

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	☐	☐		
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> 				