

# CITY OF GRANBY

PO BOX 500

302 N. MAIN

GRANBY MO 64844

(417) 472-6556 FAX (417) 472-6533

## Information and Request to be placed on agenda

You will need to complete the following to attempt resolution prior to being placed on the agenda:

- 1) Contact City Hall and notify the city clerk. If the city clerk is unable to resolve, you will be provided information for contacting one or both of the aldermen for your ward.
- 2) It will be the responsibility of the alderman to contact the mayor.
- 3) If no resolution is reached, you will be notified by telephone and/or mail of the date you will be placed on the council agenda.

Date: \_\_\_\_\_

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Please state the cause/reason for your request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Office Use Only:

Date Received: \_\_\_\_\_ Resolution reached: \_\_\_\_\_

Signature of Official \_\_\_\_\_:

Office Use Only:

Date Received: \_\_\_\_\_ Resolution reached: \_\_\_\_\_

Signature of Official \_\_\_\_\_: