

FREQUENTLY ASKED QUESTIONS:

PURCHASE OF LAND OF HOUSE - ALLOCATION PROCESS

(A) How do make an application to purchase land (Residential, Commercial, Industrial, etc.) or a House?

- (i) Obtain an Application Form from the Corporation's Offices in Ogun State or online – www.ogunhousingcorp.com.ng (forms currently not available on line)
- (ii) What is the Cost of Application Form?

TYPE	AMOUNT
Land - Residential	₦5,000 – ₦10,000
Land - Industrial	₦150,000
Land - Commercial	₦150,000
Land - Place of Worship	₦100,000
Corporation built houses	₦10,000 – ₦50,000

- (ii) Complete the requisite information as listed in the form, including the sworn affidavit.

(B) What are the documents to accompany submission of form:

Document	Residential	Commercial	Industrial	Place of Worship
Proof of address e.g. Utility Bill	✓			
Proof of Identification e.g. Driver's License, Data Page of International Passport	✓			
Copy of Memorandum of Association and Article of Association		✓	✓	
Certificate of Incorporation		✓	✓	✓
Technical Report/Environmental Impact Assessment for the Business		✓	✓	
Photocopy of the list of particulars of Directors as filed at the Corporate Affairs Commission		✓	✓	✓
Passport Photographs	✓	✓	✓	✓

(C)Where do I submit the Application form?

At any of the Corporation’s Offices located in Abeokuta, Ota, Idiroko, and Igbeba.

(D)How much should I deposit?

This depends on the Type and the Estate where allocation is required. However, 50% is the minimum deposit required for all allocations.

NAME OF ESTATE	*RESIDENTIAL (PER SQM)	*COMMERCIAL (PER HECTARE)	*INDUSTRIAL (PER HECTARE)
OGUN CENTRAL AXIS			
Ajebo Road Estate Abeokuta	₦10,000		
Laderin Estate, Abeokuta	₦15,000	₦60,000,000	₦60,000,000
Lagos Road Estate Abeokuta	₦15,000		
Presidential Mandate Estate Abeokuta	₦7,500		
Oke-Ata Estate Abeokuta	₦10,000		
Odeda Estate, Odeda	₦5,000		
OGUN WEST AXIS			
Idiroko Road Estate, Ota	₦15,000	₦60,000,000	₦60,000,000
Ilaro Estate Ilaro	₦4,000	₦10,000,000	
Idiroko Estate, Idiroko	₦4,000	₦10,000,000	
Ado-Odo Estate, Ado-Odo	₦4,000	₦20,000,000	
Imeko Estate, Imeko	₦4,000		
Ayetoro Estate, Ayetoro	₦4,000		
OGUN EAST AXIS			
Ikangba Estate, Ijebu-Ode	₦5,500	₦22,500,000	₦22,500,000
Itanrin Estate, Ijebu-Ode	₦2,000	₦10,000,000	₦10,000,000
Ago-Iwoye Estate, Ago-Iwoye	₦2,000		
Odogbolu Estate, Odogbolu	₦2,000	₦10,000,000	₦10,000,000
Saapade Estate, Isara	₦2,000		
Sagamu Estate I & II, Sagamu	₦7,500	₦52,500,000	₦52,500,000

THESE FIGURES ARE NET OF OTHER CHARGES AND ALSO SUBJECT TO REVIEW FROM TIME TO TIME, THE SCHEDULE OF OTHER CHARGES SHOULD BE INCLUDED HERE. ALSO OPPORTUNITY TO INCLUDE INFRASTRUCTURE CHARGES

(E) How long does it take to get allocation?

Between 5 and 45 days subject to applicant supplying all required information.

(F) I am not satisfied with the plot allocated to me. What do I do?

Lodge complaint in writing to the General Manager Ogun State Housing Corporation. Complaints will be dealt with within

(G) I have developed/ I am developing without approval

Stop further work immediately and report in writing to the General Manager or any of our branch offices at Ota and Ijebu Ode

(H) I want to change my land use.

This is not usually possible. However, in special circumstances, an allottee may apply in writing to the General Manager of the Corporation. Allottee will be advised in writing on fees payable. Note that information on fees is also available on Schedule of fees below.

(I) I need a copy of Corporation Layout.

Apply in writing to the General Manager of the Corporation, you will be advised in writing on fees payable. Note that information on fees is also available on Schedule of fees below.

(J) I have developed contrary to approval.

Apply in writing to the General Manager of the Corporation, you will be advised in writing on fees payable. Note that information on fees is also available on Schedule of fees below.

(K) I bought Corporation-owned land in an illegal transaction (e.g. from land grabbers)

Apply in writing to the General Manager of the Corporation requesting survey /charting information. Letter must be accompanied with a signed Survey Plan and your full contact details. An officer of the Corporation will contact you within 3 working days. You may also discuss your challenge at any of the Corporation's offices in Abeokuta, Ota and Ijebu-Ode.

(L) Another person has built on my land.

Apply in writing to the General Manager of the Corporation with details of when the land was allocated to you and what you have done so far since allocation.

(M) I have received a letter of cancellation of allocation from the Corporation and I want to appeal

Apply in writing to the General Manager of the Corporation attaching relevant documents to assist in a review. You will receive a response from the Corporation within 7 working days.

(N) I misplaced my approved building plan.

Apply in writing to the General Manager of the Corporation, you will be advised on fees payable to get a replacement copy. In the meantime visit fee section of this website for details on fees payable and how to make payment.

I WANT TO TRANSFER OWNERSHIP OF MY LAND/HOUSE.

(A) What do I need to do?

- (i) Assignor/ allottee to apply in writing to the Corporation's General Manager requesting for Corporation's Consent to assign residue of interest in accordance with clause 2j of the executed Deed of Sublease.

(B) What are the documents needed?

DOCUMENTS NEEDED	INDIVIDUAL	CORPORATE BODY
(i) Duly completed Indemnity Form	✓	✓
(ii) Duly completed Corporation Consent Form by both Assignor and Assignee.(Can be obtained online or at any of the Corporation's offices at Abeokuta, Ota and Ijebu-Ode.	✓	✓
(C) Where Do I Get The above Forms		
(i) From the Corporation.	✓	✓
(D) What are the other documents required?		
(i) Photocopy of means of identification of both Assignor and Assignee i.e. either Driver's License, National I.D Card, Voter's Card or date page of International Passport.	✓	✓
(ii) Passport Photographs of both Assignor and Assignee	✓	
(iii) Photocopy of Assignor and Assignee's proof of address i.e Utility Bill.	✓	✓
(iv) A copy of the Memorandum of Association and Article of Association.	✓	✓
(v) Certificate of Incorporation		✓
(vi) Board resolution ratifying the sale of the property.		✓
(vii) Photocopy of the list of particulars of Directors as filed at the Corporate Affairs Commission		✓
(viii) 2 Passport Photograph of each of the Directors.		
(ix) Photocopy of Deed of Sublease (if applicable).		✓
		✓

(E) Where do I submit the documents?

The documents should be submitted to the General Manager's Office Abeokuta.

(F) What fees are payable?

The consent fee is 10% of the total valuation as assessed by the Corporation's registered Estate Valuers, in addition to any outstanding statutory and other payments on the property.

(G) How long does it take to conclude this transfer process?

Having submitted all the listed documents, the process will take approximately seven (7) working days for Residential and twenty one (21) working days for Industrial properties.

(H) I have made application and paid a deposit for land, I am no longer interested. What do I do?

Apply in writing to the General Manager requesting for a refund of deposit attaching the following documents:

- Original letter of offer
- Original payment receipt issued by the Corporation

Note that an approved refund is subject to a 20% administrative charge.

(I) The plot allocated to me by the Corporation has been encroached upon, what do I do?

Make a formal complaint to the Corporation's General Manager.

TOWN PLANNING AND DEVELOPMENT CONTROL MATTERS

1. What is a Development or Building Plan permit?

Building plan permit means an approval or assent given for the short time for the construction of a new building, an alteration, amendment, addition, repair or renovation to an existing building.

2. Why do we need building permit?

- To ensure that structures get built in the right place.
- To ensure that structures are built in accordance to State's laws and regulations.

- To ensure that development and growth are environmentally sustainable.

3. Who can submit an application for Architectural Building Plan Permit?

- An Allottee of the Corporation
- The Agent of the Allottee who must be a Registered Professional in the Building industry (e.g. Registered Architect, Builder, Estate surveyor/Valuer, Land surveyor and Town Planner) may submit such application

4. Planning Standards

Building Plan Regulation/ Development standards are to be found on the website. The standards include air space and density requirements amongst others.

Please see Development Regulations (Residential/Commercial/Industrial/Other) for details. These documents are available online.

5. What do I need to process a Building Plan Permit?

- Evidence of payment of lease (cost of land) plus, ground rent and other fees up to date.
- 5 sets of Architectural drawings signed and sealed by ARCON Registered Architect.
- 5 sets of Structural/Civil Engineering Drawings signed and sealed by a COREN registered structural Engineer and 5 sets of Mechanical/Electrical Drawings signed and sealed by a COREN registered mechanical/electrical Engineer, where applicable (for residential buildings with one or more suspended floors, Commercial and Industrial Buildings).
- 5 Photocopies of survey plan
- E.I.A Report written, signed and sealed by a registered Town Planner, where applicable.
- Any other document as stipulated under the current Ogun State building codes and Urban and Regional Planning Law No 20 of 2005 as amended.

6.What are the processing step or stages?

STEP 1. Submission of 5 copies of Architectural Plan, Engineering Drawings and E.I.A report (where applicable) to the Town Planning Department of the Corporation, along with a cover letter. Applicant is to deliver a copy of the cover letter (acknowledged by the Town Planning department) to the office of the General Manager.

The Site Plan should be drawn to scale 1:100 and include the following details:

- Indicate orientation; that is the geographical North.
- Indicate correctly all the beacon numbers as is shown on the survey plan.
- Show adjoining roads with measurements and fence.
- The block plan of the buildings showing the horizontal and vertical dimensions.
- All septic and sanitary fittings reticulation must be indicated appropriately.
- Land use Analysis must also be indicated on the site plan.
- Indicate access ways, driveways and parking spaces.
 - I. Residential use – 2 car parking spaces per one family unit.
 - II. Commercial use – 3 car parking spaces for every 100 sqm of the total lettable floor space.
 - III. Industrial use – 2 car parking spaces for every 100 sqm of lettable floor space.

STEP 2. Calculation of Assessment using the Length × Breath x Height x Rate (depending on the location) and penal fees (if applicable).

STEP 3. Payment of Assessment Fees

STEP 4. Confirmation of payment by Accounts Department.

STEP 5. Further processing; Engineering and Building Departments (for vetting), Town Planning Department for Physical Inspection.

STEP 6. Corporation stamps drawings and forwards to Ministry of Physical Planning (MUPP) for further processing IF submitted drawings are found to have satisfied all statutory requirements (It is the responsibility of the allottee to ensure with all other statutory requirements at the Urban and Regional Planning Board)

STEP 7. Applicant pays fees as assessed by MUPP; MUPP returns approved plans to OGS HC

STEP 8. OGS HC contacts applicant for pick up

7. What is Penal Fee?

The Fee Payable when the Applicant violates any section of the Urban and Regional Planning Law No 20 of 2005.

8.How will I know my Architectural Building Plan is Approved or Not Approved?

You will be notified.

9. How long will the whole process take?

15 Working Days. **IS THIS INCLUSIVE OF THE PROCESS AT MUPP. PLEASE BEAR IN MIND THAT FROM THE POINT OF VIEW OF AN APPLICANT. THE PROCESS IS NOT COMPLETE UNTIL THE APPROVAL IS IN THEIR HANDS**

10. Can my Application be rejected?

Yes, if the application is not in line with the accordance of the Standard / Regulation of the Corporation.

11. I have developed without approval

Stop further work and visit the Town Planning section of the Corporation for necessary advice.

12. What are the other Town Planning services and fees?

SERVICE	RESIDENTIAL RATE	COMMERICAL RATE	INDUSTRIAL RATE
ASSESSMENT – OGS HC	₦ 25 per m ³	₦ 50 per m ³	₦ 75 per m ³
LAYOUT APPROVAL	₦250,000 per hectare	₦ 350,000 per hectare	₦ 500,000 per hectare
MERGING OF PLOTS	₦ 225,000 per plot	₦ 550,000 per plot	₦ 1,000,000 per hectare
SUBDIVISION OF PLOTS	₦ 225,000 per plot	₦ 550,000 per plot	₦ 1,000,000 per hectare
BUILDING WITHOUT APPROVAL			
BUILDING CONTRARY TO APPROVAL			
LATE DEVELOPEMENT	₦ 50,000 per year post allocation (after two years development grace)	₦ 100,000 per year post allocation	₦ 250,000 per year post allocation

SURVEYS AND SURVEYING RELATED MATTERS:

Rates are subject to annual reviews

I AM ALREADY AN ALLOTTEE OF THE CORPORATION

(A) How can I identify my plot?

- i) Visit the Survey Department with evidence of ownership e.g. allocation letter/Deed of sub-lease.
- ii) A member of the survey team will be assigned to identify your property boundary beacons (i:e Pillars)
- iii) An acknowledgement letter will be given to you if satisfied with the plot allocated.

1b How long does it take: 2 -3 days

1c How much does it cost: The cost is included in gross purchase cost, for the first time
Should there be any reason for a repeat of this exercise, the following fees shall become payable by the allottee:

Estate	Residential plot	Commercial Plot	Industrial Plot
Abeokuta	₦10,000	₦25,000	₦40,000
Ijebu-Ode	₦10,000	₦25,000	₦40,000
Ota	₦10,000	₦30,000	₦50,000
Others Estates	₦10,000	₦25,000	₦40,000

(B) I can't find my beacons on site

- (i) Write to the General Manager requesting for Re-establishment of boundary beacons attaching an evidence of ownership e.g. allocation letter.
- (ii) A member of survey team will be assigned to identify/re-establish your property boundary beacons
- (iii) An acknowledgement letter will be given to you duly signed after your beacons are re-established
- iv) For Beacons Re-establishment

Estate	Residential plot	Commercial Plot	Industrial Plot
Abeokuta	₦10,000 per Beacon	₦30,000 per Beacon	₦30,000 per Beacon
Ijebu-Ode	₦10,000 per Beacon	₦30,000 per Beacon	₦30,000 per Beacon
Ota	₦10,000 per Beacon	₦30,000 per Beacon	₦50,000 per Beacon
And Others Estates	₦10,000 per Beacon	₦30,000 per Beacon	₦30,000 per Beacon

I AM NOT AN ALLOTTEE OF THE CORPORATION

(A) I need Survey/ Charting Information

- (i) Write to the General Manager requesting for Charting information attaching duly signed survey plan.

- (ii) A member of survey team will be assigned to carry out “site inspection” with you to ascertain the true position of the site.
- (iii) An acknowledgement letter will be given to you if the property is within or outside Corporation’s boundary within 5 working days.
- (iv) Charting fees: **WE CANT LEAVE THIS OPEN ENDED BY SAYING “AND ABOVE”**

	Residential plot	Commercial Plot	Industrial Plot
For all Estates	₦ 50,000 above (depending on plot size)	₦ 100,000 above (depending on plot size)	₦ 200,000 above (depending on plot size)

(B) I require Surveying Services

- (i) Write to the General Manager requesting the service and providing details – including location and scope
- (ii) Survey Department will respond with a quotation for the service within 3 working days

	EQUIPMENT	PRICE
1	Staff – registered surveyor and assistant, transport, printing, other overheads	
2	Leica Total Station with its Accessories	50,000 per day
3	Differential GPS with its Accessories	100,000 per day
4	Handheld GPS	2,500 per day

GENERAL AND LEGAL SERVICES AND LAND TITLE RELATED MATTERS:

I NEED TO PERFECT MY C of O /DEED OF SUBLEASE ON MY PLOT/ PROPERTY

All allottees of the Corporation shall be entitled to a duly registered Deed of Sublease notwithstanding the fact that the allocation of either the land or House was made by the Corporation

- A. Applicant shall forward to the Corporation the following documents:
 - (i) Evidence/Receipts of full payment of lease price
 - (ii) Evidence of payment of annual ground rent and maintenance fee, infrastructure levy and services charges/facilities management fees
 - (iii) 6 Passport photographs of the applicant, if Corporate body 6 Passport photographs each of 2 Directors of the Company
 - (iv) Evidence of payment of tax – Three years Tax Clearance Certificate.
 - (v) Evidence of payment of Government Development Levies
 - (vi) Evidence/Receipt of payment of Execution fee of N25,000 (if property is undeveloped) and N50,000 (if property is developed) to the Bureau of Lands and Survey.
 - (vii) Evidence/Receipt of the payment of additional consent fee (Applicable to leases above 5 years) paid to the Ogun State Housing Corporation
 - (viii) Evidence /Receipt of the payment of Stamp Duty, as assessed by the Ogun State Internal Revenue Service
 - (ix) The receipt or evidence of the payment of registration fee of N5,000 to the Bureau of Lands and Survey
 - (x) Photocopy of applicant's valid identification card i.e. Driver's License, International passport, National Identity Card or Permanent Voter's Card.
- B. The Corporation shall within 2weeks of the receipt of the documents referred to above, apply for Governor's consent to sublease at the Bureau of Lands & Survey on behalf of the applicant.
- C. The Corporation shall prepare the Deed of Sublease and the Applicant/Allottee and his/her witness is thereafter invited for signing of the Deed of Sublease.
- D. The documents shall be forwarded to the Ogun State Internal Revenue Service for stamping and sealing.
- E. After the Deed of Sublease has been sealed, document is within 24 hours forwarded to the Bureau of Lands & Survey for registration.
- F. Additional Requirements For Corporate Bodies**
 - Memo and Articles of Association
 - Particulars of Director's as filed at the Corporate Affairs Commission
 - Evidence of the payment of Execution fee of ₦75,000 to the Bureau of Lands & Survey.
- G. What is the duration for obtaining Governor's Consent to Sublease?**

The application for Governors consent is processed within 90 working days

H. How long does it take to get your Deed of Sublease stamped and sealed at the Ogun State Internal Revenue Service?

It takes 30 Days to get your Sublease sealed at OGIRS.

I. How long will it take to register the title/Deed of Sublease of the applicant at the Bureau of Lands & Survey?

The application is processed within 60 Working Days

J. There is a mistake on my title document, what steps should I take?

Visit the Legal Section of the Corporation at its Head Office in Abeokuta

K. I receive a notice of invitation to execute/sign my Sublease, what do I do?

Visit the Legal Section at the Corporations Headquarter Office at Abeokuta.

L. Do I have to seek and obtain the Corporation's consent before pledging my plot/property as a security or collateral to a loan?

Yes.

WHAT ARE THE REQUIREMENTS FOR OBTAINING THE CORPORATION'S CONSENT TO MORTGAGE?

- A. Applicant shall first seek and obtain the Corporation's consent to mortgage the plot/house/property before mortgaging with any bank or other financial institutions
- B. An application for consent to mortgage shall be written by the Applicant/Allottee to the General Manager, Ogun State Housing Corporation and the below listed documents shall be attached to the application.
- (i) Obtain application to mortgage form for ₦ 10,000 at the Corporations office or online and complete same.
 - (ii) 2 Passport photographs of the applicant, if Corporate body 2 Passport photograph each of 2 Directors of the Company
 - (iii) Photocopy of the Mortgage Agreement.
 - (iv) Evidence of the payment of 0.5% (of what?) or ₦ 20,000 being administrative charge for the Corporation's consent to mortgage.
 - (v) Evidence of payment of annual ground rent/economic ground rent and maintenance fee /service charge /infrastructure levy / facilities management fees
 - (vi) Resolution approving the mortgage by the Directors of the Company (only applicable to Corporate body).
 - (vii) Memo & Articles of Association (only applicable to Corporate body)
 - (viii) Particulars of Directors as filed at the Corporate Affairs Commission (Applicable to Corporate body).
- C. **How long will it take to process the Corporation's consent to mortgage?**
It takes 10 Working Days to process and obtain the Corporations consent to mortgage.
- D. **Do I still have to obtain the Governors consent to mortgage?**

An applicant can only apply for Governor's consent to mortgage a plot/ property only where such applicant has a registered title (i.e. Deed of Sublease on the plot/ property).

E. What steps can I take to apply for Governor's consent to mortgage?

Visit the Bureau of Lands and Surveys website for more details on this.

I WANT TO APPLY FOR CERTIFIED TRUE COPY OF MY DOCUMENTS, WHAT STEPS WOULD I TAKE?

A. Applicant shall forward to the Corporation the under listed documents:

- (i) Written application, requesting for Certified True Copy addressed to the General Manager, Ogun State Housing Corporation.
- (ii) If the applicant is an individual, Passport Photograph of the applicant shall be attached to the written application. If the applicant is a corporate body, such application referred to in Paragraph 1(a) above shall be on the company's letterhead paper.
- (iii) Photocopy of applicant's valid identification card i.e. Drivers License, International Passport, National I.D. Card or Permanent Voter's Card.
- (iv) Evidence of payment of ₦20,000 to the Corporation as administrative charge for Certified True Copy.

B. How long will it take to process my application for Certified True Copy?

Your application shall be processed within 5 working days.

I WANT TO CHANGE THE NAME ON MY TITLE DOCUMENT, WHAT STEPS DO I TAKE?

A. Applicant shall forward to the Corporation, the under listed documents:

- (i) Written application addressed to the General Manager Ogun State Housing Corporation notifying of the change.
- (ii) Sworn affidavit at the High Court Registry reflecting the said change (applicable if an individual)
- (iii) Photocopy of the publication of the change in a national news paper
- (iv) Photocopy of the Marriage Certificate (Applicable only if the change is from the applicant's maiden name to marital name)
- (v) Resolution by the Director's of the Company reflecting the change of name (only applicable to corporate body)
- (vi) Evidence approving the change by the Corporate Affairs Commission (only applicable to corporate body)
- (vii) Evidence of the payment of nominal ground rent/ economic ground rent and maintenance fee/service charge, infrastructure levy/facilities management charges to the Ogun State Housing Corporation.
- (viii) Evidence of the payment of ₦ 20,000 (for individuals) and ₦ 50,000.00 (for Corporate bodies) to the Ogun State Housing Corporation.

B. How long will it take to process my information update/change of name?

Your application shall be processed within 2 Working Days.

I WANT TO CONDUCT A SEARCH, WHAT STEPS CAN I TAKE?

A. Applicant shall forward to the Corporation the under listed documents:

- (i) Written application to the General Manager, Ogun State Housing Corporation requesting to conduct search.

- (ii) Evidence of the payment of ₦ 20,000.00 (for Residential) and ₦50,000.00 (Corporate Body) into the Ogun State Housing Corporations Account.

B. How long will it take to conduct search?

Your application for search is processed within 2 working days.

I WANT TO SURRENDER MY REGISTERED TITLE DOCUMENT, WHAT DO I DO?

A. Apply in writing to the General Manager, Ogun State Housing Corporation and attach the underlisted documents to your application:

- (i) The original copy of Deed of Sublease
- (ii) A copy of the Deed of Surrender (properly sealed) at the Ogun State Internal Revenue Service.
- (iii) Evidence of Payment of Administrative Charge of ₦ 100,000.00 into the Corporations Account
- (iv) Evidence of payment of ₦ 5,000.00 to the Bureau of Lands for registration
- (v) Evidence of payment of Ground Rent and Maintenance fees, Infrastructure levies and facilities management fees to the Corporations Account.

B. How long will it take to process my application?

The application shall be processed within 14 working days.

MY LAND WAS ACQUIRED, BUT I WAS NOT COMPENSATED AND NOT SERVED WITH THE NOTICE OF ACQUISITION.

Contact the Bureau of Lands and Surveys, at the State Secretariat, Oke-Mosan, Abeokuta.

FINANCE AND PAYMENTS FOR SERVICES OF THE CORPORATION:

All payments must be backed by a written advice and/or confirmation by an authorised staff of the Corporation before making a payment into the Corporation's account. This can be done simply by discussing same on phone or an email request to the Corporation's Director of Finance and Accounts DFA@ogunhousingcorp.com.ng who shall confirm Bank and account details.

SCHEDULE OF PAYMENTS FOR AND HOW TO GO ABOUT MAKING PAYMENTS TO THE CORPORATION

		COST	REMARKS
1.	Re-Establishment Of Beacon	Go to Schedule of Fees and RATES.	Further details are provided under Survey related matter above
2.	Survey Plan	Ditto	Ditto
3.	Charting Fees.	"	"
4.	Hiring of Equipment	"	"

I WANT TO PAY RENT

1.	Rent on Government Building: (a) Offices. (b) Houses (c) Halls (in Corporation's Office Premises).	Go to Schedule of Fees and RATES.	Further details are provided under Temporary Leases and Rentals
2.	Rent on Government Land: (a)Garden A (b)Garden B	"	"

I WANT TO PAY FOR TITLE DOCUMENTATION

1.	Perfection Of Documents	Go to Schedule of Fees and RATES.	Further details are provided under Legal and Title documentation related matters.
2.	Certified True Copy	Ditto	Ditto
3.	Conduct of Legal Search	"	"
4.	Governor's Consent Fees.	"	"
5.	Mortgage	"	"

I WANT TO PAY FOR LANDS, HOUSE ETC.

1.	Change Of Use	Go to Schedule of Fees and RATES.	Further details are provided under Land Allocation and Estate matters.
2.	Home Owner Charter	"	"
3.	Annual Service Charge	"	"
4.	Regularizations of Interest	"	"
5.	Merging Of Plots	"	"

6.	Temporary Occupation License	'''	''
7.	Building Plan Fees	''	''
8.	Penal Fees	''	''
9.	Change Of Ownership.	''	''
10.	Development Charges.	''	''
11.	Administrative Charges.	''	''
12.	Maintenance Fees.	''	''
13.	Plot Allocation & Layout Fees: (a.)Land Deposit (b.)Capital Contribution (c.)Betterment Levy.	''	''
	SALES	''	''
1.	Sales of Application forms	''	''
2.	Sales of Government Building (Corporation Built Houses)	''	''
3.	Premium On Allocation: (a.) Nominal Ground Rent –Residential (b.) Economic Ground Rent-Industrial	''	''
1.	Rent on Government Building: (a.)Residential Buildings (b.)Offices.	''	''

I WANT TO PAY FOR HIRING OF EQUIPMENT

10.	Hiring of Surveying and Earth moving Equipment	Go to Schedule of Fees and RATES.	Further details are provided under equipment leasing.
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HOW ARE PAYMENT MADE?

CASH PAYMENTS ARE NOT ALLOWED UNDER ANY CIRCUMSTANCE. All allottees are enjoined to make payments via any of the following payment methods.

- By Cheque or Draft.
- By Electronic Transfer
- Direct Payment of cash to the Corporation Bank Accounts.

ENQUIRIES AND COMPLAINT PROCEDURE

- Contacts:
1. Akin 08172027771
 2. Tolulope 08172027772
 3. Fisayo 08172027773

E-mail: info@ogunhousingcorp.com.ng

ADDITIONAL USEFUL DOCUMENTS AND APPLICATION FORM.

1.0 ACCEPTANCE, PROCESSING & APPROVAL OF BUILDING PLANS RESIDENTIAL ESTATE

- 1.1 All building plans in respect of plots on Ogun State Housing Corporation Estates should first be submitted to the Corporation for clearance/approval before applying for necessary approval of the Area Planning Authority (i.e. The Bureau of Urban & Regional Planning).
- 1.2 One main building, with suitable out-building(s) are to be erected on each plot, and such building(s) are to be used strictly for residential purposes approved by the Corporation. (Two suitable outbuildings means one boys' quarter with a maximum of two rooms and a two bedrooms guest chalet).
- 1.3 All buildings are to be constructed of sand cement blocks, burnt bricks or of stone, and are to be roofed with asbestos or aluminum roofing sheets or any other roofing materials approved by the Corporation. Flat reinforced concrete roofs will be permitted for main buildings of suitable design.
- 1.4 There shall be a minimum setback of 6.0 metres from the front beacons/boundary.
- 1.5 There shall be a minimum of 3.0 metres between the main building, the rear and side boundary of the plot. Where there are ancillary buildings, i.e. guest chalets or boys' quarters, there shall be a setback of at least 3.0 metres from the main building or any other building or structure.
- 1.6 Site Coverage shall not exceed percentages applicable in the following residential zones:-
 - (a) High Density Zone: 45% of total site area. A maximum of two flats with a suitable ancillary building consisting of two habitable rooms for each flat is allowed.
 - (b) Medium Density Zone: 40% of total site area. A maximum of two flats, a duplex or single-family housing unit is permissible with a suitable ancillary building consisting of two habitable rooms for each unit. If the proposal is a single-family unit house, a two bedroom guest chalet is allowed plus the two-bedroom boys' quarter.
 - (c) Low Density Zone: 35% of total site area. A single family-housing unit is permissible with boys' quarter with a maximum of three habitable rooms and a two-bedroom guest chalet.

2.0 BUILDING PLANS

- 2.1 Every applicant for approval of building plan shall, before carrying out any proposed development, submit five (5) sets of building plans, prepared, bearing the name, address and telephone number(s), (P.O. Box Number alone not acceptable) of a qualified Architect. (or a registered Draughts-man and signed by same.)

A copy of the approved building plan by the Corporation and the Area Planning Authority must be kept on site for inspection at all times during the period of construction.

(A) ARCHITECTURAL DRAWINGS

- (a) **Survey plan**
 - (i) Survey plan prepared, signed by a Registered Surveyor and marked with a red biro/marker along the boundaries of proposed plot shall be pasted, not stapled, on the back of each site plan sheet.
 - (ii) Where required, the survey plan shall be contoured.

(B) Site Plan

A site plan shall be prepared;

- (i) To a scale of not less than 1:1000
- (ii) Showing the geographical north point;
- (iii) Showing direction of gate swing;
- (iv) Indicating sizes and locations of all proposed developments e.g buildings, septic tanks and soak-away pits, drive-way(s) and parking areas in relation to all existing structures;
- (v) Showing existing structures to be demolished (if any) on the site, to provide space for the proposal;
- (vi) Showing adjoining roads, parking spaces, fence, details of drainage scheme of how all surface and storm waters from the property and those from the adjoining properties will be drained.
- (vii) Land-use Analysis must be indicated on the site plan

(C) **Working Drawings**

- (i) Working drawings shall be drawn to a scale of not less than 1:100 (i.e. 1: 100, 1:75, 1:50) and shall show dimensioned drawings of all the floors, basements, elevations, foundations, sections, roof plans and such other drawings, if any, as are necessary to show any work to be carried out complies with the provisions of this regulation.
- (ii) Building proposal in sloping areas should indicate detailed handling of topography e.g. stepped foundation, basement etc.

(iii) Drawings submitted for the proposed building and ancillary building(s) must include at least two sections (cross and longitudinal) sufficient to explain the scheme with dimensions to scale 1:50; and one of which must be cut through the staircase in the case of a two-storey building.

For ancillary buildings, i.e. guest chalet or boys' quarter, either a longitudinal section or a cross section must be submitted.

(iv) **Elevations**

Elevations of at least the front, rear and one side shall be shown to reflect the height, floor levels and such other relevant particulars. The elevations shall be to a scale of not less than 1:100.

(v) **Lettering/Stenciling**

Lettering/stenciling on all drawings submitted for approval shall be legibly executed in ink and not in pencil.

(vi) **Title and Information Panel**

The relevant name(s)/initials shall be indicated against the "Designed" "Drawn", "Traced" and "Checked" columns of the Title and Information panel of each sheet of the set of drawings.

2.1 (B) **ELECTRICAL/MECHANICAL AND STRUCTURAL ENGINEERING DRAWINGS**

- (a) Submission in respect of basement or two-storey structures (ground and first floor) and above shall be accompanied with structural engineering drawings, details and calculation sheets to meet the following requirements:-
 - (i) Engineering drawings shall be submitted with convenient scales as follows:-
 - (a) General Arrangement 1:100
 - (b) Profiles and Sections 1:75; 1:50; 1:33 ^{1/3}

- (c) Large sections 1:25; 1:10
- (ii) Foundations, Walls, Beams, Slabs and all other structural elements.
- (iii) Services details – plumbing, electrical, airconditioning, ventilation and low voltage electrical installations
- (iii) All structural drawings and details with calculation sheets and services drawings must be prepared by a registered structural Engineer(s) and registered services Engineers respectively, and bear their signatures and seal.

3.0 REQUIREMENTS FOR HABITATION

3.1 LIGHT AND VENTILATION

- (a) All guest rooms and habitable rooms within a dwelling unit shall be provided with natural light by means of exterior glazed openings with an area not less than one-tenth of the floor area of such rooms with a minimum of 1m².
- (b) All bathrooms, water closet compartments, laundry rooms and similar rooms shall be provided with natural ventilation by means of openable exterior openings with an area not less than one-twentieth of the floor area of such rooms with a minimum of 0.14 m². Ventilation of bathrooms and water closet compartments through another internal space is not allowed.
- (c) For the purpose of determining light and ventilation requirements, any room may be considered as a portion of an adjoining room when one-half of the area of the common wall is open, unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room or 2.30m², whichever is greater.
- (d) Required exterior openings for natural light and ventilation shall open directly onto a yard or court located on the same plot as the building.
- (e) Required windows may open into a roofed porch where the porch;
 - (1) abuts a street, yard or court; and
 - (2) has a ceiling height of not less than 2.1m
 - (3) has the longer side at least 65% open and unobstructed.

3.2 SANITARY FACILITIES

- (a) A minimum of one toilet and one shower shall be provided for a maximum of three bedrooms. There shall be a maximum of one toilet and one shower for a maximum of two additional bedrooms.
- (b) Where only one toilet and one shower are provided for three bedrooms, such toilet and shower shall be in separate compartments.
- (c) All bathrooms and toilets shall be enclosed by walls or partitions for all full storey height or be provided with independent ceiling having a clear height of not less than 2.4 metres.
- (d) Every sanitary compartment shall have a door completely closing the entrance to it.
- (e) No pit latrine shall be allowed.
- (f) All bathrooms, toilets and water closets shall be provided with adequate openings located as near the ceiling as possible for natural lighting and ventilation.
- (g) All toilet and kitchen facilities (i.e. wc, shower trays, wash-hand basin, sink etc.), must be indicated to scale on all floor plans.

- (h) The minimum ceiling height for a bathroom, toilet or combined water closet and bath shall be 2.4 metres.

3.3 ROOM DIMENSIONS

3.3.1 Minimum Room Sizes

- (a) The minimum number of habitable room in a dwelling shall be two, exclusive of kitchen, bathroom and lavatory.
- (b) The various rooms in a dwelling shall have the minimum floor spaces set out in the following table:-

Type of Room	Mini floor area in Sq. metres	Min, length on any one side (metres)
Bed (sleeping) Room	12.00	3.00
Living room	12.00	3.00
Dining Room	10.00	2.50
Living-cum-sleeping	20.00	4.000
Living-cum-Dinning	18.00	3.50
Kitchen	6.00	2.00
Kitchen cum-Dinning	12.00	3.00
Water closet or Toilet	2.00	0.90 (900mm)
Bath	3.00	1.50
Combined W.C & Bath	3.60	1.50
Study	9.00	3.00
Garage	18.00	3.00

- Dimension is inclusive of wardrobes.

3.3.2 Ceiling Heights

- (a) No habitable room on the ground floor of a residential building shall have a floor to ceiling height of less than 3.0 metres.
- (b) If any room in a building has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half the area thereof. No portion of the room measuring less than 1.5 metres from the finished floor to the finished ceiling shall be included in any computation of the minimum area thereof.

3.4 Height of Building

- 3.4.1 Only development proposals having not more than 2 floors (i.e. ground floor & first floor) in the main building and one floor only (i.e. ground floor) in the ancillary building will be accepted for processing. (i.e. guest chalet, out-house or boys' quarter)
- 3.4.2 Ancillary buildings shall not exceed single storey height (i.e. bungalow) and shall be roofed with approved roofing materials.
- 3.4.3 Basements or semi-basement shall only be permissible where the topography of the site makes the construction of a basement or semi-basement floor necessary.
- 3.4.4 Basements used as playrooms or for other recreational purposes shall be provided with direct escape route or secondary exit from such basement to a yard or a court leading to a yard.

3.5 Interior Stairways, Corridors and Balconies

- 3.5.1 There shall be two staircases in all two-storey buildings except in a single family house or duplex

- 3.5.2 The minimum headroom in all parts of the stair enclosure shall, not be less than 2100mm measured vertically from the tread nosing or from the floor surface of the landing or platform.
- 3.5.3 All staircase landings and passages shall be provided with proper and sufficient means of lighting and ventilation.
- 3.5.4 All stairways serving and contained within a single residential dwelling shall not be less than 1200mm in width.
- 3.5.5 The maximum riser height shall be 210mm and the minimum tread depth shall be 229mm.
- 3.5.6 The height of risers and the depth of tread shall be constant through-out, and at least two steps shall separate any two landings.
- 3.5.7 Handrails shall not be less than 864mm neither more than 965mm, measured vertically above the nosing of the treads or above the finished floor of the landing or walking surfaces.
- 3.5.8 All corridors must be well ventilated and should be at least 1200mm wide
- 3.5.9. All balconies/ verandahs must be at least 1500mm wide

3.6 **Ancillary Buildings/Out-Houses**

3.6.1 Guest Chalet

- (a) A bungalow or a house can have separate guest chalet provided the design is for only one family. Such chalet may be joined to the house by means of a passage or may be separated. When joined to the main building, a chalet cannot have more than three rooms, living room inclusive. When not joined, to the main buildings, a chalet must again have not more than three rooms, living room inclusive. It may however have a kitchenette, sanitary facilities but no dining room. It may have a carport but no garage.

3.6.2 Boys' Quarter

- (a) Any bungalow or house may have a boys' quarter, which must contain not more than three rooms (Low Density Zone) with kitchen and sanitary facilities. There must be no separate dining or living room. The boys' quarter must not have any garage or carport.
- (b) For a Medium Density Zone proposal, a boys' quarter must contain NOT more than two rooms with kitchen & sanitary facilities.

4.0 **FENCING WORK**

- 4.1 Any person who wishes to carry-out any fencing work, except when the fence is proposed along with the building in the plan submitted, shall submit the following documents:-
 - (a) Completed Application Form(s).
 - (b) Survey Site Plan in respect of the land to be fenced;
 - (c) Any other document that may be required by the Corporation.
- 4.2 Where a building plan incorporates a proposal for fencing, no separate application for fencing shall be required.
- 4.3 Fence wall shall not be more than 2.00 metres in height using the following specifications:-
 - (a) The front fence shall be of perforated blocks or iron works above solid material of height not exceeding 1200mm from the ground level. It will be returned at the sides and extend up to the building line.
 - (b) For corner plots, all sides abutting on the roads must be treated as in (a) above.
- 4.4 No wall fence shall be set beyond the boundary as indicated on the survey plan
- 4.5 No fencing work shall be allowed on any plot without prior written approval of the Corporation.

4.6 Applicants shall provide an entrance culvert of approved pattern for access to the site.

5.0 **ADDITIONS AND ALTERATIONS**

5.1 Extensions to Corporation built houses and existing buildings must adhere to the building regulations as regard submission of building plans, set back, site coverage etc. as stated in the preceding paragraphs.

5.2 Every applicant seeking to obtain approval to convert, alter, add to any building shall, before carrying out such conversion, alteration, addition, shall submit: -

- (a) A completed application on the prescribed form(s),
- (b) Copy of the approved building plan of the building to be repaired or renovated. In case of buildings without approved plan, building plan shall be prepared to reflect the proposed conversion, alteration, addition, repair or renovation.

5.3 The Corporation reserves the right to withhold or withdraw an approved building plan if the Corporation considers that the approval:

- (a) Was given on grounds of default in construction or contravention of building regulation.
- (b) Was obtained by fraud or mis representation,
- (c) Was overtaken by overriding public interest that would adversely affect the development of such plot.
- (d) Of such a building might lower the standard of the Estate.

5.4 **ALTERATIONS**

If in any case a building plan is submitted in respect of any structure, the construction of which has already begun or which is already completed, or to raise a completed building, such application shall be supported by a written undertaking by a registered civil/structural engineer certifying the structural soundness of the existing structure to bear additional load proposed.

6.0 **OPEN SPACES**

6.1 Applicants are warned against planting of trees below any public utilities such as electricity, telephone poles or over-head lines.

6.2 Except with the permission of the Corporation, only trees obstructing erection of buildings or access thereto shall be felled.

6.3 Boundary hedges and at least four shade trees shall be planted for each felled.

6.4 The Corporation reserves the right to make further regulations, which shall be additional, explanatory and/or auxiliary hereto.

7.0 **PETROL FILLING STATION**

7.1 Applications for the processing and approval of petrol filling/service stations will not be accepted unless accompanied with necessary clearance from the Chief Fire Officer for Ogun State and /or any other relevant bodies charged with the responsibility of ensuring compliance with current acceptable standard of construction with respect to fire safety requirements.

7.2 Petrol Filling Stations will be approved only on locations already earmarked as Petrol Filling Station sites on the master plan of the Corporation's estates.

8.0 **SUBMISSION OF TECHNICAL REPORT/ENVIRONMENTAL IMPACT ASSESSEMENT/BUILDABILITY REPORT AS MAY BE REQUIRED**

- 8.1 An applicant shall at the time of submitting his application for Development Permit also submit a detailed Technical/Environmental Impact Analysis Report and Buildability and Maintainability Analysis Report as may be required in respect of application for:
- (a) a residential land in excess of ½ hectare or development in excess of 3 floors or 6 family units;
 - (b) factory building or expansion of factory building;
 - (c) office or other commercial buildings; such as shopping complex, Hall etc.
 - (d) places of worship with user capacity exceeding 50 persons
 - (e) Major recreational development covering more than 2,000 square metres;
 - (f) institutional buildings and public buildings; such as schools etc.
 - (g) petrol/gas filling and service stations;
 - (h) telecommunication towers and stations;
 - (i) advertisement billboards of unusual sizes and heights, urban furniture;
 - (j) Change of use of an existing development;
 - (k) Tank farm and refinery
 - (l) any other building as may be specified in the Regulations made pursuant to Ogun State Urban and Regional Planning Law 2005.
- 8.2 An applicant at the time of submitting his/her application for a change of use shall also submit a Technical Report prepare by relevant professional registered to practice in Nigeria.
- 8.3 An applicant shall before the commencement of any work on the site submit his/her production document for the project which shall be prepared by a builder registered to practice in Nigeria.

9.0 **PREPARATION OF BILL OF QUANTITIES**

The Corporation renders Quantity Surveying services to members of the public at a reduced rate. It also serves as cost consultant/adviser on both Building and Civil Engineering works.

10.0 **OTHER SERVICES - MANAGEMENT OF BUILDING AND MAINTENANCE WORK, BUILDING PRODUCTION DOCUMENTS, FOR GOVERNMENT AND PRIVATE INDIVIDUALS**

The Corporation serves as an advisor in the following area:

- (a) Development of a brief
- (b) Appointment of Advisors/Consultants
- (c) Initial Project appraisal
- (d) Feasibility and Viability studies
- (e) Land acquisition for estates
- (f) Site survey
- (g) Site analysis report
- (h) Soil investigation
- (i) Cost plan
- (j) Final design
- (k) Execution

The Corporation also prepares Building Production Documents as may be required.

- (i) Project Health & Safety plan
- (ii) Project Quantity Management Plan
- (iii) Construction program
- (iv) Construction planning

- (v) Construction Methodology
- (vi) Early warning system chart
- (vii) Information Requirement Schedule

The Corporation also offers professional services in these areas:

- (i) Building Production Management
- (ii) Building Maintenance Management
- (iii) Project Management
- (iv) Building Surveying
- (v) Feasibility and Viability studies
- (vi) Facilities Management
- (vii) Project Monitoring Evaluation
- (viii) Arbitration, Mediation & Expert witness.

11.0 PRE-QUALIFICATIONS & REGISTRATION OF CONTRACTORS TO OGS HC PROJECTS

- 11.1 Evidence of registration with Corporate Affairs Commission (CAC)
- 11.2 Evidence of registration as a Supplier with the Ogun State Housing Corporation.
- 11.3 If you are not already registered with OGS HC, you will be required to pay a registration fee of ₦50,000.00
- 11.4 Evidence of Tax Clearance Certificate, with the Ogun State Government in the last three years with the Tax Identification Number (TIN).
- 11.5 Evidence of financial capacity or bank support to undertake the projects. (Please note that you may be required to provide Advance Payment and Performance Bonds)
- 11.6 Evidence of relevant verifiable experience on similar jobs in Nigeria over the last 5 years stating the location, cost, duration of execution with certificate of completion.
- 11.7 Indication of Technical and Administrative staff strength with academic/professional qualifications.
- 11.8 A verifiable affidavit under the procurement Act 2007 or relevant state laws indicating that the company is not in receivership, none of its Directors have been convicted for fraud and disclosure of relationship with any personnel of the Corporation.

This section needs to be included before section 4.0.

OGUN STATE HOUSING CORPORATION DEVELOPMENT REGULATIONS IN INDUSTRIAL ESTATES

- No use of land shall be commenced on land reserved in industrial estates, except

With the consent of the Corporation. No land comprised in any zone of industrial estate shall be used for the purpose of refuse tipping and disposal.

- All development on land comprised in industrial estates shall comply with any regulations in force.
- No street, already declared as an access, in industrial estates shall at any time be closed or diverted by any lessee without the consent of Corporation.
- Streets shall not be named by any lessee.
- Industrial plots which abut on any street or land reserved for use as access shall be kept clean and free from all tall grasses, weeds or any nuisance and obstruction to pedestrians. The Corporation may serve a notice on any lessee requiring within seven days the removal of such obstruction.
- The sides of industrial plots which do not form boundary with a road are allowed to be fenced with solid materials to a maximum height of 1.90metres. Where the sides form boundary with roads, perforated fence at 0.65metre height over a solid wall fence of height 1.25 metres can only be allowed. There is a contradiction with the same info under residential
 - a) Industrial building shall be set back at a minimum of 12metres from property boundaries abutting on a road. (Only a gate man's shelter is allowed within building line).
 - b) Side and rear air spaces, in which no obstruction is allowed, are at a minimum of 8 metres;
 - c) Space between industrial buildings is at a minimum of 10metres.
 - d) Projections into building line and/or air spaces to a maximum of 2 metres are allowed, provided such projections are not supported by columns.
- Maximum plot coverage allowed is 60% of total site area.
- Display of advertisement boards shall be subject to the written consent of the corporation.

A landscape design plan should accompany any industrial proposal which seeks Corporation's approval.

Provision must be made within the curtilage of industrial plots for loading and unloading of goods and for off-street parking of staff and visitor's cars.

Plans and sections shall be to a scale of not less than 1:100 or, if the building is as extensive as to render a small scale necessary, not less than 1:200.

- The Corporation reserves the right to make further regulations from time to time which shall be in addition, explanatory and/or ancillary hereto.

The developer may have to provide a concrete culvert of approved specification where necessary, to enhance easy entry into his property.

- Site plan must show placement of structures, septic tank and soak-away pits, driveway and parking areas within the plot.
- Site plan sheet must indicate land use analysis.

The corporation reserves the right to withhold or withdraw approval it gives to a building plan on grounds of default in construction or contravention of Building Regulation stipulations.

- Number of architectural & structural drawings shall be:
Minimum 5 sets
Maximum 6 sets
Prepared and signed by an Architectural technician/Registered architect, (structures 4.00, metres in height) and structures of first floor and above prepared by COREN registered Civil/structural engineers.

- All public structures, regardless of the number of floors, such as religions social/cultural, industrial/commercial and educational buildings, should be designed only by registered Architects and Engineers.

- An Inspectorate unit shall be established in the branch offices to monitor the construction of buildings with approved building plans, in collaboration with the design architects/Engineers.