

OBAFEMI AWOLowo UNIVERSITY

STUDENTS VILLAGE DEVELOPMENT COMMITTEE



PROCEDURE FOR APPROVAL OF APPLICATION FOR LAND AND DEVELOPMENT

The following are the steps which a developer takes in obtaining approval for an application for land and development.

1. Collect an application form from PPDU or download an Application Form from OAU website
 2. Fill the form and add attachments
 3. Using Remittal platform, pay N10,000 at cash office and submit receipt at PPDU along with Application Form and attachments required.
 4. Students Village Development Committee (SVDC) meets every 3 months or as often as applications need to be urgently considered. Meetings may be scheduled within two weeks in the case of urgent applications.
 5. Approval is given/not given at each meeting.
 6. On approval of application, a site is allocated by, the PPDU (Planning Officer), Secretary of the SVDC and Head of the Department of Estate Management, to the developer.
 7. The Secretary of SVDC communicates the allocation decision to developers within a week of the meeting.
 8. Copies of approval decisions go to the Legal unit.
 9. To be considered for approval, some developers may need to be interviewed. Interviews will be organized for such developers especially large scale developers. At these interviews, the developers present their proposals to the SVDC.
 10. The developer indicates acceptance of the proposed site in writing.
 11. Developer is furnished with Development Guidelines and a copy of the Legal Agreement by the Secretary of SVDC.
 12. The developers will thereafter prepare sketch/conceptual architectural drawings which show furniture and dimensions and submit for approval at PPDU within one week.
 13. If approved, the developer submits two complete sets of construction drawings (architectural, structural, M&E) to the PPDU. This should also include a schedule of work programme/timeline, and who the representative on site would be. All submitted drawings should be signed and stamped by relevant professionals. Approval period at PPDU should not be more than two weeks. This approval must be communicated in writing.
 14. If approved, the developer would proceed to the Legal Unit to collect and sign agreement and to also pay legal fees.
 15. The developer thereafter takes possession of the site and mobilizes to site. The Moratorium period for construction commences. This is a period of 18 months for bungalows and 24 months for storey buildings.
 16. A periodic inspection of the project will be undertaken by the relevant arms of the University to ensure that the developer complies with the agreement of the contract. Copies of the inspection report should be forwarded to the SVDC.
 17. Any amendments to the project/development should be communicated to the PPDU for approval and subsequently to the SVDC for information and noting.
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