



**City of Smith Station City Council**

**Request to be Placed on City Council Agenda**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Physical (Street) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Name of Elected Official Contacted Prior to This Request: \_\_\_\_\_

**SUBJECT TO BE DISCUSSED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Guidelines:**

1. Citizens presentation will be limited to 3-5 minutes
2. All requests should be to the City Clerk no later than 4:30 PM Eastern Time ten (10) days prior to the next City Council Meeting.
3. A request to address the City Council should be by the individual making the formal presentation.
4. Citizens requesting to address the City Council will be placed on the official agenda following the completion of the regular city business.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

Date Request to be Placed on Agenda: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_