



## REQUEST FOR PLACEMENT ON AGENDA

City Council  
Planning & Zoning  
Board of Adjustments  
Building Standards Commission

1<sup>st</sup> Tuesday of each month – 6:00 p.m.  
As needed on the 3<sup>rd</sup> Tuesday of the month – 9:00 a.m.  
As needed on the 3<sup>rd</sup> Tuesday of the month – 6:00 p.m.  
As need on the 3<sup>rd</sup> 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 [cityadmin@cityofwest.com](mailto:cityadmin@cityofwest.com)