



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

**REQUEST TO BE ON THE AGENDA  
FOR THE VILLAGE OF SUTTONS BAY**

PLEASE PRINT OR TYPE

I, \_\_\_\_\_, representing \_\_\_\_\_

request to be placed on the agenda for the \_\_\_\_\_ (General Service, Utility/Marina, Administrative)  
Committee meeting, Planning Commission, scheduled for \_\_\_\_\_, or

request to be placed on the Agenda of the Village Council Regular Meeting scheduled for:  
\_\_\_\_\_.

I wish to address the Committee/Council/Planning Commission regarding the following matter:

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

I wish the Village to take the following action:  
(Use the reverse side if necessary and attach all applicable documents)

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

If no action is requested, this request will be placed under "Public Comment".

\_\_\_\_\_  
Date Signature

Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

THIS REQUEST MUST BE SUBMITTED TO THE VILLAGE CLERK NO LATER THEN MONDAY AT 3:00 P.M. OF THE WEEK PRIOR TO YOUR REQUESTED DATE.

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

\_\_\_\_\_