



TOWN OF TERRY

AGENDA / WORK SESSION REQUEST APPLICATION

Name: _____

Address: _____

Phone: _____

Email: _____

Representing (if applicable): _____

Requested Work Session Date: _____

AGENDA REQUEST

Please give a detailed description of your request and the action, if any, you are requesting from the Mayor and Board of Aldermen:

SUPPORTING DOCUMENTATION

Please attach any plans, estimates, permits, photographs, contracts, proposals, or other documents needed for the Mayor and Board to review your request.

PLEASE NOTE

Work Sessions are held on the LAST TUESDAY of each month at 6:00 p.m.

Completed applications and ALL supporting documents must be received by the Town Clerk no later than 12:00 p.m. on the THIRD FRIDAY of the month to be considered for that month's Work Session.

Requests received after the deadline may be scheduled for the following month's Work Session.

Submission of this application does not automatically place an item on the Regular Board Meeting agenda. Requests will first be presented at the Work Session. If the item requires formal Board approval or action, it will be placed on the Regular Board Meeting agenda for the FIRST TUESDAY of the following month, as appropriate.

The Town Clerk will notify the applicant of the scheduled Work Session date.

SUBMIT TO:

Town Clerk, Town of Terry

P.O. Box 327, Terry, MS 39170

Email: terrycityhall@bellsouth.net

Fax: 601-878-5535

Applications may also be delivered in person to Terry City Hall.

OFFICE USE ONLY

Date Received: _____

Received By: _____

Work Session Date: _____

Supporting Documents Received: Yes _____ No _____

Regular Board Agenda Date (if applicable): _____
