



NIGER STATE URBAN DEVELOPMENT BOARD

Block F, Old Secretariat, Mu'azu Mohammed Road, P.M.B, 186 Minna, Niger State

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

This guideline is in pursuance to the provisions of the Niger State Urban and Regional Planning Development Board,

Edict No.3 of 1999, <https://nogp.nigerstate.gov.ng/storage/NIGER-STATE-URBANDEVELOPMENT-BOARD-BUILDING-REGULATIONS-2023-1.pdf>

The law is the domestication of the provisions of the Nigerian Urban and Regional Planning Law of 1992, and the Niger State Right of Way for Fibre Optic Deployment Regulation 2024.

<https://nogp.nigerstate.gov.ng/wp-content/uploads/NIGER-STATE-RIGHT-OF-WAYREGULATION-FOR-FIBER-OPTIC-DEPLOYMENT-2024.pdf>

The Niger State Urban Development Board is the one-stop shop for the process of obtaining Right of Way Permit in Niger State as empowered by the law stated above

STAGE1	<p>Conditions for Obtaining Right of Way Permits:</p> <p>Obtaining of Application Form</p> <p>Application for Optic Fiber Right of Way Permit visit: https://nsudb.nigerstate.gov.ng/opticfibre-laying-application-fom-2/</p> <p>For Manual Application:</p> <p>Applicants are required to write an application letter, with company letter headed paper, addressed to the General Manager, Niger State Urban Development Board Headquarters: Block F Old Secretariat, Mu'azu Mohammed Road, Minna</p> <p>The process timeline is within one(1) working day</p>
STAGE2	<p>Documents Required on Application</p> <p>The following items shall be submitted to the Board:</p> <ol style="list-style-type: none">i. A set of A3 coloured copies of Line Drawings showing the proposed route, manhole and base stations of connections.ii. spreadsheet of road distances schedules showing Ring Name/ base station ID, Proposed road distance (m), road name (if available), starting and ending coordinate, and proposed man-hole coordinates, should be submitted in both hard and soft copy.

STAGE3	<p>Submission of Application Form.</p> <ul style="list-style-type: none"> • For Manual Submission: Submit the duly completed application form through: nsudb.mx@gmail.com or at the Board's Headquarters Registration Office, Block F Old Secretariat, Mu'azu Mohammed Road, Minna. • Application will be provided with a registration reference number • The applicant will be issued with acknowledgement letter stating the application reference number and any further requirements. • The process above can be achieved within 1 working day
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STAGE4	<p>Site Inspection and Reporting</p> <ul style="list-style-type: none"> • Upon the submission of the application for Right of Way (ROW) permit, the applicant shall arrange and convey our staff (inspectors) for the proposed routes inspection. • Variations from the distance applied for during inspection will be charged accordingly. • Processing timeline is within two (2) working day minimum. The timeline strongly depends on the applicant's readiness to go for the inspection and number of local government areas to cover.
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STAGE5	<p>Issuance of Right of Way Permit.</p> <ul style="list-style-type: none"> • Successful applications are assessed based on zero building/development plan permit fees as enshrined in the Niger State Implementation of No-Fee Right of Way For Telecommunication Infrastructure Order No 7: https://nogp.nigerstate.gov.ng/wpcontent/uploads/NIGER-STATE-BILL-FOR-NO-FEE-RIGHT-OF-WAYIMPLEMENTATION-2024.pdf • Issuance of right of way permit will be within three (3) working days. • Where all requirements are met, the entire permit process takes five (5) working days • Applicants are to collect the ROW permit at the Headquarters. • The Board's offices operate between 8:00am and 4:00pm Mondays to Friday except public holidays
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Director General

Abdulrahman J.G Mohammed

Niger State Urban Development Board, Headquarter Office: Block F old Secretariat, Mu'azu Mohammed Road, Minna. Zonal Office: Bida, Suleja, Kontagora, New Bussa and Lapai Local Government Areas Niger State

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ADDENDUM TO THE GUIDELINE FOR NO-FEE APPLICATION AND OBTAINING RIGHT OF WAY (ROW) PERMIT IN NIGER STATE (2024)

(Administrative Clarifications and Supplementary Provisions)

1. Purpose of this Addendum

This Addendum is issued to provide administrative clarity, strengthen inter-agency coordination, and enhance transparency in the implementation of the Guideline for No-Fee Application and Obtaining Right of Way (ROW) Permit in Niger State (2024), without altering its substantive provisions or the zero-fee policy framework.

2. Clarification on State-Level Approvals

The Niger State Urban Development Board (NSUDB) remains the lead and approving authority for all ROW applications. Where applicable, NSUDB may coordinate administratively with other MDAs without requiring additional approvals from applicants.

3. Reinstatement and Restoration Obligations

All ROW permit holders shall restore affected infrastructure to acceptable standards within timelines agreed during inspection. Failure may attract enforcement actions under applicable laws.

4. Digging, Excavation, and Ancillary Works

ROW permit fees remain zero. Permit holders shall comply with technical specifications and bear reinstatement costs. No additional digging fees shall apply.

5. Documentation and Procedural Transparency

NSUDB is the responsible MDA for all procedural stages. Required documentation, timelines, and inspection outcomes shall be formally communicated to applicants.

6. Service Timelines and Administrative SLAs

Published timelines constitute service benchmarks and shall guide administrative processing subject to applicant readiness and inspection scope.

7. Payments, Modes, and Locations

No payments are required for ROW permits. Any future incidental payments shall be formally communicated and processed through official government channels only.

8. Legal Basis

This Addendum is issued pursuant to existing planning laws, ROW regulations (2024), and Executive Order No. 12 of 2024.

9. Effective Date

This Addendum takes effect immediately upon publication.

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