO section empty or unanswered

2. Attach to the application form photocopies of all relevant land documents. You may be required to present Original copies of relevant land documents for sighting. You are advised to have extra photocopies made for safekeeping. An Applicant may appoint a representative who must fill an authorized representative section of the application form in (1) above.

The following are the require documentation to support the application:

a.) Two Passport-sized Photograph
b.) Identity Card: National ID card or International Passport or Driver's License or Voter's Card
c.) Registered Land Transfer Documents such as Purchase Agreement or Deed of Transfer or Inheritance Document as the case may be
d.) Survey Plan (Original copy). This could be forwarded by default to CRGIA by the CRS Office of the Surveyor General if notified that the particular client has paid full fees and charges in respect to his allocation.
e.) Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the Cross River Internal Revenue Service for Tax-related issues or using this link to register https://www.crirs.ng/

f.) Utility Bill to verify Applicant's Home Address.
g.) Court Affidavit and Police Report for lost or stolen documents.
h.) If Using an Authorized Representative, a signed letter/ form, and Identity ID is required.
i.) Offer letter/Allocation Letter in respect to his land allocation claims.

3. Applicant will be given a cumulative CofO fees assessment (automated) on the following revenue heads:

a. Development Levy
b. Premium Levy
c. Initial Ground Rent
d. Survey Processing Fee
e. Application Processing Fee
f. Registration Fee
g. Stamp Duties

The assessment generated on the subheads above is based on specific parameters as stipulated in the Cross River Land Use Regulations 2012 arrangement of tariff Schedules First, Second, Third, Fourth, Fifth and Sixth. The detailed rates fees can be access via this link: https://ipb.cr.gov.ng/download/land-rates-schedules/?wpdmdl=14298&masterkey=l0EuyFgia_zviBpjVR7Wqakt0-oDXBfThYfYvkMQQ1mkyQg42Bgq497oxr1yafim7MN2dOvZWBIrPbCC5SGNNU3AnP0PVO94bFu87TnKvFk

Legal references is attached below

4. All charges and fees are payable to Cross River Geographic Information Agency Revenue Account through PayDirect (at any commercial Bank).

5. i) All documents as in (2) above must be submitted to the CRGIA Customer Service Centre along with a Bank Teller/ Bank print-out of the assessed charges or mailed to CRGIA Office at No. 1 Old Secretariat Road, Calabar Municipality, Calabar, Cross River State.
ii) For State Land, survey plans are requested by CRGIA directly from the Office of the Surveyor – General for clients who have made full payment for onward processing of C of O.

6. For Private Lands, applicants whose registered documents have been cleared by the Vetting and Cadastral Units (CRGIA) will be enlisted and forwarded to the Ministry of lands for publication while applicants whose documents are not cleared will be contacted via phone or email informing them of the affected document(s) to be rectified both scenarios addressed within **7 days.**

7. A notice is posted and published in the press for 28 days by the Ministry of Lands, during which time any objections may be made.

8. If no objections at the expiration of the 28 days in (7) above site inspection is carried out to ascertain correctness of filled documentation.

9. At the end of site inspection by Technical team (sub- committee of LUAC), Director/Executive Secretary of Land Use and Allocation Committee (LUAC) presents the report to LUAC.

10. The Director of Lands sends the report to the Governor for 'Approval in Principle' which should be out within **3 days**

11. Once the approval in principle is obtained from the Governor, application is forwarded to CRGIA for production of C of O which at this point is done within **48 hours**.

12. Applicants are notified via phone call or text messages, and they will then visit the CRGIA office to collect the Certificate of Occupancy.

Processing timeline:

The entire process is completed within 42 working days

For more information, enquiry or complaints please visit Director General, CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA), No 1Leopard Road by Murtala Muhammad Highway, Calabar, Cross River State or call: +234 8036360508



PHILIP IYANG OTIGBO
Director of Operations
For: Director General CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA)

Published 15th December, 2023

LAND USE ACT

CROSS RIVER STATE LAND USE REGULATIONS

ARRANGEMENT OF TARIFF

REGULATION

1) Cadastral zones
2) Payment List: Application and Transaction Fees and Levies
3) CofO Fees
4) Ground Rent
5) Development Levy
6) Premium Levy
7) Standard Property Valuation Rates
8) Land Use Violation Charges
9) Citation

SCHEDULES

FIRST SCHEDULE	*Cadastral Zone Structure*
SECOND SCHEDULE	*Payment List*
THIRD SCHEDULE	*CofO Fees Matrix*
FOURTH SCHEDULE	*Ground Rent Matrix*
FIFTH SCHEDULE	*Development Levy Matric*
SIXTH SCHEDULE	*Premium Levy*
SEVENTH SCHEDULE	*Standard Property Valuation Rates (To be developed)*
EIGHT SCHEDULE	*Land Use Violation Charges (To be developed)*

CROSS RIVER STATE GOVERNMENT LAND USE REGULATIONS

PREAMBLE: In exercise of the powers conferred upon Cross River Geographic Information Agency by Section 2(4)(d) of the Cross River State Assembly Law No 2(2012) establishing the Agency, the **Cross River State Executive Council,** hereby make the following regulations:

1. Cadastral zones

For the purpose of equity, fairness and transparency in the establishment of land-use charges, the State shall be segmented into distinct zones to be called Cadastral Zones based on the availability and level of government provided infrastructures.

2. Payment List

The Payment List shown in **Schedule Two** shall come into force immediately upon the Governor's Assent to the CRGIA Bill.

3. CofO Fees

Transactions for Certificate of Occupancy and allied instruments shall be governed by the fees prescribed in **Schedule Three.**

4. Ground Rent

4.1 Ground rent shall be due and payable in respect of plots of land comprised in each parcel of land within the Cross River State, which is the subject of an actual grant of a right of occupancy on the first day of January in each year.

4.2 The ground rent payable in respect of each type of property shall be in the amount set forth against that type of property in the **Fourth Schedule.**

5. Development Levy

Development Levy shall be for the sole purpose of supporting Government efforts in the provision of infrastructure development in a particular locale or its environs. For all new layouts, such infrastructure developments plans/program shall be public domain documents once approved by Government. The amount set forth in **Schedule Five** is applicable to new developments/applications for CofO.

6. Premium Levy

Premium shall be paid by all first time applicants for government allocated land. The amount payable is set forth in **Schedule Six.**

7. Standard Property Valuation Rates

Property Valuation across the State shall take place once every two years and property prices established by CRGIA. However, CRGIA shall work with the

Local Government Authorities in the collection of the applicable rates.

8. Land Use Violation Charges

The charges and penalties set forth against each act of contravention in the **Eight Schedule** hereto shall be payable upon such contravention.

(1) Each charge and/or penalty shall, unless otherwise stated, be payable for every year in which the contravention continues for more than 30 days in any calendar year the annual charge or penalty shall be payable in respect of that year.

(2) Where the penalty and/or charge payable in respect of a contravention is based on the market value of a property, determination of such market value shall be subject to a bi-annual property valuation revision as detailed in the **Seventh Schedule.**

9. Title re-certification

(1) The process detailed hereunder shall apply in relation to re-certification of rights of occupancy within Cross River Sate.

(2) All holders of right of occupancy within the territory of Cross River State shall-

(a) obtain, a free of charge Re-certification Application Form, from the Cross River Geographic Information Agency (herein referred to as "CRGIA");

(b) Upon due completion of the Re-certification Application Form, submit same to CRGIA together with the following:

(i) A bank draft evidencing payment for the Re-certification Application Fee at the designated bank on the Application Form;

(ii) The original Certificate of Occupancy evidencing the Right of Occupancy provided that where the holder of the Right of Occupancy is yet to obtain a Certificate of Occupancy, the holder shall submit a copy of the Right of Occupancy allocation document, or Deed of Assignment or Power of Attorney or other Instrument of Title; and

(iii) 2 passport photographs in the case of individual application and a certified copy of the certificate of incorporation and particulars of directors (Form C07) in the case of company application.

(3) Upon submission of the Re-certification Application Form, together with the items listed in (2) above, CRGIA shall acknowledge receipt of same, and where original Certificate of Occupancy is submitted, cancel the said original and return a copy thereof, marked "cancelled" to the applicant.

(4) In the case of the bank teller evidencing payment, CRGIA will retain a copy and return the original to the applicant together

with a payment receipt evidencing the transaction.

For all classification of applicants, the dateline for the receipt of application for re-certification shall be **28th day of June, 2013.** In the event that an application is not submitted before that date, a penalty charge shall apply to individual and corporate/organization applicants.

(6) CRGIA shall thereafter verify the title of the applicant and the documentation submitted in support of the recertification.

(7) If CRGIA has cause to doubt the authenticity of the applicant's title or of any document submitted in support of the application, it shall notify the applicant of this fact, and accordingly invite him or her to resolve any conflict or disparity.

10. Standard Valuation Rates

CRGIA shall use the Standard Valuation Rates specified in the **Seventh Schedule** in respect of Low, Medium and High Density Areas in Urban Areas, Rural and Agricultural Areas of Cross River State.

11. Citation

This Regulation may be cited as the **Cross River Land Use Regulations 2012**.