

Type of Contract/Agreement	Final Signature Requirement
Interlocal Agreements (including Mutual Aid Agreements)	Manager/Deputy
Construction Contracts Requiring Formal Bids (over \$500,000)	Manager/Deputy
Grants and Other Agreements Requiring Manager's Signature by Outside Agency	Manager/Deputy
Fuel Contracts	Manager/Deputy
Transit State Match Applications/Agreements	Manager/Deputy
Small Service Contract	Executive Director/ Department Head
Blanket Contract	Executive Director/ Department Head
Contract Addendums and Amendments	Executive Director/ Department Head
Construction Contracts Under \$500,000	Executive Director/ Department Head
Change Orders and Amendments to Constuction Contracts Not Cumulatively Exceeding 10% of Original Contract	Executive Director/ Department Head
Memorandums of Understanding/Agreement (MOUs/MOAs)	Executive Director/ Department Head
Licensing Agreements	Executive Director/ Department Head
Performance Agreements	Executive Director/ Department Head
Maintenance Agreements	Executive Director/ Department Head
Lease and Rental Agreements	Executive Director/ Department Head
Grants Not Requiring Manager's Signature by Outside Agency (i.e. CDBGs) - Applications, Acceptances, etc.	Executive Director/ Department Head
FTA Applications/Agreements/Grants	Executive Director/ Department Head
NCDOT Encroachment Agreement	Executive Director/ Department Head
Town Encroachment Agreement	Executive Director/ Department Head
Utility Agreements	Executive Director/ Department Head
Duke Energy Agreements	Executive Director/ Department Head
Plat Public Improvement Completion Bond Reductions and Releases	Executive Director/ Department Head
Acceptance of New Streets for Town Maintenance	Executive Director/ Department Head
Night Work Permit	Executive Director/ Department Head
Street Closure Permit	Executive Director/ Department Head
LUMO Provisions, including, but not limited to: -Guidance for when a proposed telecommunication facility can be considered an accessory use; -Guidance for application of nonconforming status to property w/o a Special Use Permit; -Method used to apply combined calculations for split zoned Planned Development Special Use Permits; - Guidance that placement of Clothing Bins in parking lots requires a Zoning Compliance Permit; -Further explanation of Front Yard Parking Exceptions; -Interpretation of "all weather" surface; and -Variances Granted by the Board of Adjustment	Executive Director/ Department Head
Special Use Permits	Executive Director/ Department Head
Subordination Agreements	Executive Director/ Department Head
Notices of Satisfaction	Executive Director/ Department Head
Authorization to access federal grant reporting systems (HUD)	Executive Director/ Department Head

