

**VILLAGE OF CLOUDCROFT**  
**REQUEST FOR INCLUSION ON AGENDA**

**Note:** all requests for inclusion on the agenda for the regular monthly meeting of the village council must be submitted not later than 4:30 pm the Wednesday prior to the meeting. Village council meetings are held the second Tuesday of the month at 6:00 pm.

To accommodate the public, the requestor is asked to limit the presentation of the agenda item to 10 minutes. If you require more time please specify the amount of time necessary:

Items submitted after the cut-off time and day will automatically be scheduled for the next regular village council meeting or any subsequent special meeting of the council.

Upon completion of the agenda request, please provide one original of any documents pertaining to the topic submitted for village council action or that are fyi.

Emergency meeting items are excluded from these time limitations.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If you are appearing as an individual please so state; if you are appearing as a representative of an organization, please state the name of the organization and your name:

\_\_\_\_\_

Meeting date at which you request to be placed on the agenda: \_\_\_\_\_

Subject matter: (Be specific as to any question(s) which you intend to pose to the Village Council to seek information, or action to be taken) *Included separate paper if needed.*

\_\_\_\_\_

\_\_\_\_\_

Please state any information you wish to be made available at the meeting which relates to the subject matter; **all agenda items subject to approval by Mayor.**

\_\_\_\_\_

\_\_\_\_\_

For Office Use Only:

Date and Time Stamp: