

**POLICY:**

This Administrative Regulation is established to expedite commencement of county projects which are sufficient in cost to require an executed Notice of Commencement.

**PROCEDURE:**

- a. Authorization by the Board of County Commissioners (BOCC) to fund and proceed with construction shall be deemed as the formal BOCC authorization for the Board Chairman to execute Letters of Authorization, Notice of Commencement and other supporting documentation to allow issuance of a permit and commencement of construction.
- b. The Project Manager shall transmit the necessary and completed documents in a completed condition through their Department to County Administration. The County Administrator or designee shall then arrange for the Chairman or if unavailable the Vice-Chairman to execute the necessary documents.
- c. After the necessary documents have been recorded in the Citrus County Public Records, a certified copy of the documents will be forwarded to the Project Manager for permit finalization.

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**FOOTNOTES & REFERENCES TO RELATED AR's:**