

**REQUEST & PETITION OF CITIZENS TO CITY OF RALEIGH COUNCIL**

THE CITY COUNCIL MEETS IN REGULAR SESSION ON THE FIRST AND THIRD TUESDAYS OF EACH MONTH. ON THE FIRST TUESDAY, REQUESTS BY CITIZENS WILL BE HEARD DURING THE 7:00 P.M. SESSION; ON THE THIRD TUESDAY, REQUESTS BY CITIZENS WILL BE HEARD DURING THE 1:00 P.M. SESSION, **BUT WILL NOT BE HEARD BEFORE 2:00 P.M.** REQUESTS BY CITIZENS TO APPEAR ON THE CITY COUNCIL AGENDA SHOULD BE ADDRESSED TO THE CITY CLERK. IN AN EFFORT TO AID THE CITIZENS AND THE CITY COUNCIL, USE OF THIS FORM IS SUGGESTED.

PLEASE KEEP YOUR REMARKS TO THREE (3) MINUTES OR LESS. IF THERE IS ADDITIONAL BACK-UP INFORMATION A CITIZEN WISHES TO PRESENT TO THE CITY COUNCIL, IT SHOULD BE SUBMITTED ALONG WITH THIS FORM. ALL INFORMATION SUBMITTED WITH THIS FORM BECOMES PUBLIC INFORMATION AND IS SUBJECT TO RELEASE AT THE REQUEST OF THE PUBLIC AND NEWS MEDIA. THANK YOU.

Please **PRINT** all information: E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

ORGANIZATION / INDIVIDUAL REPRESENTED: \_\_\_\_\_

I WISH TO ADDRESS THE CITY COUNCIL ON: \_\_\_\_\_  
(Date of Meeting)

TOPIC: Statement of presentation you wish to make and statement of action you wish Council to take. Attach additional sheets if needed.

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Signature

**THIS FORM MUST BE RETURNED BY TUESDAY, 12:00 NOON, ONE WEEK PRIOR TO THE SCHEDULED MEETING\***. ONCE THIS FORM IS SUBMITTED, NO FURTHER REMINDER WILL BE GIVEN; IT WILL BE UP TO THE CITIZEN TO ATTEND THE APPROPRIATE MEETING. CITIZENS MAY CALL THE CITY CLERK'S OFFICE TO CONFIRM RECEIPT OF THEIR FORM AND SUBMITTAL TO THE APPROPRIATE CITY COUNCIL AGENDA DATE AND TIME.

PLEASE RETURN THIS FORM TO: CITY CLERK & TREASURER      **MAIL TO:** P. O. BOX 590  
222 W. HARGETT ST., SUITE 207      RALEIGH, NC 27602  
RALEIGH, NC 27601  
(919) 996-3040 8:30 A.M. – 5:15 P.M.  
FAX (919) 996-7620

**\*NOTE:** IF A HOLIDAY FALLS IN THE TIME FRAME, PLEASE CALL THE CLERK'S OFFICE TO DETERMINE DEADLINE.