

TOWN OF VIENNA, VIRGINIA
OFFICE OF THE TOWN MANAGER
**REGULATORY REQUIREMENTS
FOR COUNCIL ACTIONS**

Council Meeting Date:	Item:
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Department:	Date Initiated:
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Item Description (check box):
Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.)
Memorandum of Understanding Ordinance Resolution
Procurement (Contract Award, Purchase Agreement, etc.)
Other Describe:

Requirements	Yes	No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption				
Council Approval				
Public Hearing Notice - Website				
Public Hearing - Town Council				
Public Hearing - Planning Commission				
Newspaper Legal Ad				
Procurement Waiver*				
Sign Posted				
Written Notice to Property Owner(s) of Subject Site				
Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site				
Written Notice to Fairfax County				

For Town Manager/*Staff Use