

## Delavan Lake Assembly Construction Speaker Request

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

DLA address: \_\_\_\_\_

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

Email: \_\_\_\_\_

DLA Board Meeting Date: \_\_\_\_\_

Description of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You will be asked to present all your materials at the Board Meeting. You may bring your contractor and or Architect to the meeting to help explain the work to be done.

Note: This form should be turned in to the President, Secretary or Assistant Secretary no later than 7 days prior to the Board meeting. Please provide the following with the completed speaker's request:

1. A completed Pre-Construction Checklist for Major Construction Project (Permit required) form
2. All contractors certificate of liability, vehicle, and workman's compensation insurance (as applicable)
3. Plat of survey and any architectural drawings
4. DLA Construction Rules and Regulation Acknowledgement signed by the Leaseholder and Contractor.

**It would be appreciated if all requests are deposited in the mailbox in the caretaker's office or emailed to the DLA Secretary seven days prior to board meeting.**