

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				
<u>For Town Manager/*Staff Use</u>				