



## **ZAMFARA STATE OF NIGERIA**

### **ZAMFARA URBAN AND REGIONAL PLANNING BOARD (ZUREPB)**

**ADDRESS: Canteen Area, opposite CSC, J.B. Yakubu Road Gusau,  
Zamfara State**

### **PERMIT FOR RIGHT OF WAY (ROW) APPLICATION GUIDELINES**

In Accordance with the provisions of `Zamfara State Consolidated Revenue Law No 7, 2020 (as amended). For any subscriber/company to apply for a ROW permit, shall:

#### **Step 1.**

Obtain the ROW Permit Forms from: The office of the Executive Secretary, Zamfara Urban Regional Planning Board Canteen Area, Opposite Civil Service Commission, J.B. Yakubu Road, Gusau, Zamfara State. +2348068063306; +2348065677075; Email: [zurepbinfo@gmail.com](mailto:zurepbinfo@gmail.com) or download application form from our website ([www.zamfara.gov.ng](http://www.zamfara.gov.ng)) under the download forms section. Fill out the form completely and accurately. Leave NO section empty or unanswered.

#### **Step 2.**

**Gather and submit copies of required documents: Originals are preferred. You are advised to have photocopies made for safe keeping.**

- i. Photo ID of Directors of the company: National ID Card or International Passport or Driver's License or Voter's Card.
- ii. Passport photographs of Directors of the company
- iii. Certificate of Incorporation
- iv. Certified True Copy (CTC) of Articles & Memorandum of Association
- v. Certified True Copy (CTC) of Form CO7 (List of Company Directors)
- vi. Tax Clearance Certificate or Evidence of Current Tax Clearance Certificate.
- vii. Certificates of qualified technical staff (where applicable)
- viii. Application Letter to include Proposed routes, Routes diagram, Distance to be covered, completion timeline

- ix. A project proposal, including 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
- x. Evidence of payment
- xi. Site Analysis Report and Plan (SAR&P)
- xii. Environmental Impact Assessment (EIA)

### **Step 3: Processes for Approval:**

- a. The Executive Secretary will forward the submitted documents in step 2 above to the **Director Development Control**.
- b. The Director will forward to
  - i. The **Deputy Director Development Control** for checking, registration and issuance of Unique Application Reference Number (UARN) that carries the File Number for the application.
  - ii. The Deputy Director will forward the registered file to the **Zonal Development Control Officer** of the application area, who after checking and site inspection, will fill **Site Analysis Report (SAR) form** and forward back to the Deputy Director Development Control for onward forwarding to the Director's Office.
  - iii. The Director Development Control will check and recommend for approval or rejection to the Executive Secretary.
  - iv. The Executive Secretary will approve or make any observation as may be required and send the file back to the Director Development Control for further process.

### **Step 4: Cost and Location of Payment**

The applicant will thereafter be requested to make payment if the application is considered and approved via a 'Demand Notice' for possible vandalization of some public facilities, like cutting of tarred roads, culverts and bridges after valuation.

All payment should be remitted to the Zamfara Internal Revenue Service (ZIRS) through [www.payzamfara.com](http://www.payzamfara.com).

Evidence/Proof of the payment for Right of Way permit shall be submitted to the Director Development Control.

### **Step 5: Timeframe**

Submitted application will be processed within 10 working days, as long as it meets the minimum standards to be processed. All collections of approvals shall be at the office of the Director Development Control within the hours of 9am and 4pm, Mondays to Fridays (Excluding Public Holidays).

All correspondence shall be channelled to the office of **Executive Secretary, ZUREPB** located at **Opposite Civil Service Commission (CSC), along J.B. Yakubu Road, Canteen Area, Gusau, Zamfara State** for any application, request, complaint, or enquiry.

For further Information, Contact Zamfara Urban and Regional Planning Board via **+234 912 660 9080** within working hours of Monday to Friday (9am to 4pm), excluding holidays. Alternatively, you can contact the board via **e-mail: zurepinfo@gmail.com** or physically visit our office at **Opposite Civil Service Commission (CSC), along J.B. Yakubu Road, Canteen Area, Gusau, Zamfara State**.

### **Note:**

All applications submitted should be duly processed, approved and endorsed by the Chief Executive of **ZUREPB**. Subsequently, applicant would be contacted via **SMS, Phone Call** or **Email Address he/she provided** to receive his/her approved Right of Way Permit on completion.

**Signed:**  
**Executive Secretary,**  
**Zamfara Urban and Regional Planning**  
**Board (ZUREPB)**

**December 2024**