Title: Administrative Policy Signature Authority for Deeds and Easements	**Policy No.** Part 7, Planning and Land Use Chapter 5, Miscellaneous Section 5
	Effective Date December 5, 2006
Policy Custodian Planning and Zoning Division	**Adoption/Revision Date** December 5, 2006

Adopting Resolution(s): CC06-544

References (Statutes/Resos/Policies): CC92-453, CC92-573, CC04-065, CC06-066

Purpose: To permit the Chairman of the Board of County Commissioners to sign commissioner's deeds and acceptance certificates on right-of-way and easement deeds under defined circumstances.

Policy: Signature Authority for Deeds and Easements

A. The Chairman of the Board of County Commissioners is authorized to execute:

1. The acceptance certificate on deeds conveying rights-of-way and/or easements to the County,

2. Commissioner's deeds conveying easements or relinquishing County interest in an easement, and

3. Commissioner's deeds for the conveyance of park land and school land when a parcel of land has been conveyed to the County to satisfy a park and school dedication requirement, and the County desires to convey that land to another entity for such continued use.

B. The following criteria must be met prior to execution:

1. The deed or easement is required pursuant to County regulations as a part of an approved Cooperative Road Improvement or other County project, or any land development regulation, including, but not limited to a plat, exemption from plat, site development plan, minor amendment and site approval;

2. The deed or easement and legal description have been approved by the County staff; and

3. The deed or easement has been approved as to form by the County Attorney's Office.