



# CITY OF HUNTINGTON BEACH

## Department of Community Development

### Meeting/Research Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

(Please check one)      Meeting \$175/hr      Research \$175/hr

**Fee shall be paid at time of request. Additional time and fees may be required as determined by the Planning Division.**

**Purpose of meeting/research (Please be specific):** \_\_\_\_\_

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

**Address of property in question:** \_\_\_\_\_

**Preferred date and time of meeting:** \_\_\_\_\_

**Estimated length of meeting:** \_\_\_\_\_

**The Department of Community Development will try to accommodate your meeting request, however due to previously scheduled commitments, staff reserves the right to change the time and date of the requested meeting. You will be notified of the approved date and time at least three (3) days prior to the meeting.**

#### For Official Use Only

Meeting/Research Request No: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ Planner Initials: \_\_\_\_\_