



ZAMFARA STATE OF NIGERIA
ZAMFARA URBAN AND REGIONAL PLANNING BOARD (ZUREPB)
ADDRESS: Canteen Area, opposite CSC, J.B. Yakubu Road Gusau,
Zamfara State

GUIDELINE FOR NO-FEE APPLICATION AND OBTAINING RIGHT OF WAY (ROW) PERMIT IN ZAMFARA STATE

Legal Basis

This Guideline is issued pursuant to the Zamfara State Government Waiver on Right of Way Charges Order No. 14, 2024 (Z.S.L.N. No. 14, 2024) ("Executive Order No. 14, 2024"), dated 19 December 2024: [Executive Order No. 14, 2024](#).

The Order was made by the Executive Governor of Zamfara State under sections 5(2) and 315(2) of the Constitution of the Federal Republic of Nigeria, 1999 (as amended) and section 87 of the Zamfara State Consolidated Revenue Law No. 7, 2020 (as amended). It provides that:

1. Right of Way charges payable by telecommunication service providers under Executive Order No. 9, 2023 (₦145 per linear metre) are waived in Zamfara State for a period of four (4) years, on the terms and conditions in the Schedule to the Order.
2. Executive Order No. 9, 2023 is suspended for four (4) years commencing 29 February 2024, that is, up to 28 February 2028.
3. The Zamfara State Internal Revenue Service (ZIRS), ZUREPB and any other agency responsible for such collections shall comply with the Order.
4. The Attorney-General of Zamfara State shall take legal action against any person who fails, neglects or refuses to comply with the Order.

Accordingly, **no Right of Way charge shall be demanded from or paid by any telecommunication service provider** for a ROW permit processed under this Guideline during the waiver period. Any demand for such payment by an officer or agent should be reported to the Office of the Executive Secretary, ZUREPB.

Stage 1: Obtaining the Application Form

The ROW Permit Application Form is issued free of charge and may be obtained:

- from the Office of the Executive Secretary, ZUREPB, Canteen Area, Opposite Civil Service Commission, J.B. Yakubu Road, Gusau; or
- by download from www.zamfara.gov.ng under the Download Forms section; or
- by request to zurepinfo@gmail.com.

For manual application: the applicant shall write an application letter on its company letterheaded paper, addressed to the Executive Secretary, ZUREPB, at the address above.

The form must be filled completely and accurately. No section should be left empty or unanswered.

Timeline: within one (1) working day.

Stage 2: Documents Required on Application

The following shall be submitted with the completed form. Originals shall be presented for sighting where required; applicants are advised to keep photocopies.

1. Photo ID of the Directors of the company (National ID Card, International Passport, Driver's Licence or Voter's Card).
2. Passport photographs of the Directors of the company.
3. Certificate of Incorporation.
4. Certified True Copy (CTC) of the Memorandum and Articles of Association.
5. Certified True Copy (CTC) of Form CO7 (Particulars of Directors).
6. Tax Clearance Certificate or evidence of current Tax Clearance Certificate.
7. Certificates of qualified technical staff (where applicable).
8. Application letter stating the proposed routes, route diagram, distance to be covered and completion timeline.
9. A set of A3 coloured copies of line drawings showing the proposed route, manholes and base stations of connection.
10. A spreadsheet of the road distance schedule showing ring name/base station ID, proposed road distance (m), road name (if available), starting and ending coordinates and proposed manhole coordinates, in both hard and soft copy.
11. A project proposal, including the list of routes, scope of work, budget, evidence of funding, portfolio of prior fibre deployment, site survey/assessment plan, risk assessment and occupational health and safety plan.
12. Site Analysis Report and Plan (SAR&P).
13. Environmental Impact Assessment (EIA), where applicable.

No evidence of payment of any Right of Way charge is required, as such charges are waived under Executive Order No. 14, 2024.

Stage 3: Submission and Registration of Application

- The completed form and documents shall be submitted to the Office of the Executive Secretary, ZUREPB, Canteen Area, Opposite Civil Service Commission, J.B. Yakubu Road, Gusau, or by email to zurepbinfo@gmail.com.
- The Executive Secretary shall forward the application to the Director, Development Control.
- The Deputy Director, Development Control shall check and register the application and issue a Unique Application Reference Number (UARN) carrying the File Number.
- The applicant shall be issued an acknowledgement letter stating the UARN and any further requirements.

Timeline: within one (1) working day.

Stage 4: Site Inspection and Reporting

- The Deputy Director, Development Control shall forward the registered file to the Zonal Development Control Officer for the application area.
- The Zonal Development Control Officer shall inspect the proposed routes, complete the Site Analysis Report (SAR) form and return it to the Deputy Director for onward transmission to the Director, Development Control.
- The applicant or its representative shall be available to accompany the inspection team on the proposed routes.
- Any variation between the distance applied for and the distance found on inspection shall be recorded in the SAR, and the applicant shall submit an amended route schedule. No charge shall arise from such variation during the waiver period.

Timeline: within four (4) working days. This depends on the applicant's readiness for inspection and the number of Local Government Areas covered.

Stage 5: Approval and Issuance of Right of Way Permit

- The Director, Development Control shall review the SAR and recommend approval or rejection to the Executive Secretary.
- The Executive Secretary shall approve the application or make any observation required, and return the file to the Director, Development Control for further processing.
- Successful applications are assessed at **zero Right of Way charge**, as provided in Executive Order No. 14, 2024.
- Where the approved works involve cutting of tarred roads, culverts, bridges or other public facilities, the applicant shall reinstate them at its own cost. Where the Board, after valuation, issues a Demand Notice for reinstatement, that sum is a restoration cost for damage to public assets and not a Right of Way charge. Any such payment shall be made only to ZIRS through www.payzamfara.com, and proof of payment submitted to the Director, Development Control.
- The approved permit shall be endorsed by the Executive Secretary, and the applicant notified by SMS, phone call or email for collection.
- Permits shall be collected at the Office of the Director, Development Control, between 9:00am and 4:00pm, Mondays to Fridays, excluding public holidays.

Timeline: within four (4) working days.

Where all requirements are met, the entire permit process takes ten (10) working days.

Stage	Activity	Timeline
1	Obtaining application form	1 working day
2	Documents required	Submitted with form
3	Submission and registration	1 working day
4	Site inspection and reporting	4 working days

5	Approval and issuance of permit	4 working days
Total		10 working days

Enquiries and Complaints

All applications, requests, complaints and enquiries shall be directed to the Office of the Executive Secretary, ZUREPB, Opposite Civil Service Commission (CSC), J.B. Yakubu Road, Canteen Area, Gusau, Zamfara State.

- Phone: +234 912 660 9080; +234 806 806 3306; +234 806 567 7075
- Email: zurepinfo@gmail.com
- Website: www.zamfara.gov.ng
- Office hours: 9:00am to 4:00pm, Mondays to Fridays, excluding public holidays

Signed:

**Executive Secretary,
Zamfara Urban and Regional Planning
Board (ZUREPB)
December 2025**