



**KEBBI STATE
MINISTRY OF LANDS, HOUSING & URBAN
DEVELOPMENT**

GUIDELINE FOR OBTAINING SURVEY RECORDINGS/MAPS

Guiding Laws & Regulation

In pursuant of the provisions of the Law Establishing the Kebbi State Geographic Information System Agency (KEBGIS) and for other matters connected therewith Law 008, 2022.

Kebbi State Land Use Regulation, 2022

Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 002; 2020. (Pages 62 – 69).

All individuals and organizations seeking to obtain Survey Recordings/Maps in Kebbi State can apply through the following process;

Step 1

Start your application by using any of the channels below;

Obtain the Application form for free from;

Director, Lands, Ministry of Lands, Housing & Urban Development
2nd Floor, Gwawangaji Secretariat Complex, Birnin Kebbi
234-8030644154;08063834496;08034550031 **OR**

KEBGIS Head Office
No. 5, Off Umar Kaoje Road Birnin Kebbi
234-8033902874;080-69129394 **OR**

Any of the Zonal Offices in Zuru (ADDRESS); Argungu (ADDRESS); Yauri (ADDRESS) & Gwandu (ADDRESS)

OR download and fill or fill the application form(s) online via the links below:

Land 1 Form (L1F)

- Residential Land 1Form (**RSL1F**): <https://kebgis.kebbistate.gov.ng/download/residential-land1/form/>
- Commercial Land 1Form (**CL1F**): <https://kebgis.kebbistate.gov.ng/download/commercial-land1/form/>
- Industrial Land 1Form (**IL1F**): <https://kebgis.kebbistate.gov.ng/download/industrial-land1/form/>

Step 2

Prepare all relevant documents.

To process your application for residential, commercial or industrial land survey recordings/maps, the following documents are required:

- Two passport size photographs of the applicant (**Residential & Individual Commercial only**)
- Photo Identification: National ID Card or International Passport or Driver's License or Voter's Card
- Current Income Tax clearance Certificate OR Visit/contact <https://irs.kebbistate.gov.ng/etax> for TCC and TIN.
- Certificate of Incorporation (**for Corporate bodies**)
- An accepted feasibility study (**Commercial & Industrial**)
- Copy of Memorandum and Articles of Association of the company (in the case of corporate bodies) among other conditions.
- Current Utility bill
- Land Transfer Documents such as Right of Occupancy (RofO) OR Certificate of Occupancy (CofO) OR a Sales Agreement; Deed of Transfer or Inheritance Documents
- Court Affidavit of Police Report in the case of lost/stolen documents

Step 3

Submission of Survey Recordings/Maps Application Form

Manual Submission

- Pay the applicable fees & charges using any of the payment channels below: (see Schedule I (b) of the *Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 002; 2020. Pages 66*)
<https://kebbistate.gov.ng/administration-and-collection-revenue-due-stlg>
 - Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account.
 - SBIR Customer Service Centre located at KEBGIS Head Office (located at No 5, Off Umar Kaoje Road, Gesse Phase II Birnin Kebbi) by POS using a debit/credit card.
- Submit the duly completed Application Form directly to;
 - KEBGIS No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi together with the following documents;
 - Evidence/proof of payment of all fees and charges
 - All applicable documents detailed in Step 2 above.

Electronic Submission

- Make payment using TSA Online payment platform via <tsa/paydirect.e-billings/remita/>
- Complete application form online and upload all relevant documents via <https://kebgis.kebbistate.gov.ng/create-application/>

Confirmation of Application:

**Upon Submission of your application, a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application will be issued by KEBGIS.

Processing Timeline

- We aim to process submitted applications for acquired land **within 10 Working Days** prior to the final stage for collection described in step 4 below

Step 4

Collection of Survey Recordings/Maps

- Successful applicants are notified via text, call or email within 5-10 days to collect their Survey

recordings/Maps.

- Collection shall be at the KEBGIS Head Office at No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi
- Where an applicant has not been notified of a successful application within the 10 working days, he/she should please contact KEBGIS or contact 234- 8033902874 or the Ministry of Lands, Housing & Urban Development situated on the 2nd Floor Phase II, Gwadangwaji Secretariat Complex Birnin Kebbi or call 234-8034403440

For more information, enquiry, or complaints please contact KEBGIS Customer Service located at No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact info@gis.kebbistate.gov.ng or Call +2348033902874; 234-8113902874

Signed:

Permanent Secretary, Kebbi State
Ministry of Lands, Housing & Urban Development
25th October 2022