

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

Council Meeting Date: _____ **Item:** _____

Department: _____ **Date Initiated:** _____

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*