

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>		
<b>Item Description (check box):</b> 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><i>For Town Manager/*Staff Use</i></u>				