

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 6, 2016
Policy Custodian Development and Transportation Department	Adoption/Revision Date December 6, 2016/July 2018

Adopting Resolution(s): CC16-476

References (Statutes/Resos/Policies): CC92-453, CC92-573, CC04-065, CC06-066, CC06-544, CC15-310

Purpose: To permit the Chairman of the Board of County Commissioners to sign 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. Deeds conveying right-of-way and/or easements or relinquishing county interest in an easement, and
3. 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 one of the following:
 - a. 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 adjustment, land disturbance permit and site approval; or
 - b. The avigation easements is obtained in accordance with the Rocky Mountain Metropolitan Airport Master Plan, as such may be amended from time to time; and
2. The deed or easement and legal description have been approved by county staff; and
3. The deed or easement has been approved as to form by the County Attorney's Office.