



# LETTER OF INTENT

This Letter of Intent is submitted to the Governor's Center for Local Government Services to request technical assistance. By submitting this request, the municipality agrees to cooperate with the Center.

The governing body must approve this request for assistance by motion prior to submission. No resolution is required.

Complete and return the form either by mail or fax. Center personnel will evaluate the request to determine the level of assistance. The contact person designated below will receive all future information regarding this request.

**PLEASE COMPLETE THE FOLLOWING**

Type of technical assistance being requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Regional Police Consolidation                        | <input type="checkbox"/> Finance                  |
| <input type="checkbox"/> Police Management                                    | <input type="checkbox"/> Public Works             |
| <input type="checkbox"/> Fire & Emergency Services                            | <input type="checkbox"/> Administrative/Secretary |
| <input type="checkbox"/> Council of Governments/Intergovernmental Cooperation | <input type="checkbox"/> Home Rule                |
| <input type="checkbox"/> Land Use Planning                                    | <input type="checkbox"/> Boundary Change          |
| <input type="checkbox"/> Uniform Construction Code                            | <input type="checkbox"/> Other _____              |

Are you currently a part of any intergovernmental agreement?

Yes  No

If yes, describe briefly: \_\_\_\_\_  
 \_\_\_\_\_

Description of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CHIEF ELECTED OFFICIAL (PRINT)**

Municipality: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

County: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipal Address: \_\_\_\_\_  
 \_\_\_\_\_

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

**CONTACT PERSON**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SIGNATURE AND VERIFICATION**

I hereby certify that the governing body, at a public meeting held on \_\_\_\_\_, has approved this Letter of Intent.

\_\_\_\_\_  
 Attest (Secretary)

\_\_\_\_\_  
 Date