



CITY OF OVERTON, TEXAS

1200 S. Commerce St. ★ Overton, TX 75684
Phone: 903-834-3171

**COUNCIL AGENDA ITEM
REQUEST FORM**

Date Stamp:

City Council Meeting Date: _____

It is the policy of the Overton City Council, that requests for items to be placed on the agenda for City Council Meeting shall be submitted in writing, on this form, to the City Secretary no later than noon (12:00 p.m.) on the Thursday prior to the City Council Meeting on the following Thursday (one week prior to the meeting). All requests must be returned to the City Secretary for approval before being placed on the Agenda.

The purpose of this policy is to allow staff adequate time to prepare the agenda and provide proper notice of the public notice as required by the Open Meetings Act. Staff needs the requestor to provide enough information and or supporting documentation for the council to make a decision on the request at the meeting and not delay action until a later date in order to gather additional information needed and / or obtain staff input, if required.

Requestor Information:

Name: _____

Address: _____

Phone: _____ E-mail: _____

Presenter (if other than requestor): _____

Attach any maps, descriptions, photos or other relevant information, which may help the council in their deliberation of this request.

Request (be specific):
