

Town of Holly Ridge

Post Office Box 145

Holly Ridge, North Carolina 28445

Telephone (910) 329-7081 Fax (910) 329-1593



REQUEST FOR PLACEMENT ON THE AGENDA

Persons requesting to be placed on a Town Council meeting Agenda are to complete the following information and submit this request form and all relevant supporting documentation to the Town Clerk's office no later than ten (10) business days prior to the date of the scheduled meeting.

1. I, _____, hereby request to be placed on the Regular Meeting Agenda of the Holly Ridge Town Council scheduled for: (date) _____, and provide the following information in support of my request:

2. Name: _____

Address: _____

Phone: _____

Email: _____

3. A speaker is permitted a maximum of three (3) minutes to make a presentation.

4. Describe below the business to be brought before the Town Council for consideration. Please be specific and clearly state the action requested to be taken by Council as well as justification for such request. (Please use the back of this form if necessary.)

5. Persons appearing on the agenda are to provide relevant supporting material in conjunction with a request to appear on the Agenda. Please attach copies of all such documentation to this request so that it may be distributed to the Town Council with other agenda materials.

6. I understand the provisions of this Request for Placement on the agenda and agree to comply with them as are described herein.

Signature: _____

Date: _____

Submit to: Town Clerk's Office
PO BOX 145, Holly Ridge, NC 28445
Fax: 910-329-1593
E-Mail: deputyclerk@hollyridgenc.org