

Department of Licensing and Regulatory Affairs  
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 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. Company
    - iii. Role (Alternate members, monumentation surveyors, grant administrator, secretary, visitor, etc.)
  - g. Decision for each corner presented

**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