



# **Right Of Way (ROW) Permit Application Guideline**

Adamawa State Urban Planning & Development Authority (ASUPDA)

November 2025

In accordance with the provisions of ADMINISTRATION LAW, 2020 A143 LAW NO. 12, RIGHT OF WAY FEES LAW PAGE 144, ADAMAWA STATE URBAN AND REGIONAL PLANNING LAW, 2010 and Updated Adamawa State Right of Way Regulation 20th December 2023.

### **STEP 1: ACCESS THE E-PERMIT PORTAL**

- Visit <https://asupda.adamawastate.gov.ng>
- Click EServices on the menu bar
- Select E-Permit Application

### **STEP 2: CREATE AN ACCOUNT (NEW USERS)**

- Click Create New Account
- Complete all registration fields accurately
- Login credentials are sent to your registered email address

### **STEP 3: LOGIN TO DASHBOARD**

- Log in using your email and password
- From the right-hand menu, click My Applications

### **STEP 4: START A NEW RoW APPLICATION**

- Click Submit New Application
- Select Right of Way (RoW)
- Complete the online application form
- Upload all required documents (see checklist below)

### **REQUIRED DOCUMENTS (UPLOADED ONLINE)**

Applicants must upload clear scanned copies of the following:

#### **Corporate & Identity Documents**

- Certificate of Incorporation
- Certified True Copy (CTC) of Memorandum & Articles of Association

- Certified True Copy (CTC) of Form CO7 (List of Directors)
- Valid photo ID of company directors (NIN, Passport, Driver's Licence or Voter's Card)
- Passport photographs of directors
- Tax Clearance Certificate or evidence of current tax compliance
- Certificates of qualified technical staff (where applicable)

### **Technical & Project Documents**

- Formal Application Letter stating:
  - Proposed routes
  - Route diagrams
  - Distance to be covered
  - Project completion timeline
- Detailed Project Proposal including:
  - List of routes
  - Scope of work
  - Project budget
  - Evidence of funding
  - Portfolio of previous fibre or infrastructure deployments
  - Site survey / assessment plan
  - Risk assessment
  - Occupational Health & Safety plan
  - Environmental Impact Assessment (EIA), where applicable

### **STEP 5: PAYMENT OF PROCESSING FEE**

- System generates an invoice via the Payment Gateway
- Pay ₦100,000 (one-time, non-refundable Processing / Administrative / Supervision Fee)
- Charges based on fibre distance deployment are waived

### **STEP 6: SUBMIT APPLICATION**

- Submit completed application and payment proof online
- Application enters ASUPDA review workflow

### **STEP 7: REVIEW & PROCESSING**

- ✓ Applications reviewed in line with Adamawa State RoW Regulations
- ✓ Processing timeline: within 21 working days, subject to completeness and compliance
- ✓ Additional clarification may be requested electronically if required

### **STEP 8: APPROVAL & CERTIFICATE ISSUANCE**

- Successful applicants are notified electronically
- Right of Way approval is issued in accordance with:
  - Adamawa State Revenue Law (2022)
  - Right of Way Fees Law (Page 144)
    - RoW Certificate generated digitally and made available to the applicant