

Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
Office of Land Survey & Remonumentation

Peer Group Review Guidelines

County Plan Requirements for Meeting to Occur:

1. Meeting for the review and ratification of corners is properly scheduled and public notice is posted
2. Minimum of three non-associated members present (one member shall be the County Surveyor/Representative who shall chair the meeting)

Minutes to Report the Following:

1. Minutes (approved minutes are preferred; however, unapproved minutes are acceptable)
 - a. Date
 - b. Time
 - c. Place
 - d. Members Present (Affiliation)
 - e. Members Absent
 - f. Other Attendees
 - i. Name
 - ii. Affiliation
 - iii. Role (Alternate members, monumentation surveyors, grant administrator, secretary, visitor, etc.)
 - g. Decision for each corner presented (itemized corners and corresponding votes)

Corner Ratification:

1. A minimum of three non-associated licensed surveyors (peer group members) voting in the affirmative
2. Must abstain: monumentation surveyor on his/her corners being presented
3. Not eligible to vote: non-licensed surveyors and non-members

Please Note:

1. Invite surveyor(s) with conflicting corner position(s)
2. See the County Plan, Information Memorandum No.12 and the Open Meetings Act for further guidance