



**Town of Highlands
Request for Item to be
Placed on Agenda**

This form must be completed and attached to all supporting documentation for items to be included in the Town of Highlands Board agenda. One (1) form per agenda item.

Request item to be on the agenda: (Please describe briefly)

Submitted By: _____ Department: _____

Contact Phone Number: _____ Date Submitted: _____

Email: _____

Date of Council Meeting to consider this item: _____

Board Action Requested: For Action For Information

***Please let us know ahead of time if you will have an electronic presentation.**

To be filled out by Staff:

Staff Comments:

Prior Town Board Action:
