



**Loudoun County, Virginia**

[www.loudoun.gov](http://www.loudoun.gov)

Office of the County Administrator

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**DATE:** May 24, 2007

**TO:** Lewis Rauch, Director of the Office of Capital Construction

**FROM:** Kirby M. Bowers, County Administrator

**SUBJECT:** Delegation of Authority—Real Property Administration

Section 15.2-1541 of the Code of Virginia states that I am “responsible ... for the proper management of all the affairs of the locality which the governing body has authority to control.” That section also authorizes me to “see that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body or officers subject to the control of the governing body are faithfully executed.” Effective immediately I designate you as my agent to sign routine actions for capital projects related to real property owned by Loudoun County including, but not limited to:

- Land Development Applications where the signature of the County, as Property Owner, is required;
- Zoning and Building Permit Applications where the signature of the County, as Property Owner, is required;
- Drawings, plats and surveys where the signature of the County, as Property Owner, is required;
- Temporary easements, rights-of-entry or other documents that do not require specific action to be taken by the Board of Supervisors; and
- Other documents considered routine and correct as to form by the County Attorney.