



ADAMAWA STATE ENVIRONMENTAL PROTECTION AGENCY (ASEPA)

PROCEDURE FOR OBTAINING AN ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIA)

Guiding Laws & Regulation

Adamawa State Environmental Protection Agency Edict, 1998 and Adamawa State Revenue Administration Law, No. 2020, First schedule, Section 4, Item 35 (b), Environmental Impact Encasement (EIA), page 114

https://finance.adamawastate.gov.ng/ova_doc/adamawa-state-revenue-administration-law-2020/

STEP 1: Obtain Application Form:

Start your application by obtaining an application form at the Adamawa State Environmental Protection Agency (ASEPA) Ministry of Environment, State Secretariat, Yola, Adamawa State.

STEP 2: Prepare All Relevant Documents:

To process your application for an EIA, Report the following documents are required:

- a. A copy of the ADGIS Certificate of Occupancy (CofO).

Note: Where the ADGIS CofO has not been issued, an ADGIS acknowledgment letter may be submitted. Please note that this may however cause a delay in the processing of your application pending when the copy of the CofO is submitted.

- b. Site Analysis Report SAR prepared by consultants with a clear satellite image, sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments)
- c. Building Plan/Development Permit issued by ASUPDB.

- d. Soil Investigation Report (SRI) (for multi-story buildings that exceed three floors)
- e. Feasibility/Visibility report prepared by consultants (for mass housing, agricultural, petrol/gas station, commercial, industrial development).
- f. Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all developments).
- g. Service approvals including Fire and Police Reports (for petrol/gas stations, hotels, and multi-story developments that exceed four floors). Visit/contact any fire service department/police station nearest to you in Adamawa State for a fire/police report.
- h. Recent utility bill or bank statement (containing the same address as the contact address specified on the form).

STEP 3: Pay The Applicable Fee:

Please see the applicable fees & charges below as captured on the Adamawa State Environmental Protection Agency, EDICT of 1998/Adamawa State Revenue Administration Law of 2020/2023

Pay the applicable fee using any of the available payment channels:

1. Registration of project- **N20,000.00** (TSA)
2. Report production- **N 650,000.00** (to the consultant via the ASEPA account)
3. Technical Review- **N150,000.00** (ASEPA account)
4. Certification- **N150,000.00**. (TSA/Board of Internal Revenue)
 - TSA Online payment platform via [Pay a biller \(remita.net\)](https://remita.net)
 - Any Commercial Bank in the State using the TSAAdamawaPAYDIRECT account.
 - PoS using a debit/credit card at the BIR Customer Service Centre located at the BIR Customer Service Centre located at Adamawa Environmental Protection Agency, Yola South LG Secretariat, Yola.

STEP 4: Submission of documents:

Submit the duly completed application form, relevant documents in step 2 above and evidence of payment of all fees directly to ASEPA.

Applicants will be provided with a unique Application Reference Number and an acknowledgment letter that carries the file number for the application by ASEPA.

STEP 5: EIA Approval:

Submitted applications for EIA Report will be processed within 21 Working Days prior to the final stage for collection described in step 4 below.

STEP 6: Collection of EIA Report:

Applicants will be notified within 9 working days of EIA approval. Applicants are to visit Adamawa State Environmental Protection Authority ASEPA located at, Yola South LG Secretariat, Yola to collect their EIA Report/Certification approval in person **OR** issue an authorization letter duly signed by the applicant attaching ASEPA's acknowledgment letter, Passport of the applicant and valid identity card of the representative.

For more information, inquiry, or complaints please contact the ASEPA Head Office located at Yola South LG Secretariat, Yola. between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at 07038901045 or email: info@asepa.adamawastate.gov.ng

Signed: General Manager,
Adamawa State Environmental Protection Agency
December 5, 2023