Guideline for Processing Plot Subdivision, Merger and Extension (PSME)

PSME REQUIREMENTS

A. Application

i. That all applications for plot subdivisions, mergers and extensions, as the case may be, shall be made by the allottee/title holder to the Department of Land Administration for processing. Such requests shall be addressed to:

The Director,

Department of Land Administration,

Federal Capital Territory Administration,

Abuja.

ii. The application shall be accompanied by the following:

a) A duly completed PSME Applicant Data Form;

b) Evidence of payment of non-refundable PSME application fee to the Department of Land Administration;

c) Photocopy of document(s) of grant of land (R-of-O and C-of-O);

d) Evidence of payments of all prescribed fees, i.e. ground rent, statutory right of occupancy fees and assignment fees where applicable;

e) Photocopy of CAC documents, board resolution and tax clearance where applicable;

f) Detailed subdivision/merger/extension survey plan prepared, and sealed by a registered surveyor;

g) Photocopy of approved building plan, where applicable; and

h) Photocopy of valid means of identification of allottee/title holder; in the case of a corporate organisation, photocopies of valid means of identification of proprietors/trustees/directors.

iii. The PSME application and the above-mentioned supporting documents shall be submitted at:

The Department of Land Administration,
Federal Capital Territory Administration,
No. 4, Peace Drive,
Central Business District,
Abuja.

B. Fees Payable

The PSME fees payable shall be as follows:

i. **Application Fees –** a non-refundable application fee for plot subdivisions, mergers or extensions (PSME)

a) FCC Phase I – Five Million Naira (₦5,000,000.00)

b) FCC Phase II – Four Million Naira (₦4,000,000.00)

c) FCC Phase III – Three Million Naira (₦3,000,000.00)

d) FCC Phase IV – Two Million Naira (₦2,000,000.00)

e) FCC Phase V – One Million Naira (₦1,000,000.00)

f) Area Council (AMAC) – One Million Naira (₦1,000,000.00)

g) Area Council (Bwari) – One Million Naira (₦1,000,000.00)

h) Area Council (Kuje) – Five Hundred Thousand Naira (₦500,000.00)

i) Area Council (Gwagwalada) – Five Hundred Thousand Naira (₦500,000.00)

j) Area Council (Kwali) – Two Hundred and Fifty Thousand Naira (₦250,000.00)

k) Area Council (Abaji) – Two Hundred and Fifty Thousand Naira (₦250,000.00)

C. Mode of Payment - All fees shall be paid to the Federal Capital Territory Administration by e-payment through the REMITA Portal by visiting https://remita.net, and clicking on Pay TSA & States, then selecting FEDERAL CAPITAL TERRITORY ADMINISTRATION, Enter/Select FCT DEPARTMENT OF LAND ADMINISTRATION; then choose the applicable fee(s) to be paid.