

Attachment 2

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