

**PAYSON CITY PLANNING COMMISSION AGENDA REQUEST FORM**

DATE OF MEETING: \_\_\_\_\_  
TITLE OF ITEM FOR AGENDA: \_\_\_\_\_  
WHO IS REQUESTING: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
  
WHO IS PRESENTING: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
LENGTH OF TIME REQUESTING \_\_\_\_\_ MINUTES

DESIRED ACTION OF THE COMMISSION: (Check relevant items)

- CONSENT AGENDA: (ACTION NEEDED)
- PRESENTATION/DISCUSSION: (NO ACTION)
- PRESENTATION/DISCUSSION: (ACTION NEEDED)
- WORK SESSION: (NO ACTION)

DETAILED REASON AND EXPLANATION FOR REQUEST:

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DUE DATE:

This agenda request and any supporting documentation is due to the city recorder by the Wednesday one week prior to the council meeting. This allows final preparation of the agenda and time for the city attorney to review.

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REVIEWED – CITY ATTORNEY \_\_\_\_\_ INITIALS \_\_\_\_\_