

AGENDA REQUEST FORM LOWELL TOWN COUNCIL

NOTE: The regular meetings of the Lowell Town Council take place at 7:00 p.m. the 2nd and 4th 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