

City of Sherburn

Agenda Item Request

Name of Applicant: _____

Address: _____

Mailing Address: _____

Phone: (____) _____

Requested Agenda Item*: _____

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- Item must pertain to Sherburn jurisdiction
- If this item requires research, the application and reference documents must be received and approved by the Wednesday prior to the City Council Meeting. If the item does not require research on behalf of the Administrator or Council, the request form must be returned by 8:00 A.M. Thursday prior to the meeting. Agendas are distributed to Councilmember's by Thursday afternoon.
- All referenced documents need to be provided before the agenda is distributed
- Parliamentary procedure will be followed
- Presentations will be limited to **Five** minutes
- All materials presented at a public meeting will be public

Council Meeting Date Requested: _____

Signature of Applicant: _____ Date: _____

Office Use Only:

Date of Approval/Denial: _____

Authorized by: _____

Reason for denial: _____
