

STAFF WORKFLOW (FOR TOWN USE ONLY)

Police Department Representative: Allison Daniels Date: 04/07/26

Signature: 

Estimated Department fees: _____

Does the Police Department recommend approval of this permit? Yes No

Notes: _____

Public Works Representative: Ryan Womack Date: 4/7/26

Signature: 

Estimated Department fees: _____

Does the Public Works Department recommend approval of this permit? Yes No

Notes: _____

Finance Department Representative:  Date: 4/7/26

Signature: _____

		Due Date:	Date of Receipt:
Application Fee:	\$ <u>0</u>	<u>N/A</u>	<u>N/A</u>
Total Estimated Town Staff Fees:	\$ <u>0</u>	<u>N/A</u>	<u>N/A</u>

Notes: _____

Town Manager: Gay Lancaster Date: 4/7/26

Signature: Gay Lancaster

Does the Town Manager recommend approval of this permit? Yes No

Notes: _____

Date of Commission Decision: 4/21/26

Special Relief Permit is APPROVED Special Relief Permit is DENIED

Notes: _____

Town Manager Signature

Date of approval/denial

FINAL FEES

Final (Actual) Town Staff Fees:	\$
Initial Amount Due:	\$
Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$

Due Date for Difference Due or Owed: _____ Date of Receipt (If Due): _____