

CITY OF WINTER GARDEN

Citizen Appearance Request

(Anyone addressing the City Commission must complete this form and submit it to the City Clerk.)

If you have any information you wish to present to the City Commission, you must submit eight (8) copies to the City Clerk. If you wish to give a visual presentation, it must be submitted to the City Clerk's office no later than the Monday immediately prior to the Commission meeting in order to have the presentation facilitated for Commission viewing. Any submission after the deadline may not make it possible to be displayed during the meeting, although hardcopies could be submitted.

Please follow these procedures when addressing the City Commission (Policy 06-01)

- At the microphone, give your name and address
- Direct all remarks to the Commission, not to any one member
- All discussions and questions must be directed to the presiding officer or request permission from the presiding officer to address a member of the Commission
- Limit address to three (3) minutes unless permission is granted by the presiding officer or by a majority vote of the Commission

Please print:

Commission meeting date: _____

Name: _____

Resident Address: _____

City: _____ Zip Code: _____

Regarding Agenda Item #: _____

If regarding a public hearing item, please indicate whether in **FAVOR** _____ or **OPPOSED** _____

If speaking under citizen comments, comments should pertain to matters under the jurisdiction of the City Commission, this is the time for your comments and not questions for immediate answers.

Check one:

I will be speaking on my behalf

I will be speaking as a representative of another individual, firm, associate, or business.

Name of person, business, or association _____

Address: _____ Telephone # _____

Signature: _____ Date: _____