



**CITY OF JEFFERSONVILLE, INDIANA
BOARD OF PUBLIC WORKS AND SAFETY**

AGENDA REQUEST FORM

The BPW meets at 9:30 a.m. each Wednesday in the Mayor's Conference Room located on the 2nd floor at City Hall (Suite 251). Items of business to be placed on the BPW agenda must be in the Law Department (Suite 250) by Noon on the Friday prior to the Board meeting. **Agenda items will only be accepted from the public for items that fall under the jurisdiction of the BPW and require Board approval (see below).** In order to be placed on the BPW, you are required to complete and submit this Agenda Request Form including any supporting documentation to the Law Department by the aforementioned deadline. You can email to completed form to: janderson@cityofjeff.net. Please make sure the contact information is accurate so the City may advise you whether your request to be placed on the agenda was approved.

Date Submitted: _____ Requesting Meeting Date: _____

Name of Person Submitting Request: _____

Name of Organization/Business (if applicable): _____

Address: _____

Contact Phone Number: _____ E-Mail: _____

Type of Request: Street Closure Stop Sign
 Streetlight Special Event
 Handicapped Parking Right of Way Dedication

Description of Request: _____

Today's Date: _____

Signature