

TOWN OF VIENNA, VIRGINIA  
OFFICE OF THE TOWN MANAGER  
REGULATORY REQUIREMENTS  
FOR COUNCIL ACTIONS

|                                                                                                                                                                                                                                                                                                           |     |                 |                            |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------|----------------------------|--------------------------|
| Council Meeting Date:                                                                                                                                                                                                                                                                                     |     | Item:           |                            |                          |
| Department:                                                                                                                                                                                                                                                                                               |     | Date Initiated: |                            |                          |
| <b>Item Description (check box):</b><br>Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.)<br>Memorandum of Understanding                      Ordinance                      Resolution<br>Procurement (Contract Award, Purchase Agreement, etc.)<br>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                                                                                                                                                                                                                                                                          |     |                 |                            |                          |
| <i><u>For Town Manager/*Staff Use</u></i>                                                                                                                                                                                                                                                                 |     |                 |                            |                          |