

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

Documentation Requirements

Beginning with the 2002 Survey and Remonumentation grant, the required expenditure documentation for both the work progress and completion reports shall consist of the following, **at a minimum:**

- County Treasurer 245 Account printout or equivalent ledger providing a detailed history of all transactions posted to the Survey and Remonumentation account as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, “State Survey and Remonumentation Fees”.
- The 245-Account printout must provide a detailed record of all expenditures incurred by county employees for related administrative and/or overhead expenses, including salary and fringe benefits.
- A detailed invoice for all expenditures posted to the Survey and Remonumentation account, i.e., from each peer group member, from all surveyors and service contractors, for all supplies and equipment purchases, and a breakdown of all county administrative charges.
- Narrative of the total work accomplished during the grant year, including an explanation for all additional work completed that was not specified in the approved annual work program and any work not completed that was specified in the approved work program.

The County Grant Administrator is responsible for providing clarification of the County Treasurer’s printout or submitting additional narrative if the report does not clearly identify all deposits and expenditures as they relate to the individual line items and work program categories on the work progress or completion reports.

Please use the following legend to identify the line item/work program category expenditures:

PG	=	Peer Group
CSS/R	=	Contractual Survey Services/research on corners
CSS/M	=	Contractual Survey Services/monumentation of corners
CSS/SOC	=	Contractual Survey Services/setting of coordinates
CSS/REC	=	Contractual Survey Services/recovery of existing control stations
SM/R	=	Supplies and Materials/research on corners
SM/M	=	Supplies and Materials/monumentation of corners
SM/SOC	=	Supplies and Materials/setting of coordinates
SM/REC	=	Supplies and Materials/recovery of existing control stations
E/R	=	Equipment/research on corners
E/M	=	Equipment/monumentation of corners

E/SOC	=	Equipment/setting of coordinates
E/REC	=	Equipment/recovery of existing control stations
A/M	=	Administration/monumentation of corners
A/R	=	Administration/research on corners
A/SOC	=	Administration/setting of coordinates
A/REC	=	Administration/recovery of existing control stations

Required Work Completion Documents:

A copy of the Land Corner Recordation Certificates (LCRC) for each corner monumented during the grant period is required. When filing the completion report, you should submit only those LCRC's not previously submitted with the work progress report, if any.

If a corner is common to more than one township, provide a copy of the LCRC for each township and identify the common corner(s). **Please note:** All LCRC's are to be submitted in legal size (both paper and type size).

Questions?

If you have any questions or need further information, please contact:

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