



Town of Del Norte | 140 Spruce Street | P.O. Box 249 | Del Norte, CO 81132 | Ph:719-657-2708 | FX:719-657-2035
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Town Board Agenda Request

Applicant: _____

Address: _____

Email: _____ Telephone: _____

Date of the Event (If Applicable): _____

Location (If Applicable): _____

Date of desired Town Meeting for consideration: _____ (Town Board meetings are usually held the 2nd Wednesday of the Month, unless otherwise scheduled.) *Agenda request items **MUST** be submitted at least a minimum of TWO (2) weeks prior to the desired Town Board Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: _____

Please answer the following so that the agenda accurately reflects the issue/or concern you are bringing to the Town Board:

1. Does your item require Action (vote) by the Town Board or is it informational only? _____

2. Do you anticipate any financial or budgetary impact to the Town from your agenda item? (If so, please explain and provide documentation of the costs)

3. Have you addressed your issue operationally through one of the Town Departments? If so, have you made contact with the appropriate Department Head or Town Hall?

4. Does your issue require Planning Commission action before going to the Town Board? (If unsure, please check with the Town Hall) ____

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Town Board to consider? (Submit to Town Hall to be included in the Town Board's Agenda Packet) _____

*Other Comments/Notes regarding this item that might be of assistance to the Town Board in considering your item :-

DISCLAIMER: If information is incomplete and you cannot be contacted prior to requested council date, your request may not be heard and moved to the next council date or it may be removed from agenda until information is complete.

OFFICE USE ONLY Received: This day _____ of _____ 20__ By: _____