



## TOWN OF NEDERLAND REQUEST TO BE PLACED ON AGENDA

Office of the Town Clerk  
P.O. Box 396  
Nederland, CO 80466  
teresam@nederlandco.org  
303-258-3266 ext. 23

All requested agenda items must be discussed in advance with the Town Administrator or Town Clerk prior to coming before the a Town Board or Commission. Quite often the issue can be resolved by staff action.

Please complete the following information and return this form no later than seven (7) days prior to the Board meeting to the above address or bring it to the Town Hall at 45 West First St. Our office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. (Regular Board of Trustee meetings are scheduled for the first and third Tuesday of each month.)

Name of person making presentation: \_\_\_\_\_

Organization, if speaking on behalf of a group: \_\_\_\_\_

Is this a request for Board action?            Yes    No

Please provide a summary of your comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which staff member(s) have you spoken to about this? Please summarize your discussion:  
\_\_\_\_\_  
\_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

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

email: \_\_\_\_\_

Daytime Phone(s): \_\_\_\_\_