

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

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|------------------------------|--------------|
| Council Meeting Date: | Item: |
|------------------------------|--------------|

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|--------------------|------------------------|
| 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 | | | | |

*For Town Manager/*Staff Use*