



ADAMAWA STATE URBAN AND PLANNING DEVELOPMENT BOARD RIGHT OF WAY (ROW) REGULATION AND APPLICATION GUIDELINE

In accordance with the provisions of ADMINISTRATION LAW, 2020 A143 LAW NO. 12, RIGHT OF WAY FEES LAW PAGE 144 and ADAMAWA STATE URBAN AND REGIONAL PLANNING LAW, 2010.

- 1. OBTAIN APPLICATION FORM:** Download the Application Form from our website asupda.adamawastate.gov.ng under the **Document Library** section. All application forms are free. Fill out the form completely and accurately. Leave NO section empty or unanswered.
- 2. PREPARE COPIES OF ALL RELEVANT DOCUMENTS: Prepare all relevant documents for submission (Scanned Originals are preferred).** You are advised to have photocopies made for safekeeping. Photo ID of Directors of the company: National ID Card or International Passport or Driver's License or Voter's Card
 - Passport photographs of the Directors of the company
 - Certificate of Incorporation
 - Certified True Copy (CTC) of Articles & Memorandum of Association
 - Certified True Copy (CTC) of Form CO7 (List of Company Directors)
 - Tax Clearance Certificate or Evidence of Current Tax Clearance Certificate.
 - Certificates of qualified technical staff (where applicable)
 - Application Letter to include Proposed routes, Routes diagram, Distance to be covered, and completion timeline.
 - A project proposal, including a list of routes, scope of work, budget, evidence of funding, portfolio of prior fiber deployment, site survey/assessment plan, risk assessment, occupational health and safety plan, and environmental impact assessment report (EIA).
 - Evidence of payment for application of application, inspection, and supervision fees.

- 3. PAY ALL APPLICABLE CHARGES:** All applications will be given an Invoice Number generated from the Remita biller profile for Adamawa State ([Pay a biller \(remita.net\)](#)) through which payment of a one-time, non-refundable payment of **N100,000** as Processing/Admin/supervision fee. Other fees such as a charge for distance of fiber deployment will be free.
- 4. SUBMISSION:** Submit all relevant documents with proof of payment at the ASUPDA office along Hospital Road, Jimeta, Yola during working ours (Mondays to Fridays, 8am – 5am)
- 5. REVIEW & PROCESSING: Submitted applications will be processed within 5 working days,** as long as they meet the minimum standards to be processed. All documents must be submitted to the Adamawa State Urban and Regional Planning Development Board along with a Bank Teller/ Bank/Remita print-out for the **N100,000** Processing/Admin Fee or mailed to Adamawa State Urban and Regional Planning Development Board located at 16 Hospital Road, Yola, Adamawa State, Nigeria or submit via ROWfees@asupda.adamawastate.gov.ng
- 6. COLLECTION OF ROW CERTIFICATES:** Offers will be made after completed processing and approval is granted. Offers will be subject to the **Adamawa State Revenue Law, 2022 ROW Law, Page 144**. For further information refer to the Adamawa State Revenue Law, 2022 ROW Law, Page 144, email to info@asupda.adamawastate.gov.ng, and copy the office of the Special Adviser to H.E on ICTs, E-Governance and Policy via saict@ssg.adamawastate.gov.ng or visit our website at asupda.adamawastate.gov.ng