



City of Abbeville City Council

Request to be Placed on City Council Agenda

Name: _____ Date of Request: _____

Physical (Street) Address: _____

City: _____ State: _____

Name of Elected Official Contacted Prior to This Request: _____

SUBJECT TO BE DISCUSSED: _____

Guidelines:

1. **Citizen's presentation will be limited to 3-5 minutes. You will not be able to discuss matters not listed on your request.**
2. **All requests should be to the City Clerk no later than 4:00 PM Central Time on Wednesday prior to the next City Council Meeting.**
3. **A request to address the City Council should be by the individual making the formal presentation.**
4. **The City Council will listen to all comments, but are not required to take action during the meeting.**

Signature of Applicant

Printed Name of Applicant

Date Request to be Placed on Agenda: _____

Approved By: _____ **Date Approved:** _____

Please submit form to Melissa Wilson at City Hall or email to mwilson@cityofabbeville.org