



REQUEST FOR PLACEMENT ON TOWN BOARD AGENDA

TO: Clarendon Town Board

FROM: _____
Name *Address*

Phone # *Email*

Date of Town Board Meeting: _____

SUBJECT: Specific Topic requesting to discuss: _____

DETAILS: Clearly explain the topic you want to discuss, including context:

ACTION REQUESTED: Clearly state what you are asking the Town Board to do:

SUPPORTING INFORMATION: If applicable, provide any relevant documents, data or information supporting your request.

Sincerely,

Signature

Date

**** NOTE**** Submissions must be received by the Town Clerk's Office no later than noon on the Friday prior to the Town Board Meeting. Regular Town Board meetings are scheduled for the third Tuesday of each month at 7:00 PM at the Town Hall located at 16385 Church Street in Clarendon. Additional hearings and meetings will be published/posted when set.