

**STAFF WORKFLOW (FOR TOWN USE ONLY)**

**Police Department Representative:** OFC. Torch **Date:** 6/01/26

Signature: [Signature]

Estimated Department fees: \_\_\_\_\_

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

Notes: \_\_\_\_\_

\_\_\_\_\_

**Public Works Representative:** Ryan Womack **Date:** 6/4/26

Signature: [Signature]

Estimated Department fees: \_\_\_\_\_

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

Notes: \_\_\_\_\_

\_\_\_\_\_

**Finance Department Representative:** Michelle Mims **Date:** 6-1-26

Signature: [Signature]

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

Notes: No fees - Town Event in partnership with BCF.

\_\_\_\_\_

Town Manager: Gay Lancaster Date: 6/1/26

Signature: Gay Lancaster

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

Notes: \_\_\_\_\_  
\_\_\_\_\_

Date of Commission Decision: 6/16/26

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:	\$	Ø
Initial Amount Due:	\$	Ø
Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$	N/A

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