

CITY OF SEALY, TEXAS
REQUEST TO BE PLACED ON A
PLANNING COMMISSION AGENDA

The Planning Commission meets on the first Tuesday of each month at 6:00 p.m., in the City Hall Council Chamber. In order for the Commission to act upon any item, the item must first be placed on an open meeting agenda, which must be posted continuously for at least 72 hours before the meeting commences. The current administrative policy is to have agenda items in hand by 5:00 p.m. on the Thursday preceding the scheduled meeting; this is to ensure that the staff has sufficient time to research material relating to the items. Each speaker will be given a maximum of five (5) minutes at the meeting to present his or her subject matter to the Planning Commission. *(All plats must be filed with the Building Official at least 20 days prior to the date at which formal application for the plat approval is made to the Planning Commission. This is in accordance with Section 7(B) of the Subdivision and Land Use Ordinance.)*

Please print the following information.

Name of presenter/speaker: _____

Organization (if any): _____

Street/mailling address: _____

City, State, ZIP Code: _____

Phone number where you can be reached during regular business hours: _____

Subject matter of presentation (including a description of Commission action to be taken, if any):

Signature

Date

FOR OFFICE USE	Please route this request to the City Secretary.
Request taken by: _____	Date: _____
Item to be placed on meeting agenda to be held on: _____	