



IMO STATE GOVERNMENT
MINISTRY OF LANDS, SURVEY & PHYSICAL PLANNING
BLOCK 7, STATE SECRETARIAT, PORT HARCOURT, ROAD, OWERRI

**GUIDELINES, COSTS, TIMELINES ASSOCIATED WITH OBTAINING
CERTIFIED LAYOUT PLAN**

By the Imo State Edict 1978 at [IMSG_State_Edict_1978.pdf](#) (imostate.gov.ng) and Imo State Planning Authorities and Building Regulation Law 1996, all individuals, organizations, and entities seeking approval for a layout plan in Imo State can apply through the following process:

Note: All associated cost that involves government agencies must be paid to the Agency: Government accredited bank -Imo State TSA, Access Bank Account, 0777515446

STEP	PROCEDURE	TIME TO COMPLETE	ASSOCIATED COST
1	<p><u>Application Procedure:</u></p> <p>1.1. All applications for a certified layout plan shall be submitted to the Hon Commissioner, Ministry of Lands, Survey & Physical Planning Block 7, State Secretariat, Porthacourt Road Owerri in the prescribed format below</p> <p>1.2. The application shall include the following documents:</p>	7 working days of submission.	A non-refundable application fee of NGN 200,000 shall be paid at the time of application submission. Imo State TSA Access Bank Account, 0777515446

	<ul style="list-style-type: none"> • Proof of land ownership (C of O or Allocation Paper) • Survey plan of the land • Evidence of payment receipt of N20,000 application fees 		
2	<p>Approval Procedure:</p> <p>3.1. Upon submission, the Imo State Ministry of Lands, Survey & Physical Planning Authority shall review the application for compliance with applicable regulations.</p> <p>3.2. A designated officer of the Ministry shall conduct a site inspection.</p> <p>3.3. Corrections and amendments, if any, shall be communicated to the applicant within the prescribed timeline. The applicant shall be given 14 working days to resubmit the corrected layout plan.</p>	14 working days of the preliminary review.	NIL
4	<p>Issuance of Certified Layout Plan:</p> <p>Upon approval, the certified layout plan shall be issued within 14 working days after payment of the certification fee. Applicants shall receive a text message/email notifying them of the approval and visit the Ministry of Lands, Survey & Physical Planning Block 7, State Secretariat, Porthacourt Road to pick up their approved certified Layout plan between 9 am to 5-m Monday to Friday (except holidays).</p>	14 working days	NIL

FOR ENQUIRIES, CALL THE CUSTOMER CARE UNIT ON 08063562400 OR VISIT THE MINISTRY OF LANDS, SURVEY & PHYSICAL PLANNING, BLOCK 7, STATE SECRETARIAT, PORT HARCOURT ROAD, OWERRI.

SIGNED



Hon Commissioner

Ministry of Ministry of Lands, Survey & Physical Planning

26/12/2023