

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

Police Department Representative: Allison Daniels Date: 04/07/2026

Signature: [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: [Signature]

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

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

Notes: Please remove all trash at the end of the event.

"No Parking" signs will be placed on one side of the road. On "The Mall" and "Gardner St."

Finance Department Representative: [Signature] Date: 4/7/26

Signature: \_\_\_\_\_

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

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): \_\_\_\_\_