

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 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Council Approval | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Public Hearing Notice - Website | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Public Hearing - Town Council | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Public Hearing - Planning Commission | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Newspaper Legal Ad | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Procurement Waiver* | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Sign Posted | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Written Notice to Property Owner(s) of Subject Site | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Written Notice to Fairfax County | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <u>For Town Manager/*Staff Use</u> | | | | |