

**REQUEST TO HAVE ITEM PLACED ON THE
BOARD OF ALDERMEN CITY COUNCIL AGENDA**

DATE: _____

DATE OF MEETING: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

AMOUNT OF TIME NEEDED FOR PRESENTATION / DISCUSSION: _____

BASIS FOR REQUEST: _____

**BRIEF NARRATIVE DESCRIPTION FOR THE PETITION, REMONSTRANCE,
COMPLAINT OR COMMENT FOR THE PRESENTATION REQUEST:**

SIGNATURE:

ACCEPTED BY: _____