

# AGENDA REQUEST FORM LOWELL TOWN COUNCIL

**NOTE:** The regular meetings of the Lowell Town Council take place at 7:00 p.m. the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month. This form must be completed and received in the Clerk-Treasurer's office, during regular business hours, at least three (3) business days prior to any regular or special council meeting before any item will be considered for approval and placement on the council's meeting agenda.

Today's Date: \_\_\_\_\_ Meeting Date Requested: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

Name of Person making request: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Fax Phone: (\_\_\_\_) \_\_\_\_\_

**1. Describe in detail your item of business for the council agenda:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Attach a letter explaining the purpose of your request and all documentation supporting your item of business.**

\_\_\_\_\_  
Signature (person making request)

**(Do Not Complete Below For Clerk's Office Only)**

Date and time filed: \_\_\_\_\_, 20\_\_ @ \_\_\_\_\_ .m.

Letter attached: \_\_\_\_\_ Yes \_\_\_\_\_ No      **Approved: \_\_ Yes \_\_ No**

Meeting date: \_\_\_\_\_ 20\_\_      \_\_\_\_\_  
President