

## **ONLINE PROCESSING OF CERTIFICATE OF STATUTORY RIGHT OF OCCUPANCY**

In pursuant to sections 5(1) and 9 of the Land Use Act of 1978, the following are the guidelines for processing Certificate of Statutory Right of Occupancy in Osun State.

### **1. Requirements For Processing Certificate Of Statutory Right Of Occupancy.**

- (i) Land Agreement – One (1) photocopy.
- (ii) Original Survey Plan – Two (2) copies.
- (iii) Passport Photograph – One (1) copy per applicant
- (iv) Current Tax Clearance Certificate of the applicant(s).

## **2. Procedure For Processing Certificate Of Statutory Right Of Occupancy**

- i. Payment of Initial deposits.
- ii. Online Registration-  
(e-mail address-: [osunocofo@gmail.com](mailto:osunocofo@gmail.com)).
- iii. Print out of the online form duly filled and signed.
- iv. Inspection of site by relevant officers from Town Planning and Lands Departments and Office of the Surveyor-General.
- v. Survey Investigation at the Office of Surveyor-General.
- vi. Physical Planning clearance of the application.
- vii. Advertisement of application.
- viii. Computation and payment of Issuance fee.
- ix. Preparation of Certificate of Statutory Right of Occupancy and signing by applicant(s).
- x. Transmission of file to Mr. Governor for endorsement.
- xi. Stamping of the Certificate at the Osun Internal Revenue Service.
- xii. Registration of the Certificate at the Lands Registry.
- xiii. Collection of Certificate of Statutory Right of Occupancy.

**3. Fees Payable On Processing Of Certificate Of Statutory Right Of Occupancy.**

**1. Initial Deposit**

- i. Application fee for C of O      N10,000.00
- ii. Site Inspection fee for C of O    N10,000.00
- iii. Advertisement fee for C of O    N15,000.00

**2. Issuance fee for C of O Comprises;**

- i. Balance of Survey – (Total Perimeter Length-90) X N10
- ii. Deed Preparation – N20,000.00
- iii. Deed Registration – N20,000.00
- iv. Town Planning Department fee – N10,000.00
- v. Ground Rent:
  - Residential: First 1500 m<sup>2</sup> @ N30/m<sup>2</sup>  
                  Remaining Size @ N20/m<sup>2</sup>
  - Commercial: First 1500 m<sup>2</sup> @ 45/m<sup>2</sup>  
                  Remaining Size @ N30/m<sup>2</sup>
  - Agricultural - @ N10,000/ Hectare