

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; padding: 5px;">Yes</th> <th style="width: 15%; padding: 5px;">No</th> <th style="width: 30%; padding: 5px;">Applicable Code Section(s)</th> <th style="width: 40%; padding: 5px;">Applicable Date(s), etc.</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Notice of Adoption</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Council Approval</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Public Hearing Notice - Website</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Public Hearing - Town Council</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Public Hearing - Planning Commission</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Newspaper Legal Ad</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Procurement Waiver*</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Sign Posted</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Written Notice to Property Owner(s) of Subject Site</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Written Notice to Fairfax County</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> </tbody> </table>	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			
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