



REQUEST FOR PLACEMENT ON AGENDA

City Council
Planning & Zoning
Board of Adjustments
Building Standards Commission

1st Tuesday of each month – 6:00 p.m.
2nd Tuesday of the month – 9:00 a.m.
As needed on the 3rd Tuesday of the month – 6:00 p.m.
As need on the 3rd Tuesday of the month - 6:00 p.m.

Specify which meeting: _____

Date of meeting: _____

NAME OF PERSON/BUSINESS REQUESTING TO BE ON AN AGENDA: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____

PLEASE LIST IN DETAIL THE TOPIC YOU WOULD LIKE TO DISCUSS OR HAVE CONSIDERED BY THE COUNCIL. (ATTACH ANY DOCUMENTS PERTAINING TO THE TOPIC)

WILL YOU BE PRESENT AT THE MEETING TO DISCUSS CASE FOR CONSIDERATION: YES _____ NO _____

IF NO, WHO DO YOU WISH TO PRESENT IT TO THE COUNCIL? _____

SIGNATURE: _____ DATE: _____

-----FOR CITY HALL USE ONLY-----

DATE AND TIME RECEIVED BY THE CITY SECRETARY _____

COMMENTS: _____

Deadline for request is 5:00 p.m. on Monday, 7 calendar days prior to the meeting. Please be aware not all request for placement on the agenda will be granted. All citizens are allowed to speak at each regular council meeting during Citizen Comments. Comments are limited to three (3) minutes. No formal action may be taken.

Please return to:
City of West
P.O Box 97
West, TX 76691
or email to secretary@cityofwest.com