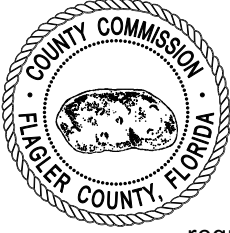


**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA REQUEST FORM**



This form is to be used for issues that may warrant specific discussion and/or action at a Regular Commission meeting such as proclamations, resolutions and recognition of local individuals, civic group's, etc. or matters that may be of major concern to the entire community. Please submit this form to the County Administrator's office 20 days in advance of the requested scheduled Commission meeting date. Agenda requests will be reviewed by the County Administrator's office to determine if the issue requires or deserves Board discussion and/or action. If the agenda request is approved, requestors will be contacted regarding the date the item will be on the agenda. If you have any questions, please call 386/313-4001.

If your agenda request is not approved it should be noted that any person, group or organization is welcome to address the Commission regarding matters of interest related to Flagler County government. A thirty-minute time period for public comment is allocated at the beginning and the end of each regular Board meeting. Speakers are allowed up to three minutes to address the Commission on items **not** on the agenda. A sign-in sheet is provided at the entrance to the Board room for those who wish to address the Commission. This Request form is not required to be filled out for those who wish to address the Commission during the Public Comment portion of Commission meetings.

**PLEASE PRINT**

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Group or Organization Name (if applicable) \_\_\_\_\_

Subject Matter to be Discussed: \_\_\_\_\_

\_\_\_\_\_

Has the subject been discussed and/or reviewed by County Departments or Officials?  No  Yes:

Name(s) of County Dept. or Officials issue discussed with \_\_\_\_\_

Specific questions and/or action desired from the Board of County Commissioners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Presentations limited to 15 minutes per adopted Commission Meeting Procedures. All documents submitted become public record and must remain on file with the County Clerk.

**\*Fax completed form to 386-313-4101 20 days in advance of the scheduled meeting requested\***

For Office Use Only

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Signature of County Administrator \_\_\_\_\_ Date

Assigned to Agenda: \_\_\_\_/\_\_\_\_/\_\_\_\_ Revised 02/11/10