



City of Troup
P.O. Box 637
Troup, TX 75789
 903-842-3128



AGENDA REQUEST

It is the policy of the City of Troup, that all requests for items to be placed on an agenda for the Troup **City Council, Board of Adjustments, or Planning and Zoning** meetings shall be submitted in writing, on this form, and returned to the City Administrator or City Secretary, no later than the afternoon on the Wednesday of the week prior to the meeting.

It is the purpose of this policy to provide enough information for a decision on the request and not delay action until a later date, in order to gather all information needed and/or obtain staff input if required.

1. What is the request (Please be specific). _____

2. Date of and which board will this request be for? _____

3. Who is making the request? _____

4. Contact person for additional information: _____

5. Who will make the presentation at the meeting? _____

6. What action requesting party wishes the Board, Council or Commission to take?
 (Please be specific). _____

7. Please attach any maps, descriptions, or other relevant information which may help the Board, Council or Commission in their deliberations of this request.