

## PLANNING COMMISSION AGENDA REQUEST FORM

Name of Person Making Request: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Date of Requested Meeting: \_\_\_\_\_

**Agenda Item Requested:** \_\_\_\_\_

**Describe purpose and action requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of person(s) to attend the meeting:** \_\_\_\_\_

I, the undersigned, have been advised that pursuant to the Village of North Prairie Code of Ordinance to utilize Section 66.60 (16), Wisconsin Statutes, if the Village Attorney, Village Engineer or any other Village professional provides services to the Village as a result of my activities, whether at my request or the request of the Village, I shall be responsible for the fees incurred by the Village. Also, I have been advised that pursuant to the Village of North Prairie Code of Ordinances, certain other fees, costs, and charges are my responsibility.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Address of Property Owner

\_\_\_\_\_  
Address of Responsible Party

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Village President approves this request on agenda.

*Agenda requests must be submitted at least fifteen (15) working days prior to the scheduled meeting date. It will be the applicant's responsibility to complete and submit all forms and applications (where applicable) and submitted as stated above. Any forms not completed fully shall be returned to the applicant delaying any action by the Village Planning Commission.*