



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Authorization To Execute Documents Previously Approved By The Board	Approval Date 1/9/90
POLICY CUSTODIAN County Manager	Revision Date 8/13/02

PURPOSE: To facilitate the efficient management of county business.

DEPARTMENT
 RESPONSIBLE: County Manager

DEPARTMENT(S)
 AFFECTED: All

POLICY: The Chair of the Board of County Commissioners, the Vice-Chair of the Board of County Commissioners, and the County Manager are hereby authorized to execute documents previously approved by the Board as follows:

1. As to documents conveying interests in real property, pursuant to C.R.S. § 38-30-141, the Board of County Commissioners orders that the Chair is appointed Special Commissioner to execute subdivision plats and deeds selling and conveying fee simple, leasehold, easement, and right-of-way interests in real property and to affix to any conveyance thereof the official seal of the county. If the Chair is not available to execute said documents, the Vice-Chair is appointed Special Commissioner to execute and affix the official seal of the county to the same. If the Chair and Vice-Chair are not available to execute said documents, the County Manager is appointed Special Commissioner to execute and affix the official seal of the county to said documents. This policy shall be entered of record among the proceedings of the Board of County Commissioners.

2. As to documents not conveying an interest in real property, the Chair of the Board of County Commissioners is authorized to execute all contracts, agreements, licenses, ordinances, resolutions, and other documents. If the Chair is not available to execute those documents, the Vice-Chair is authorized to execute them. If both the Chair and Vice-Chair are not available to execute those documents, the County Manager is authorized to execute them. If the Chair, the Vice-Chair, and the County Manager are unavailable to execute those documents, the Director of Finance is authorized to execute them.