

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*