

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

<b>Council Meeting Date:</b>	<b>Item:</b>
------------------------------	--------------

<b>Department:</b>	<b>Date Initiated:</b>
--------------------	------------------------

**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**