

## Reviewer Instructions: County Land Information Plan Review

This instruction sheet is designed to assist reviewers in the process of reviewing county land information plans. Peer review of these plans is an important assignment for land information officers (LIO's).

Each LIO has been asked to review two plans according to the review process approved by Land Information Officers Network (LION) and the Wisconsin Department of Administration (DOA). If you can not complete the review of the plan within 30 calendar days, please contact the Wisconsin Land Information Program (WLIP) grant administrator, Peter Herreid, at 608-267-3369 or [Peter.Herreid@wisconsin.gov](mailto:Peter.Herreid@wisconsin.gov).

Responses to the review form can be entered in electronically and emailed to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov). The review form document was developed as a check form and to mirror the layout of the Uniform Instructions for Preparing County Land Information Plans December 2009. The form is basically an outline of the instructions document, which should be familiar to anyone who has developed a plan. Please note room is available for comments following each section but that boxes can simply be checked to indicate completion of plan components.

Rankings for section areas are as follows:

<b>Very Good</b>	Exceeds minimum requirements, addressed additional components.
<b>Complete</b>	Meets minimum requirements; only addressed required elements.
<b>Revise/Clarify</b>	Notes a missing element or clarification requested. (Reviewer is responsible for specifying the reason for this selection.)

Along with these plan review instructions, you should have received the Uniform Instructions for Preparing County Land Information Plans, plan review form, as well as the review assignments and map. Have a copy of the plan instructions available while completing the reviews to reference specific language for each section.

Plans that you are assigned to review will be sent to you by the DOA in electronic format. Please return the reviews to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov).

Peter Herreid, the WLIP grant administrator, will collect the reviews and distribute them back to the counties. Counties will be asked to respond to any reviews that call for plan revisions or clarifications. This will mean either revising the draft plan or detailing in writing why the revision or clarification is not necessary. The plan owner's responses will be sent to the DOA.

On completion of review, counties should take appropriate actions to formally adopt plans as deemed appropriate by each county. The county LIO is responsible for submitting their final plan to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov)

Please contact Peter Herreid, WLIP grant administrator, if you have questions about what is required. Their contact information is listed below. Thank you for participation in this process.

**Peter Herreid, Grant Administrator**  
**Wisconsin Land Information Program**  
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**Madison, WI 53702**  
608-267-3369  
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