



Request to place business before the Crook County Board of Commissioners

Important Note: The County Board of Commissioners is the legislative, policy-setting body of Crook County. Matters which come before the Board should as a general rule be those of general concern to Crook County residents and Crook County. Administrative matters which are the purview of individual departments will be placed on the agenda at the request of the Department Head. By completing this form, you are asking to be placed on the agenda.

Deadlines: To appear at a Work Session or Regular County Board Meeting, your request and all documentation must be submitted the Wednesday before the date of the Work Session or Regular County Board Meeting.

Please return this form to Crook County Administration Office via

Email: Sarah.Puerner@crookcountyor.gov or by mail to 300 NE 3rd St., Prineville OR 97754

Your name: _____ Date of Request: _____
Email: _____ Phone: _____
Address (optional): _____

1. What is the date of the Board meeting you would like to appear at? _____
2. Describe the matter to be placed before the Board: _____

3. What action are you requesting that the Board take? _____

4. What is the cost involved with your request, if applicable? _____

5. Have you asked the County for a fee waiver before? If yes, when? _____
6. Please estimate the time required for your presentation.
 5 minutes 10 minutes 15 minutes other _____ minutes
7. Are you (or will you be) represented by legal counsel?
Yes (please name your attorney) _____
No, I am not currently represented. (Note: it is your obligation to advise the Board if at any time you retain legal counsel to assist you in this matter.)
8. If you have a physical disability and require an accommodation, please specify your need:

Administrative Section

Date Received: _____

Date Reviewed by Board: _____

FY Budget: _____

County Board: Approved/Denied