

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