

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

<b>Council Meeting Date:</b>		<b>Item:</b>		
<b>Department:</b>		<b>Date Initiated:</b>		
<b>Item Description (check box):</b> 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	<input type="checkbox"/>	<input type="checkbox"/>		
Council Approval	<input type="checkbox"/>	<input type="checkbox"/>		
Public Hearing Notice - Website	<input type="checkbox"/>	<input type="checkbox"/>		
Public Hearing - Town Council	<input type="checkbox"/>	<input type="checkbox"/>		
Public Hearing - Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>		
Newspaper Legal Ad	<input type="checkbox"/>	<input type="checkbox"/>		
Procurement Waiver*	<input type="checkbox"/>	<input type="checkbox"/>		
Sign Posted	<input type="checkbox"/>	<input type="checkbox"/>		
Written Notice to Property Owner(s) of Subject Site	<input type="checkbox"/>	<input type="checkbox"/>		
Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site	<input type="checkbox"/>	<input type="checkbox"/>		
Written Notice to Fairfax County	<input type="checkbox"/>	<input type="checkbox"/>		
<u><i>For Town Manager/*Staff Use</i></u>				