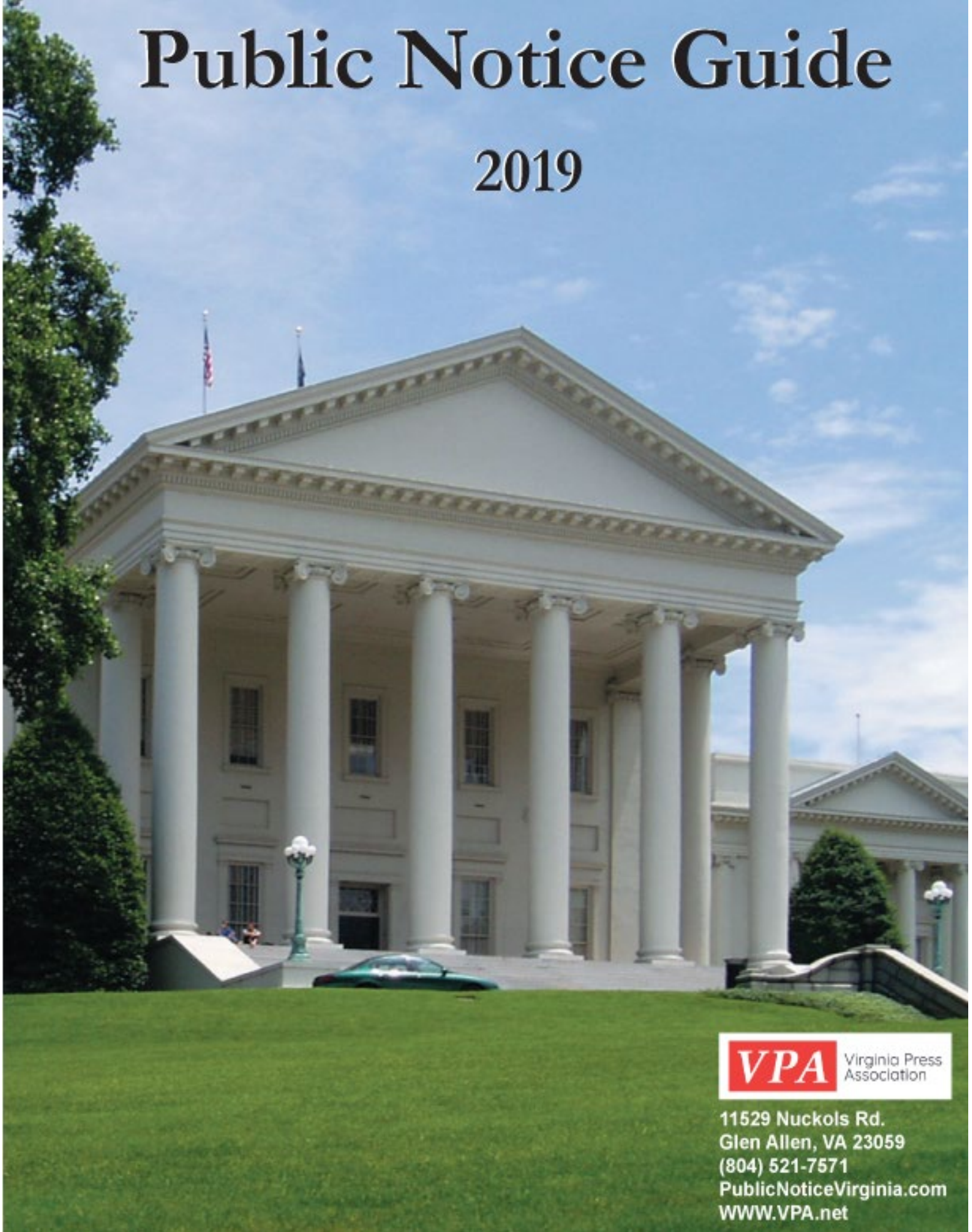


Public Notice Guide

2019



VPA

Virginia Press
Association

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HOW TO USE THIS GUIDE

Many laws, regulations and ordinances passed by federal, state, and local governments require a public notice in A newspaper of record. This Public Notice Guide is intended solely as a guide to the requirements imposed by the Virginia Code. This guide includes most publication requirements imposed by state statute as well as information about how to count legal notices and create proofs of publication. It does not, however, cover federal or local laws, regulations, ordinances, or resolutions nor state resolutions or regulations. You can print the PDF files for easy reference and return to www.vpa.net website for continuing updates.

A newspaper cannot and should not give legal advice. VPA's Public Notice Guide is not legal authority, but merely information to help newspapers better serve their customers. The customer is responsible for ordering a publication that meets state statutory or other legal requirements. This resource can provide guidelines to facilitate knowledgeable discussion with customers who order public notices required by state statutory law.

NEED FOR PUBLIC NOTICES

Why do we need public notices?

Citizens must have access to information concerning government activities and civil proceedings. Legal notices published in newspapers provide this opportunity since the public has a right to know. These publications are an effective tool because they have become the traditional source of public notices. Newspapers function as a neutral third party and are objective in their publishing of legal notices.

Three Types of Public Notices:

1. **CITIZEN PARTICIPATION NOTICES** allow the public the time and opportunity to respond to proposed government action. These notices also fulfill the requirement of "prior notice required for due process of law" found in federal and state constitutions. Such notices include notices of public hearings, intentions to create new taxation or special zones, and publication of local budget information.
2. **BUSINESS AND COMMERCE NOTICES** are related to government contracts and purchases. Such notices verify that the government follows the principles of equal opportunity and allows the public to verify that the government is not misusing taxpayers' money.
3. **COURT NOTICES** are prepared by non-governmental bodies. Notices to creditors and claims on probated estates serve as notification to the public and allow time for a response, objection or assertion of a claim.

DEFINITION OF A NEWSPAPER OF RECORD IN VIRGINIA (SB1638) EFFECTIVE JULY 1, 2019

VIRGINIA ACTS OF ASSEMBLY – CHAPTER

*An Act to amend and reenact § **8.01-324** of the Code of Virginia, relating to newspapers; legal notices and publications; requirements.*

Be it enacted by the General Assembly of Virginia:

1. That § **8.01-324** of the Code of Virginia is amended and reenacted as follows:

§ **8.01-324**. Newspapers that may be used for legal notices and publications.

A. As used in this section and throughout the Code, the terms "newspaper of record" and "newspaper of general circulation" are interchangeable and identical in meaning.

B. Whenever any ordinance, resolution, notice, or advertisement is required by law, regulation, or judicial order to be published in A newspaper, newspaper of record, or newspaper of general circulation, such newspaper, newspaper of record, or newspaper of general circulation, in addition to any qualifications otherwise required by law, shall:

- 1. Have a bona fide list of paying subscribers;*
- 2. Have been published and circulated in printed form at least once a week for at least 50 of the preceding 52 weeks;*
- 3. Provide general news coverage of the area in which the notice is required to be published;*
- 4. Be printed in the English language; and*
- 5. Have a periodicals mailing permit issued by the United States Postal Service (USPS). If the newspaper has such a mailing permit, it must publish the USPS Statement of Ownership (Form 3526) in such newspaper at least once per calendar year and maintain a copy of such form that is available for public inspection during regular business hours.*

C. However, A newspaper that does not have a periodicals mailing permit issued by the USPS pursuant to subdivision B 5 may petition the circuit court for the jurisdiction in which ordinances, resolutions, notices, or advertisements are required to be published to be certified as A newspaper of record for that jurisdiction. Prior to filing the petition, the newspaper shall publish a notice of intention to file a petition pursuant to this subsection in another newspaper of record in the jurisdiction in which the petition will be filed. If no such newspaper exists, such

notice of intent may be published in A newspaper in a neighboring jurisdiction. The court shall grant the authority for a period of one year upon finding that the newspaper (i) meets the requirements of subdivisions B 2, 3, and 4; (ii) employs local news staff, reports local current events and governmental meetings, has an editorial page, accepts letters to the editor, and is, in general, a news forum for the jurisdiction in which authority is sought and (iii) has an audit of printed circulation for a time period ending no more than 24 months prior to the filing of such petition certified by an independent auditing firm or a business recognized in the newspaper industry as a circulation auditor. Such audit shall provide a breakdown of such newspaper's circulation by zip code or jurisdiction. The authority shall be continued for successive one-year periods upon the filing of a copy of such newspaper's most recent audit of circulation, completed within the prior 24 months, and an affidavit certifying that the newspaper continues to meet the requirements of this subsection.

D. If a county with a population of less than 15,000 had regularly advertised its ordinances, resolutions, and notices in A newspaper published in the county that had a general circulation in the county, a bona fide list of paying subscribers, and a periodicals permit, and the newspaper continued to be published in the county and continued to have a general circulation in the county but failed to maintain its bona fide list of paying subscribers and its periodicals permit, any advertisement of ordinances, resolutions, or notices in the newspaper by the county shall be deemed to have been in compliance with this section.

E. If a locality determines that no newspaper meets the requirements of subsection B or C with regard to its jurisdiction, such locality may petition the circuit court for its jurisdiction for authority to have such ordinances, resolutions, notices, or advertisements published in another printed medium. Such petition shall not be filed without a majority vote of approval by such locality's local governing body. The court shall grant such authority for good cause shown. Such authority shall be granted for one year and may be continued for successive one-year periods for good cause shown.

F. Any newspaper authorized by this section to publish ordinances, resolutions, notices, or advertisements shall (i) print such ordinances, resolutions, notices, or advertisements together under an identifying heading and such heading shall be in boldface letters no smaller than 24-point type and (ii) maintain at least three years' worth of print archives of such newspaper containing any such ordinance, resolution, notice, or advertisement and make such archives available to the public for inspection upon request.

G. In all cases in which an ordinance, resolution, notice, or advertisement is required to be published in A newspaper of general circulation, the newspaper shall (i) post the complete notice on the newspaper's website, if a website is published by such newspaper, where it shall be posted contemporaneously with the notice's first print publication and shall remain on the website for at least as long as the notice appears in such newspaper; (ii) include on its website homepage a link to its public notice section; and (iii) post the complete notice on a searchable, statewide repository website, established and maintained as a joint venture of the majority of Virginia newspapers as a repository for such notices, where it shall remain on such repository website for at least as long as it appears in the newspaper. Any notice published on a website pursuant to this section shall be accessible to the public at no charge.

H. An error in a notice placed on A newspaper website or statewide website, or temporary website caused by outage or service interruptions prohibiting the posting or display of such notice, shall be considered a hold harmless error, and proper legal notice requirements shall be considered met if the notice published in the newspaper otherwise complies with the requirements for publication.

Key Changes Affecting Local Newspapers

The following are the changes that affect local newspapers as a result of the passage of Senate Bill 1638:

Requirements to qualify as A newspaper of record/newspaper of general circulation

- **Does the newspaper have a periodicals (formerly second-class) postal permit?**

If so, the newspaper must

- Have a list of paying subscribers
- Have been published for at least 50 of the preceding 52 weeks (this previously was “24 consecutive weeks”)
- Provide general news coverage of the area for which the notice is intended
- Be printed in the English language
- Make a copy of its Annual USPS Statement of Ownership (Form 3526) available for public inspection during regular business hours (this is the form that all papers with periodicals permits must publish in the paper every October.)

- **If the newspaper does NOT have a periodicals permit**, as before, it must seek approval from the local circuit court to be A newspaper of record for that particular jurisdiction. When seeking such approval, the only major changes are that the newspaper must:

- Demonstrate that it provides local news coverage in the area where it is seeking to be certified
- File a copy of its most recent circulation audit, which must have been completed within the preceding 24 months and include a breakdown of circulation by zip code. Affidavits that are filed in subsequent years must also include a copy of the most recent circulation audit.

The newspaper must also meet the requirements of having been published for 50 of the preceding 52 weeks and being printed in the English language.

All newspapers that publish public notices must follow these additional requirements:

1. Group public notices under a heading ('Public Notes,' 'Legal Notices,' etc.) that is in at least 24-point type.
2. Maintain a three-year print archive that is accessible to the public upon request.
3. Post the complete notice on the newspaper's website (in front of any paywall).
4. Include a link to its public notice section on the newspaper's website homepage.
5. All public notices must be uploaded to the VPA public notice website.

PROOF OF PUBLICATION

(sample)

Name of Publication

Case Number or Address

Title of Legal Notice

Phone Number (Optional)

I, Name, certify that the attachment hereto contains a true and correct copy of what was published in name of newspaper(s) in consecutive issues on the following dates:

INSERTION DATES: (list dates of insertion)

(Signature) Editor, Publisher or Authorized Agent

State of Virginia County OR City of _____

Signed and sworn to before me this _____ day of _____, 20__ by Name of Editor, Publisher, Authorized Agent.

(Signature) Notary Public (Seal)

My Commission expires: _____, 20__

Commission # _____

ADMINISTRATION OF GOVERNMENT

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Department of General Services - Sale of Surplus Property 2.2-1156(B)	One	At least two newspapers published and having general circulation in the Commonwealth (at least one having general circulation in the property's county or city)	30 days before the auction	Date, time, and place of sale if by public auction or sealed bids	Mandatory
Department of - General Services - Sale of Surplus Property - Property of insufficient value to warrant statewide advertisement (not more than \$250,000) 2.2-1156(C)	One	A newspaper of general circulation in the county or city where the property to be sold is located	30 days before the auction	Date, time, and place of sale if by public auction or sealed bids	Mandatory
State agencies having property not used or required; Notice of sale 2.2-1153	One	At least two newspapers published and having general circulation in the Commonwealth (at least one having general circulation in the property's county or city or only one if property has insufficient value to warrant statewide advertisement)	30 days prior to auction	Date, time, and place of sale if by public auction or sealed bids	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Virginia Small Business Financing Authority - Public Hearings 2.2-2292	Once a week for two successive weeks	A newspaper having general circulation in the municipality where the facility to be financed is located	Not less than 6 nor more than 21 days prior to the hearing	Name and address of the Authority; principal place of business, if any, of the applicant seeking financing; maximum amount of financing sought; type of business and purpose; and specific location, if known, of the facility financed	Mandatory
Regulations - Public comment period 2.2-4007.03	Once	A newspaper	At least 60 days prior to the end of the public comment period		Not Mandatory
Virginia Biotechnology Research Act - Public notice of proposed regulated introduction into the environment 2.2-5504	Once	A newspaper having general circulation in each locality where the regulated introduction is proposed to be made.	Within 15 days after receiving information specified in 2.2-5503		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Procurement of public contracts with nongovernmental contractors 2.2-4303	Once	A newspaper of general circulation	On the day in which the public body announces or awards the contract (whichever is first)		Not Mandatory
Process for competitive sealed bidding 2.2-4302.1	Once	A newspaper of general circulation	At least 10 days prior to the receipt of bids		Not Mandatory

AGRICULTURE, ANIMAL CARE, AND FOOD

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Horse Industry Board - Management of referenda; commissioner's duties; notice 3.2-1705	Once	A newspaper of general circulation in Richmond, Virginia AND A newspaper of general circulation in each area where members of the horse industry reside	At least 60 days prior to the referendum	(i) the date, hours, polling place, and method of voting in such referendum; (ii) the amount of assessment, means by which assessment shall be collected, and purposes for which the assessments will be used; and (iii) the regulations adopted by the	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Apple Board - Management of referenda; Commissioner's duties; notice 3.2-1209	Once	A newspaper of daily general circulation in Richmond, Virginia AND A newspaper of general circulation in each locality where apples are produced	At least 60 days prior to referendum	Board (i) the date, hours, polling place, and method of voting in such referendum; (ii) the amount of assessment, means by which assessment shall be collected, and purposes for which the assessments will be used; and (iii) the regulations adopted by the Board	Mandatory
Small Grains Board - Management of referenda; Commissioner's duties; notice 3.2-2206	Once	A newspaper of general circulation in Richmond, Virginia AND A newspaper of general circulation for <i>each</i> area where small grains are produced	At least 60 days before the referendum is to be held	(i) the date, hours, polling place, and method of voting in such referendum; (ii) the amount of assessment, means by which assessment shall be collected, and purposes for which the assessments will be used; and (iii) the regulations adopted by the Board	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Potato Board - Management of referenda; Commissioner's duties; notice 3.2-1806	Once	A newspaper of general circulation in Richmond, Virginia AND A newspaper of general circulation in each locality where producers are located	At least 60 days prior to the referendum	Date, hours, voting places, and method of voting; amount of tax to be collected; means by which tax shall be collected general purposes for how the taxes will be used; and regulations adopted by the Board hereunder	Mandatory
Corn Board - Management of referenda; Commissioner's duties; notice 3.2-1406	Once	A newspaper of general circulation in Richmond AND A newspaper of general circulation in each locality where corn is produced	At least 60 days prior to the referendum	(i) The date, hours, polling place, and method of voting in such referendum; (ii) The amount of assessment, means by which assessment shall be collected, and purposes for which the assessments will be used; and (iii) The regulations adopted by the Board	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Establishment of quarantine to prevent spread of pests 3.2-703	Once	A newspaper having general circulation in the area affected by the quarantine.			Mandatory
Sheep Industry Board - Management of referenda; Commissioner's duties; notice 3.2-2106	Once	A newspaper of general circulation in Richmond, Virginia AND A newspaper of general circulation in each area where members of the sheep industry reside	At least 60 days prior to the referendum	(i) The date, hours, polling place, and method of voting in such referendum; (ii) The amount of assessment, means by which assessment shall be collected, and purposes for which the assessments will be used; and (iii) The regulations adopted by the Board	Mandatory
Condemnation of adulterated, misbranded ice cream products - Notice to unknown or nonresidents 3.2-5216	Once a week for two weeks	A newspaper published in the county or city (if none: A newspaper having general circulation in the county or city)			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Certified Seed Board – Regulations 3.2-4025	Once	A newspaper of general circulation published in the City of Richmond	At least 15 days prior to the hearing	General object, time, and place of the hearing	Mandatory
Abundance surveys; eradication or suppression of pests. 3.2-702	Once	At least one newspaper of general circulation in the locality concerned	At least seven days prior to the appeal being held		Mandatory
Soybean Board - Management of referenda; Commissioner's duties; notice 3.2-2306	Once	In <i>each</i> newspaper of general circulation in the counties where the referendum is to be held	At least 60 days prior to the referendum	Date, hours, and polling places or other ways for voting in the referendum; amount of assessment to be collected; sources thereof; means of collecting funds; and general purposes for how funds will be used	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Seizure and condemnation of livestock or poultry products - Notice to unknown or nonresidents 3.2-5414	Once a week for two weeks	A newspaper published in such city or county (if none, A newspaper of general circulation therein)			Mandatory
Cotton Board - Management of referenda; Commissioner's duties; notice 3.2-1506	Once	A newspaper of general circulation in <i>each</i> locality where cotton is produced	At least 60 days prior to the referendum	Date, hours, voting places, and method of voting; amount of assessment to be collected; means by which assessment will be collected; general purposes of how assessment will be used; and regulations adopted by the Board	Mandatory
Powers and Duties of Board; Quarantine 3.2-802	Once	A newspaper distributed in the extended area	Prior to declaring quarantine		Mandatory

ALCOHOL BEVERAGE AND CONTROL ACT

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Applications for licenses; publication; notice to localities; fees; permits 4.1-230	Once a week for two consecutive weeks	A newspaper published or having general circulation in the county, city or town where in such applicant proposes to engage in business		Such information as the Board requires, including a statement that any objections to the issuance be submitted to the Board not later than 30 days from the date of the initial publication	Mandatory
Referendum on Sunday wine and beer sales 4.1-123	Once a week for three consecutive weeks	A newspaper of general circulation in the county, city, or town where the referendum is to be held	Prior to the referendum		Mandatory
Referendum on establishment of government stores 4.1-121	Once a week for three consecutive weeks	A newspaper of general circulation in the county, city, or town where the referendum is to be held	Prior to the referendum		Mandatory
Referendum on the sale of mixed beverages 4.1-124	Once a week for three consecutive weeks	A newspaper of general circulation in the town, county, or supervisor's election district	Prior to the referendum		Mandatory

AVIATION

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Authority rules and regulations; penalty 5.1-157	Once	A newspaper of general circulation in the District of Columbia and in the local political subdivisions of the Commonwealth where the Authority Facilities are located	At least 10 days prior to the hearing		Mandatory
Licensing of airports and landing areas 5.1-7	Once	A newspaper of general circulation in the jurisdiction	At least 10 days prior to the hearing		Mandatory

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Placement of Committed Respondents 37.2-909	Once	A newspaper of general circulation in the jurisdiction		A descriptive notice concerning the proposed site or existing facility	Not Mandatory

CIVIL REMEDIES AND PROCEDURES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice of time and place of taking account 8.01-611	Once a week for two successive weeks	A newspaper of general circulation		Time and place of taking account	Mandatory
When plea of infancy not allowed; liability of infants for debts as traders; liability of infants on loans to defray expenses of education 8.01-278	For two weeks	A newspaper of general circulation		The fact that [the infant transacting business] is a minor	Mandatory
Publication of interim notice 8.01-319	Once a week for two successive weeks	A newspaper published or circulated in the city or county in which the original proceedings are pending			Mandatory

CONSERVATION

SUBJECT & CODE SECTION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Removal of Minerals 10.1-111	Once each week for four weeks	Two newspapers of general circulation			Mandatory
Sale of Trees 10.1-113	Once a week for two weeks	Two newspapers of general circulation			Mandatory
Disapproval of the Petition 10.1-509	Once	A newspaper of general circulation within the area designated in the petition			Mandatory
Petition approved; Board to give notice of hearing 10.1-510	Once	A newspaper of general circulation in each county or city involved			Mandatory
Notice to the Public 10.1-606.4	Once	A newspaper of general circulation in the affected localities		Summary of the permit request and addresses of locations where copies of the permit request and the dam break inundation zone map may be examined	Mandatory
Sale of Trees 10.1-1115	Once a week for two weeks	Two newspapers of general circulation			Mandatory

SUBJECT & CODE SECTION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice of issuance, amendment or rescission of proclamation 10.1-1161	Once	A newspaper of general circulation in the area or areas affected.			Mandatory
Posting or publication of notices 10.1-1166	Once	Newspapers of general circulation in such counties and cities where pine timber grows in appreciable quantities			Not Mandatory
Permits; procedures for public hearings and permits before the Board 10.1-1322.01(H)	Once	A newspaper of general circulation in the city or county where the facility or operation that is the subject of the permit or permit application is located	At least 30 days before the hearing date		Mandatory
Permits; procedures for public hearings and permits before the Board (rescheduling the hearing) 10.1-1322.01(I)	Once	In same newspaper where original notice was published			Mandatory

SUBJECT & CODE SECTION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Permit required; open dumps prohibited 10.1-1408.1	Once a week for two weeks	A newspaper of general circulation serving the locality where the sanitary landfill is proposed to be located	The first publication at least 14 days before the hearing date	Statement of applicant's intent to apply for a permit to operate the proposed landfill; its proposed location; date, time and location of meeting; name, address, and phone number of person employed by applicant	Mandatory
Notice of intent to file application for certification of site approval 10.1-1437	Once a week for four successive weeks	A newspaper of general circulation in each host community			Mandatory
Public participation; notice 10.1-1447	Once a week for two successive weeks	A newspaper of general circulation within the area to be affected by the subject of the notice		Description of subject for which notice is made; name and telephone number of person from whom additional information can be obtained	Not Mandatory; 1 of 4 forms of available notice

SUBJECT & CODE SECTION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Procedure for designating a historic district, building, structure or site as a historic landmark; National Register of Historic Places, National Historic Landmarks; historic district defined 10.1-2206.1	Once a week for two successive weeks	A newspaper published or having general circulation in the county, city, or town in which the proposed historic district is located	Hearing must be held no more than 21 days after publication and no less than 6 days after publication		Mandatory
Adjournment of hearing when additional territory appears desirable 10.1-511	At least twice with an interval of at least seven days	A newspaper or other publication of general circulation			Mandatory
Referendum 10.1-555	At least twice with an interval of at least seven days	A newspaper or other publication of general circulation	Within 60 days after a termination of petition has been received by the Board.		Mandatory

SUBJECT & CODE SECTION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice and hearing on petition; determination of need for district and defining boundaries 10.1-616	At least twice with an interval of at least seven days	A newspaper or other publication of general circulation	Within 30 days after a petition has been filed with the directors of the soil and water conservation district or districts		Mandatory
Determination of whether operation of proposed district is feasible; referendum 10.1-617	At least twice with an interval of at least seven days	A newspaper or other publication of general circulation			Mandatory

CORPORATIONS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Membership or voting stock certificates; transfers; dividends; nonvoting stock 13.1-322(J)	Once	A newspaper of general circulation			Mandatory
Voluntary dissolution 13.2-332	Once	A newspaper of general circulation		Notice of the time and place to bring claims against the association	Not Mandatory; Other options

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Other claims against dissolved corporation 13.1-746.1	Once	A newspaper of general circulation in the city or county where the dissolved corporation's principal office, or, if none in the Commonwealth, its registered office, is or was last located.		Describe information required to be included in a claim against the corporation and a mailing address where the claim may be sent; State that a claim against the corporation will be barred unless a claim is commenced either at the expiration of the applicable statute of limitations or three years after notice was delivered to claimant	Mandatory
Notice of meeting 13.1-842	Once a week for two consecutive calendar weeks	A newspaper published in the city or county in which the registered office is located or having general circulation therein	Not more than sixty days prior to the meeting and not less than seven days prior	Date, time, and place of each annual and special members' meeting; Notice of a special meeting shall include the purpose for which the meeting is called	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Other claims against dissolved corporation 13.1-908.1	Once	A newspaper of general circulation in the city or county where the dissolved corporation's principal office, or, if none in the Commonwealth, its registered office, is or was last located.		Describe information required to be included in a claim against the corporation and a mailing address where the claim may be sent; State that a claim against the corporation will be barred unless a claim is commenced either at the expiration of the applicable statute of limitations or three years after notice is given to claimant	Mandatory
Other claims against dissolved limited liability company 13.1-1049.2	Once	A newspaper of general circulation in the city or county where the dissolved limited liability company's principal office, or, if none of in the		Describe information required to be included in a claim against the corporation and a mailing address where the claim may be sent; State	Not Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
		Commonwealth, its registered office, is or was last located		that a claim against the corporation will be barred unless a claim is commenced either at the expiration of the applicable statute of limitations or three years after notice is given to claimant	

COUNTIES, CITIES, AND TOWNS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Charter elections; subsequent procedure; procedure when bill not introduced or fails to pass general assembly 15.2-201	Once	A newspaper of general circulation in the locality	At least ten days prior to the holding of such election	Time and place of hearing; Text or an informative summary of the new charter or amendment desired	Mandatory
Public hearing in lieu of election; procedure when bill not introduced or fails to pass in General Assembly 15.2-202	Once	A newspaper of general circulation in the locality	At least ten days prior to the hearing.	The text or an informative summary of the new charter or amendment desired	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Petition or resolution asking for referendum; notice; conduct of election 15.2-301	Once a week for three consecutive weeks	A newspaper having general circulation in the county			Mandatory
Referendum on election of the county chairman from the county at large; powers and duties of chairman 15.2-503	Once a week for three consecutive weeks	A newspaper having general circulation in the county			Mandatory
Referendum on the election of the county chairman from the county at large; powers and duties of chairman 15.2-603	Once a week for three consecutive weeks	A newspaper having general circulation in the county			Mandatory
Same; powers of commissioners of revenue; real estate reassessment 15.2-619	Once	A newspaper having general circulation in the county	Ten days prior to any such hearing at which any person applying for review will be heard		Mandatory
Referendum for establishment of department of real estate assessments; board of equalization; general reassessments in county where department established 15.2-716	Once a week for three successive weeks	A newspaper having general circulation in the county			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Certain referenda in certain counties 15.2-749	Once a week for three successive weeks	A newspaper published or having general circulation in the county			Mandatory
Creation, enlargement, contraction, etc. of sanitary districts 15.2-858	Once a week for two successive weeks	A newspaper of general circulation in the locality			Mandatory
Ordinances taxing and regulating "automobile graveyards," "junkyards," and certain vacant and abandoned property 15.2-903	Once a week for two successive weeks	A newspaper of general circulation in the locality		A descriptive summary of the proposed ordinance and a reference to the place(s) within the locality where copies of the ordinance may be examined	Mandatory
Authority to require removal, repair, etc., of buildings and other structures 15.2-906	Once a week for two successive weeks	A newspaper of general circulation in the locality	At least thirty days prior to the repair or removal of the building		Mandatory
Authority of locality or land bank entity to be appointed to act as a receiver to repair derelict and blighted buildings in certain limited circumstance 15.2-907.2	Once a week for four consecutive weeks	A newspaper of general circulation			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Authority to require removal, repair, etc., of wharves, piers, pilings, bulkheads, vessels or abandoned, obstructing or hazardous property 15.2-909	Once a week for two weeks	A newspaper of general circulation in the area where such property is located.			Mandatory
Disposition of firearms acquired by localities 15.2-915.5	Once	At least two newspapers published and having general circulation in the Commonwealth (at least one of general circulation in the locality where property to be sold is located)	At least 30 days before the date of the auction or on which the sealed bids will be opened	Date, time, and place of sale if by public auction or sealed bids	Mandatory
Acquisition, disposition, and use of personal property by localities generally 15.2-951	Once	A newspaper having general circulation in the locality	At least seven days prior to the date of the hearing		Mandatory
Financing clean energy programs 15.2-958.3	Once a week for two successive weeks	A newspaper of general circulation in the locality			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Financing the repair of failed septic systems 15.2-958.6	Once a week for two successive weeks	A newspaper of general circulation in the locality			Mandatory
County boards of supervisors vested with powers and authority of councils of cities and towns; exceptions 15.2-1201	Once a week for two successive weeks	A newspaper of general circulation in the County of Fairfax			Mandatory
Purchases and sales to be based on competition 15.2-1236	At least once	A newspaper of countywide circulation	At least five calendar days before the final date of submitting bids		Mandatory
Voluntary economic growth-sharing agreements 15.2-1301	Once a week for two successive weeks	A newspaper having general circulation in the locality			Mandatory
Regular meetings 15.2-1416	Once	A newspaper of general circulation in the county or municipality	At least seven days prior to the first such meeting	A copy of the resolution prescribing the location of the future meeting	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Adoption of ordinances and resolutions generally; amending or repealing ordinances 15.2-1427	Once a week for two successive weeks	A newspaper of general circulation in the county	The second publication shall not be sooner than one calendar week after the first publication	Must include a statement either that the publication contains the full text of the ordinance or that a copy of the full text is on file with the clerk's office or county administrator	Mandatory
Sharing of such officers by two or more units of government 15.2-1602	Once a week for three consecutive weeks	A newspaper of general circulation in such units of government			Mandatory
Appointment of deputies and employment of employees; discriminatory practices by certain officers; civil penalty 15.2-1604	Once	A newspaper having general circulation		Advertisement of the employment position	Not Mandatory; Other options
Removal of court 15.2-1647	Once	A newspaper in the county if any, and if none, then in A newspaper having general circulation in the county	At least sixty days before the court is ordered to be held in a new location		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Contest of election 15.2-1654	Once a week for two successive weeks	Some newspaper published in the county (if none, A newspaper having general circulation in the county)	At least ten days after the election	Notice of the contest, stating complaint has been filed in the office of the clerk of circuit court for the county in which the election is held	Mandatory
Referendum required prior to establishment of county police force 15.2-1702	Once a week for three consecutive weeks	A newspaper of general circulation in the county		The ballot question and a neutral statement of explanation written by the county or city attorney in English and not more than 500 words	Mandatory
Referendum to abolish county police force 15.2-1703	Once a week for three consecutive weeks	A newspaper of general circulation in the county			Mandatory
Disposal of unclaimed property in possession of sheriff or police 15.2-1719	Once a week for two successive weeks	A newspaper of general circulation in the locality		Notice that there will be a public display and sale of unclaimed personal property	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Localities authorized to license bicycles, electric power-assisted bicycles, mopeds, and electric personal assistive mobility devices 15.2-1720	Once a week for two successive weeks	A newspaper of general circulation within the locality		Location and description of the bicycle, electric-powered bicycle, moped, etc.	Mandatory
Notice when public hearing required 15.2-1813	Once	A newspaper having general circulation in the locality	At least seven days prior to the date set for the hearing		Mandatory
Alteration and vacation of public rights-of-way; appeal from decision 15.2-2006	At least twice	A newspaper having general circulation in the locality	At least six days must elapse between the first and second publications	Time and place of the hearing	Mandatory
Ordinance proposing grant of franchise, etc. to be advertised 15.2-2101	Once a week for two successive weeks	A newspaper having general circulation in the city or town		A statement that a copy of the full text of the ordinance is on file in the office of the clerk or city council	Mandatory
How amendments made to franchise, etc.; notice required 15.2-2105	For ten days	A newspaper having general circulation in the city or town		The proposed amendment	Mandatory
Public hearings on feasibility study; notice 15.2-2108.7	Once a week for three consecutive weeks	A newspaper of general circulation in the municipality	The last publication shall be at least three days before the first public hearing		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Ordinance cable franchises 15.2-2108.21	Once a week for two successive weeks	A newspaper having general circulation in the locality		A statement that a copy of the full text of the ordinance is on file with the office of the clerk of the locality.	Mandatory
Regulation of stormwater 15.2-2114	Once a week for two successive weeks	A newspaper with a general circulation in the locality		Notice of the hearing as required by charter or descriptive notice	Mandatory
Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments 15.2-2204	Once a week for two successive weeks	A newspaper published or having general circulation in the locality	Hearing shall not be less than five days nor more than 21 days after the second advertisement appears.	A descriptive summary of the proposed action and a reference to the place or places within the locality where copies of the proposed plans, ordinances or amendments may be examined.	IN ADDITION: The City of Richmond may publish in any newspaper of general circulation in the city
Meetings 15.2-2214	Once	A newspaper having general circulation in the locality	At least seven days prior to the first meeting held pursuant to the adopted schedule	A copy of the resolution prescribing the location of the future meeting	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Localities may provide for transfer of development rights 15.2-2316.2	Once a week for two successive weeks	A newspaper of general circulation in the locality		A copy of the resolution prescribing the location of the future meeting	Mandatory
Creation of service districts 15.2-2400	Once a week for three consecutive weeks	A newspaper of general circulation in the locality	The hearing shall be no sooner than ten days after the date the second notice appears in the newspaper		Mandatory
Creation of service districts by court order in consolidated cities 15.2-2401	Once a week for three consecutive weeks	A newspaper of general circulation within the city	The hearing shall not be held sooner than ten days after the last publication		Mandatory
How notice is given; objections 15.2-2409	Once a week for four successive weeks	A newspaper of general circulation in the locality		Personal service to non-residents when owner's residence not known	Not Mandatory; One of multiple options
Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated 15.2-2506	Once	A newspaper having general circulation in the locality affected	At least seven days prior to the date set for the hearing	A brief synopsis of the budget	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Amendment of budget 15.2-2507	Once	A newspaper having general circulation in the locality	At least seven days prior to the meeting date	State governing body's intent to amend the budget; Include a brief synopsis of proposed budget amendment	Mandatory
Public hearing before issuance of bonds 15.2-2606	Once a week for two successive weeks	A newspaper published or having general circulation in the locality	The hearing shall not be held less than six nor more than 21 days after the date of the second notice appears in the newspaper	(i) state the estimated maximum amount of the bonds proposed to be issued, (ii) state the proposed use of the bond proceeds, and if there is more than one use, state the proposed uses for which more than 10 percent of the total bond proceeds is expected to be used, and (iii) specify the time and place of the hearing at which persons may appear and present their views.	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Request for referendum filed with court; order for election; notice 15.2-2610	At least once	A newspaper published or having general circulation in the locality	Not less than ten days before the election	In the form proscribed by the court	Mandatory
Service by publication of motion for judgment; parties' defendant 15.2-2652	Once a week for two consecutive weeks	A newspaper published or having general circulation in the jurisdiction where the issuer is located	The date of the hearing shall not be sooner than ten days after the date of the second publication	The motion for judgment or summary of it approved by the court; Time and place of hearing	Mandatory
Contesting issuance of bonds; notice and hearing; service on member of governing body, etc. 15.2-2653	Once a week for two consecutive weeks	A newspaper having general circulation in the jurisdiction where the issuer is located	The date of the hearing shall not be sooner than ten days after the date of the second publication	The motion for judgment or summary of it approved by the court; Time and place of hearing	Mandatory
Investigation by governor of alleged defaults; withholding state funds from defaulting locality; payment of funds withheld; 15.2-2659	Once	A daily newspaper of general circulation in the City of Richmond	As soon as practicable	Notice of the default and of the availability of funds	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Actions for annexation, immunity, establishment of city, etc. investigations and reports by Commission; negotiation 15.2-2907	Once a week for two successive weeks	A newspaper of general circulation in the affected counties and cities	The second advertisement shall appear not less than six days and not more twenty-one days prior to the hearing		Mandatory
Publication of agreed boundary line 15.2-3107	Once a week for two successive weeks	A newspaper having general circulation in its locality		Statement that a copy of the agreement is on file in the office of the clerk of the governing body which is considering the proposed agreement.	Mandatory
Court-ordered adjustment of boundary lines 15.2-3109	Once a week for two successive weeks	A newspaper of general circulation in each locality			Mandatory
Notice of motion; service and publication 15.2-3204	Once a week for four successive weeks	A newspaper published in such city or town, or if none, in a newspaper having general circulation in the county whose territory is affected			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Additional parties 15.2-3205	Once a week for two successive weeks	A newspaper of general circulation in the city or town seeking the territory and, in the territory, sought to be annexed		A copy of the order	Mandatory
Hearing before Commission on Local Government required; notice 15.2-3232	Once a week for two successive weeks	A newspaper having general circulation in the county and the town	The second advertisement shall appear not less than six and not more than twenty-one days prior to the hearing	Time and place of hearing; Summarizing the terms of proposed agreement	Mandatory
Council may enact ordinance 15.2-3236	In at least ten issues	A daily newspaper having general circulation in the city or town (if none, two successive issues of a weekly newspaper having general circulation in such city or town)		Summary of the ordinance; reference of place in the city or town where the ordinance may be examined	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Parties defendant and publication of such petition 15.2-3242	Once a week for four successive weeks	A newspaper having general circulation in the county or town		A descriptive summary of the petition; reference of place in the city or town where the ordinance may be examined	Mandatory
Voluntary settlements among local governments 15.2-3400	Once a week for two successive weeks	A newspaper having general circulation in its jurisdiction		The governing body's intention to approve such agreement	Mandatory
Referendum on contracting of debt by counties in voluntary settlement agreements 15.2-3401	Once a week for three consecutive weeks	A newspaper having general circulation in the county	The first notice must be published not more than 60 days prior to the election		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Publication of agreement 15.2-3504	Once a week for four successive weeks	A newspaper having general circulation within the locality		A copy of the consolidation agreement or a descriptive summary and reference to a place within the locality where a copy of the agreement may be examined	Mandatory
Proposed consolidated city; notice of motion; service and publication 15.2-3521	Once a week for four successive weeks	A newspaper having general circulation in the localities which are parties to the agreement		A copy of the notice and consolidation agreement or a descriptive summary of the notice and agreement and a reference to the place within the city or town where copies of the notice and agreement may be examined	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Time limit for intervenors 15.2-3524	Once a week for two successive weeks	A newspaper of general circulation in the localities proposing to consolidate and counties and cities contiguous thereto		A copy of the order	Mandatory
Publication of consolidation agreement 15.2-3537	Once a week for four successive weeks	A newspaper having general circulation in the locality		A copy of the consolidation agreement or a descriptive summary of the agreement; Reference to the place in the locality where a copy of the agreement may be examined	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Petition for incorporation of community; appointment of special court 15.2-3600	Once a week for four successive weeks	A newspaper having general circulation in the county		Notice of the time and place the petition would be presented; text of the petition in full; or a descriptive summary of the petition and notice that the petition may be inspected at the circuit court clerk's office	Mandatory
Notice of motion; service and publication; docketing 15.2-3703	Once a week for four successive weeks	In a newspaper having general circulation in the town			Mandatory
Notice of motion; service and publication; answer or other pleading 15.2-3803	Once a week for four successive weeks	A newspaper having general circulation in the town and county, or counties in which the town is situated	At least 30 days before instituting a proceeding for grant of city status	A summary of the notice and ordinance with reference to place within the town where copies of the notice and ordinance may be examined	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Time limit for intervenors; publication of order 15.2-3805	Once a week for two successive weeks	A newspaper of general circulation in the county and in the adjoining or adjacent counties and cities		A copy of the order	Mandatory
Notice of motion; service and publication; answer 15.2-3903	Once a week for four successive weeks	A newspaper having general circulation in the county seeking eligibility for city status	At least 30 days before instituting a proceeding under the provisions of this chapter	A copy of the notice and ordinance, or a descriptive summary of the notice and ordinance and a reference to the place within the county where copies of the notice and ordinance may be examined	Mandatory
Time limit for intervenors; publication of order 15.2-3905	Once a week for two successive weeks	A newspaper having general circulation in the county and in the adjoining or adjacent counties and cities		A copy of the order	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Public hearing on charter; notice and publication; adoption of charter by governing body 15.2-3913	Once a week for two successive weeks	A newspaper having general circulation in the county	At least thirty days prior to the hearing	Time and place of hearing; Text of the charter or an informative summary thereof	Mandatory
Ordinance petitioning court for town status; notice of motion 15.2-4101	Once a week for four successive weeks	A newspaper having general circulation in the city and adjoining county		A copy of the notice and ordinance, or a descriptive summary of the notice and ordinance and a reference to the place within the city or adjoining county where copies of the notice and ordinance may be examined	Mandatory
Citizen petition for town status 15.2-4102	Once a week for four successive weeks	A newspaper having general circulation in the city and the adjoining county		A copy of the petition	Mandatory
Time limit for intervenors;	Once a week for	A newspaper of general		A copy of the order	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
publication of order 15.2-4104	two successive weeks	circulation in the city and county			
Hearing; creation of district; conditions; notice 15.2-4309	Once	A newspaper having general circulation within the district	At least two weeks prior to adoption of the ordinance creating the district		Mandatory
Review of districts 15.2-4311	Once	A newspaper having general circulation within the district		Describing any different conditions upon which the continuation of the district is stipulated	Mandatory
Proposals as to land acquisition or construction within district 15.2-4313	Once	A newspaper having general circulation within the district			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Creation of districts of local significance - public hearing 15.2-4405(E)(3)	Once	A newspaper having general circulation within the proposed district		A description of the proposed district, any proposed modifications and any recommendations of the local planning commission or the advisory committee	Mandatory
Creation of districts of local significance - proposal 15.2-4405(C)(1)	Once	A newspaper having general circulation within the proposed district		State that an application for an agricultural, forestal, or ag and forestal district of local significance has been submitted to the local governing body	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Public hearing and approval 15.2-4906	Once a week for two successive weeks	A newspaper having general circulation in the locality in which the facility is to be located	Not less than six days nor more than twenty-one days after the second notice appears	(i) the name and address of the authority; (ii) the name and address (principal place of business, if any) of the party seeking financing; (iii) the maximum dollar amount of financing sought; (iv) the type of business and purpose and specific location, if known, of the facility to be financed	Mandatory
Advertisement of ordinance, agreement or resolution and notice of hearing 15.2-5104	Once	A newspaper having general circulation in such locality	At least 30 days before the hearing date	A copy of the ordinance, agreement or resolution; reference to the place <i>(Continued To page50)</i>	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<i>(Continued from page 49)</i> within the locality where a copy of the ordinance, agreement or resolution can be obtained	
Rates and charges 15.2-5136	Twice	A newspaper having general circulation in the area to be served by such systems or facilities	The second publication must be made at least 14 days before the date of the hearing	Notice of the meeting setting forth the proposed schedule or schedules of rates, fees, and charges	Mandatory
Hearing; notice 15.2-5156	Once a week for three successive weeks	A newspaper of general circulation within the locality	At least ten days before the hearing date		Mandatory
Review of cooperative agreements 15.2-5384.1	Once	A newspaper of general circulation	At least fifteen days before the hearing date		Mandatory
Creation of electric authority; referendum 15.2-5403	Once a week for two successive weeks	A newspaper of general circulation within the governmental unit		A copy of the ordinance	Mandatory
Resolution creating authority to include articles of incorporation 15.2-5431.5	Once	A newspaper of general circulation in such locality	At least 30 days before the date of the hearing		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Rates and charges 15.2-5431.25	Twice at least six days apart	A newspaper having general circulation	At least 60 days before the date of the hearing	Notice of the hearing, setting forth the proposed schedule or schedules of rates, fees and charges	Mandatory
Creation of authorities 15.2-5602	Once	A newspaper having general circulation in the locality	At least 10 days before the hearing is held		Mandatory
Creation of authorities 15.2-5702	Once	A newspaper having general circulation in its locality	At least 10 days before the hearing is held	A copy of the ordinance or resolution; date of hearing	Mandatory
Conveyance or lease of park to authority; contact for park services; when referendum is required before certain contracts made 15.2-5711	Once	A newspaper of general circulation in the locality	At least 10 days before the election		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Public hearings; notice; reports 15.2-5806	Once	A newspaper of general circulation in the locality	At least 60 days before the hearing is held	(i) a description of the site proposed to be acquired, (ii) the intended use of the site, and (iii) the date, time, and location of the public hearing	Mandatory
Public hearings; notice; reports 15.2-5906	Once	A newspaper of general circulation in the locality	At least 60 days before the hearing is held	(i) a description of the site proposed to be acquired, (ii) the intended use of the site, and (iii) the date, time, and location of the public hearing	Mandatory
Public hearing required prior to creation or designation of a land bank entity 15.2-7502	Once a week for two successive weeks	A newspaper published or having general circulation in that locality	Not less than five nor more than twenty-one days after the second advertisement appears	Time and place of the hearing	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Dissolution of land bank entity 15.2-7511	Once	A newspaper of general circulation	At least 60 days before dissolution		Mandatory

COURTS OF RECORD

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Change of place or time for holding session of Supreme Court 17.1-116	Once	Published in some newspaper		A copy of the designation	Mandatory
Notice 17.1-331	Once	Publication in A newspaper of local or state-wide distribution		Notice of judicial emergency	Not Mandatory; Other options

CRIMES AND OFFENSES GENERALLY

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Sex offenses prohibiting entry onto school or other property; penalty 18.2-370.5	Once a week for two successive weeks	A newspaper meeting the requirements of § 8.01-324		Time and place of the hearing; A statement that written comments regarding the petition may be submitted to the clerk of court as least five days prior to the hearing	Mandatory
Proceeding against book alleged to be obscene 18.2-384	Once a week for two successive weeks	A newspaper of general circulation within the county or city in which the proceeding is filed		The order to show cause	Mandatory

DRAINAGE, SOIL CONSERVATION, SANITATION & PUBLIC FACILITIES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Hearing and notice thereof 21-114	Once a week for three consecutive weeks	A newspaper of general circulation within the county designated by the governing body	At least ten days before the date of the hearing		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Abolishing sanitary districts 21-117.1	Once a week for three consecutive weeks	A newspaper of general circulation within the county to be designated by the governing body of the county	At least ten days before the date of the hearing		Mandatory
Powers and duties of governing body 21-118	Once	A newspaper of general circulation	At least ten days before the date of the hearing	Time and place of the hearing	Mandatory
Notice of hearing on petition for creation 21-146	Once a week for three consecutive weeks	A newspaper having general circulation in the proposed sanitation district	At least twenty-eight days before the date of the hearing	Must include the petition as filed; Time and place of the hearing; Statement that at such hearing all persons desiring to controvert the allegations of such petition or question the conformity thereof to this article will be heard and all objections to the creation of the proposed sanitation district considered	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Appeal from action fixing fees, etc. 21-186	Once	A newspaper designated by the commission and of general circulation within the district		Notice of the appeal as proscribed by the State Corporation Commission	Mandatory
Discharge into tidal waters of matter causing pollution 21-218	Once	A newspaper or newspapers having, in the aggregate, general circulation in all of the counties and cities within which or bordering upon which such part(s) of the tidal waters of the district are located		Notice that the commission has provided facilities reasonably sufficient in its opinion for the disposal of sewage, which by discharge from public sewer systems might cause or contribute to pollution of the bounded and described part or parts of such tidal waters, and that pollution of the same is prohibited by law	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice of hearing on petition for creation 21-229	Once a week for three consecutive weeks	A newspaper having general circulation in the proposed sanitation district	At least twenty-eight days prior to the date of such hearing	Must include the petition as filed; Time and place of the hearing; Statement that at such hearing all persons desiring to controvert the allegations of such petition or question the conformity thereof to this article will be heard and all objections to the proposed district considered	Mandatory
Appeal from action fixing fees, etc. 21-266	Once	A newspaper designated by the State Corporation Commission and of general circulation within the district		Notice of appeal as proscribed by the State Corporation Commission	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Discharge into waters of matter causing pollution 21-287	Once	A newspaper or newspapers having, in the aggregate general circulation in all of the counties and cities within which or bordering upon which such part or parts of the waters of the district are located		Notice that the commission has provided facilities reasonably sufficient in its opinion for the disposal of sewage, which by discharge from public sewer systems might cause or contribute to pollution of the bounded and described part or parts of such tidal waters, and that pollution of the same is prohibited by law	Mandatory
Publication against unknown owners 21-307	Once a week for four successive weeks	A newspaper published in the county wherein the land is located or in any city within the geographical limits of the county		publication of the petition, or of the substance thereof, and describing generally the tract or tracts of land as to which the <i>(Continued to page 59)</i>	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 58)</i></p> <p>owner or owners are unknown, with the order of the court or the judge</p>	
<p>Notice of consideration of preliminary report 21-314</p>	<p>Two consecutive issues</p>	<p>A daily or weekly newspaper published in any city, town or village situated within the geographical bounds or the county or counties in which the proposed district is located</p>	<p>The second publication shall not be less than five days prior to the hearing</p>		<p>Mandatory</p>
<p>Notice of time and place of letting contract; bids 21-349</p>	<p>Daily for two consecutive weeks</p>	<p>A newspaper published in the county wherein such improvement or a part thereof is located if such there be</p>		<p>Time and place of letting the work of construction of the improvement; the security to accompany each bid; the approximate amount of work to be performed; the time fixed for the completion of the work</p>	<p>Mandatory</p>

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice of sale of delinquent land 21-377	Once	A newspaper published or having general circulation in his county	At least thirty days prior to the sale		Mandatory
Notice of redemption 21-391	Once a week for four successive weeks	A newspaper of general circulation in the county where the lands are situated			Mandatory
Notice of issuance of bonds 21-393	Once a week for three successive weeks	A newspaper published in the county in which the project, or some part thereof, is situated		Stating that they propose to issue drainage bonds for the total cost of the improvement, giving the amount of the bonds to be issued, the rate of interest that they are to bear, and the time when payable	Mandatory
How additional assessments made 21-420	Once a week for two consecutive weeks	A newspaper of general circulation published in a county in which such project is located in whole or in part			Mandatory

EDUCATION

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Public hearing before appointment of school board members 22-29.1	Once	A newspaper having general circulation within the school division	At least ten days prior to the hearing		Mandatory
Notice by commission of meeting for appointment 22.1-37	Once a week for four successive weeks	A newspaper having general circulation in the county		Time and place of the hearing	Mandatory
Referendum on changing method of selection of members of school board 22.1-42	Once a week for three successive weeks	A newspaper having general circulation in the county			Mandatory
Referendum to revert to appointment by school board selection commission 22.1-45	Once a week for three successive weeks	A newspaper published or having general circulation in the county			Mandatory
Referendum on direct election of school board members by the voters 22.1-57.2	Once a week for three consecutive weeks	A newspaper having general circulation in the county, city, or town			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Powers and duties 22.1-79	Once	A newspaper having general circulation in the school division	At least ten days prior to the hearing		Mandatory
Estimate of moneys needed for public schools; notice of costs to be distributed 22.1-92	Once	A newspaper having general circulation within the school division	At least ten days prior to the hearing		Mandatory

ELECTIONS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Alternative for biennial county supervisor elections and staggered terms 24.2-219	Once a week for four consecutive weeks	A newspaper having general circulation in the county			Mandatory
Alternative election of mayor and council at November general election in cities and towns 24.2-222.1	Once a week for three consecutive weeks	A newspaper having general circulation in the city or town			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Changes not to be enacted within 60 days of general election; notice requirements 24.2-306(A)	Once a week for two successive weeks	A newspaper having general circulation in the election district or precinct		Where descriptions and maps of proposed boundary and polling place changes may be inspected	Mandatory
Changes not to be enacted within 60 days of general election; notice requirements 24.2-306(B)	Once	A newspaper of general circulation in the county or city	At least twenty-one days prior to the change		Not Mandatory; Other options
Notice of times and locations for registration 24.2-415	Once	A newspaper of general circulation in the county or city		The date, hours, and locations for registration on the final day of registration	Mandatory
Return of registered voter to active status 24.2-428.2	Once	A newspaper of general circulation in his county or city		A list of names of persons whose registration has been cancelled	Not Mandatory; Other options
Maintenance of accurate registration records by general registrar; notice and hearing before cancellation 24.2-429	Once	A newspaper of general circulation in his county or city		The name of the registered voter on a list of persons whose registrations are to be cancelled by the general registrar	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Reconstruction of destroyed registration records 24.2-446	Once	A newspaper having general circulation in the jurisdiction			Not Mandatory; Other options
State Board to order election 24.2-517	Once	A newspaper of general circulation in the city or county			Not Mandatory; Other options
Procedure when a vacancy in office occurs less than 75 days before primary date 24.2-536	Once	at least one newspaper of general circulation within the Commonwealth if it is an office filled by election by the people at large		Notice of the vacancy and the right to file declarations and petitions of candidacy for nomination to fill it	Mandatory
Writ for special election to fill a vacancy 24.2-683	Once	A newspaper of general circulation in the elected representative's jurisdiction	At least ten days before the election	A copy of the writ for special election	Not Mandatory; Other options

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Authorization for distribution of information on referendum elections 24.2-687	Once	A newspaper having general circulation in the county, city, or town		The ballot question(s) and an explanation of not more than 500 words for each referendum question	Not Mandatory; Other options

EMINENT DOMAIN

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Offer to sell to former owner 25.1-108(B)	Once a week for two successive weeks	A newspaper having general circulation in the locality in which the property is located		An offer to sell the land which (i) identifies the former owner from whom the condemner acquired the property; (ii) briefly describes the property and the date title vested in the condemner; (iii) states the offer is made pursuant to this code section; and (iv) states the offer is open to any heirs, successors, or assigns of the former owner, who shall be named in the offer as parties unknown	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Service of notice by order of publication; mailing copy of notice by publication 25.1-210	Once a week for at least two successive calendar weeks	A newspaper published in the county or city where the property or major portion thereof is located (or, if none A newspaper of general circulation in the city or county where the property is located)			Mandatory

FINANCIAL SERVICES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Sale of contents are two years 6.2-2310	Twice	A newspaper published in the locality where the sale will be held (or in the newspaper published in the locality nearest thereto having A newspaper)	Not more than 20 days prior to the sale	Time and place of sale	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
<p>Proceedings to bar certain claims against banks in liquidation 6.2-920(922)</p>	<p>Twice (or once if published in two newspapers)</p>	<p>A newspaper having general circulation in the locality where the suit or petition is pending</p>		<p>A list of creditors to whom dividends or payments are due and unpaid and the amount thereof; a notice that any creditor therein named who fails to apply to the disbursing official for payment of the amount due within six months from the date of the last publication of such notice will be barred from his right thereafter to receive payment of amounts due and from participation in any future dividends or payments that may later be ordered</p>	<p>Mandatory</p>

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice and proof of claim; notice of rejection of claim; petition 6.2-931	Once a week for twelve consecutive weeks	A newspaper of general circulation in one or more localities as the receivership court may direct			Mandatory
Conversion to a state mutual savings institution 6.2-1347.1	Once	A newspaper of general circulation in the credit union's service area	At least 60 days prior to the final vote by the board of directors		Mandatory

FISHERIES AND HABITAT OF THE TITLE WATERS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Commissioner to provide notice 28.2-603.2	Once	A newspaper of general circulation servicing the area in which the leasehold is located			Not Mandatory
Notice of application 28.2-606	Once a week for two consecutive weeks	A newspaper of general circulation in the area in which the ground applied for lies		Shall invite and provide information about the submission of written comments on the application	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Potomac River Compact 28.2-1001	Once a week for three successive weeks	A newspaper published, or having a general circulation in each county of Maryland and Virginia contiguous to the waters within the Commission's jurisdiction	At least 30 days but not more than 45 days prior to the hearing		Mandatory
Removal of obstructions or hazardous property from state waters; penalty 28.2-1210	Once	A newspaper having general circulation in the area where such property is located			
Adoption of wetlands zoning ordinance; terms of ordinance 28.2-1302	Once a week for two weeks	A newspaper of general circulation in the county city or town		Notice of the hearing; Specify the place or places within the town, county or city where copies of the application may be examined	

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Certain counties, cities and towns authorized to adopt coastal primary sand dune ordinance 28.2-1403	Once a week for two weeks	A newspaper of general circulation in this county city or town			
Exemptions 28.2-1408.2(B)(1)	Once a week for two consecutive weeks	A newspaper having general circulation in Virginia Beach			
Exemptions 28.2-1408.2(B)(2)	Once a week for two consecutive weeks	A newspaper having general circulation in the City of Norfolk			

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice of filing of inventories 28.2-1507(B)	Once	A newspaper having general circulation in the county for which such amended or supplemental inventory applies		Reference the initial inventory and any previous amended or supplemental inventory; State that any person claiming ownership of an interest in lands designated as ungranted shores of the sea, marsh or meadowlands is required to assert the claim within two years following the filing of the amended or supplemental inventory, or any action to assert such claim shall be barred	Mandatory
Approval of amended or supplemental inventory 28.2-1510	Once a week for two successive weeks	A newspaper having general circulation in the county where such land is located		Time and place of a public hearing	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Claims to ungranted shores of the sea, marsh and meadowlands proposed designation in amended or supplemental inventory 28.2-1511	Once	A newspaper of general circulation in the county where such land is located			Mandatory

GAME, INLAND FISHERIES AND BOATING

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Promulgation of regulations 29.1-501	Once	A newspaper published in or within reasonable proximity to the affected locality (<i>unless</i> regulation is statewide, then must be published in a sufficient number of newspapers having general circulation through the entire Commonwealth	Not more than 15 nor less than 30 days before the regulation is acted upon	Full text or an informative summary of any proposed regulation or change in the regulations	

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Closing or shortening open season 29.1-507	Once	One or more newspapers having general circulation in the county or city affected	At least three days before the action becomes effective		
Deer enclosures prohibited; exceptions; penalty 29.1-525.1	Once	A newspaper of general circulation throughout the Commonwealth		Information about the initial registration requirement	
Acquiring title to an abandoned watercraft	For three successive issues	A newspaper of general circulation in the county or city where the watercraft is located		States that if the watercraft is not claimed and removed within 30 days after the first day the notice was published, the person who has placed the notice shall apply to the Department for title to the watercraft	

GENERAL ASSEMBLY

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Distribution of information on proposed constitutional amendment to voters 30.1-19.9	Twice	Each newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district	(1) Once during the week preceding the final day for registration and (2) once during the week preceding the election at which the proposed amendment is to be presented to the people	An explanation of the amendment containing the ballot question, the full text of the proposed amendment, and a statement of not more than 500 words on the proposed amendment	Mandatory
Distribution of information on proposed questions to be submitted to voters 30.1-19.10	Twice	Each newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district	(1) Once during the week preceding the final day for registration and (2) once during the week preceding the referendum	An explanation containing the ballot question and either (i) a neutral explanation of not more than 500 words on the proposed question, or (ii) for any bond referendum, a fiscal impact statement	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Certain political subdivisions to file report of audit; publication of summary of financial condition 30.140	Once	Newspaper of general circulation in the county, city or town wherein the authority, commission, or other political subdivision is located		A summary statement reflecting the financial condition of the authority, commission, district or other political subdivision, including a reference to where the detailed statement may be found	Mandatory

HEALTH

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Administrative Procedure 32.1-102.6	Once	A newspaper of general circulation in the county or city where the project is proposed to be located	Nine days prior to the public hearing		

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Purpose; one or more localities may hold a hearing 32.1-122.10:001(C)	Once	A newspaper of general circulation in such locality	At least 30 days prior to the hearing	A copy of the ordinance, resolution or agreement creating the authority, or a descriptive summary of it and a reference to the place where a copy of it can be obtained	
Regulations 32.1-170(B)	Once	A newspaper of general circulation serving the area served by the waterworks	By July 1 of each year	(i) a copy of the consumer confidence report, (ii) notice that copies of the consumer confidence report will not be mailed to customers of the waterworks, and (iii) notice that copies of the consumer confidence report shall be made available to the public upon request	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Duties of the Committee 32.1-331.14(B)	Once	A newspaper of general circulation located in Richmond	At least 30 days prior to the hearing		Mandatory

HIGHWAYS AND OTHER SURFACE TRANSPORTATION SYSTEMS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Public hearings prior to undertaking projects requested by institutions of higher education 33.2-108	Once	A newspaper published or having a general circulation in the locality in which the project is to be located or established	At least 30 days prior to the hearing	Time and place of the hearing	Mandatory
Location of Routes 33.2-208	Once	A newspaper that is published or has a general circulation in the locality in which the route is to be located	At least 30 days prior to the hearing	Time and place of the hearing	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Intermittent closing of highways subject to flooding 33.2-266(C)	Once a week for two consecutive weeks	A newspaper of general circulation in the county		A description of the places of beginning and the places of ending of such intermittent closing	Mandatory
Annual meeting with county officers 33.2-331	Once a week for two successive weeks	A newspaper published in or having general circulation in the county			Mandatory
Ferry across Corrotoman River 33.2-601	Once a week for two successive weeks	A newspaper published or having general circulation in the county	At least 30 days before the application will be made to the court		Mandatory
Proceedings on report; notice to owners 33.2-710	Once a week for four successive weeks	A newspaper having general circulation in the county			Mandatory
Assumption of district highway indebtedness by counties 33.2-723	Once a week for two successive weeks	A newspaper published or having general circulation in the county	At least 30 days prior to the election	Date of election and question to be voted on	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Abandonment of highway or railroad crossing; procedure 33.2-902(B)	Twice	A newspaper published in the county or one of the counties in which the section of the highway crossing is located			Not Mandatory; Other options
Abandonment of highway or railroad crossing; procedure 33.2-902(C)	Twice	A newspaper having general circulation in the county or one of the counties in which the section of the highway crossing is located		Time and place of hearing	Not Mandatory; Other options
Discontinuance of highway, landing, or railroad crossing; procedure 33.2-908	Once	A newspaper having general circulation in the county in which the affected highway or landing is situated	At least 30 days before the landing, railroad, or highway is discontinued		Mandatory
Abandonment of highway or railroad crossing; procedure 33.2-909	Twice	A newspaper having general circulation in the county	At least 30 days prior to the abandonment		Not Mandatory; Other options

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Abandonment of highway or railroad crossing; procedure 33.2-909	Twice	A newspaper having general circulation in the county	At least 30 days prior to the abandonment?	Time and place of hearing	Mandatory
Notice of proposed abandonment 33.2-916	Twice	A newspaper having general circulation in the county	At least 30 days prior to abandonment		Mandatory
Acquisition of real property that may be needed for transportation projects 33.2-1005	Once	A newspaper of general circulation in the political subdivision in which the property is located	At least 30 days prior to disposition of such property		Not Mandatory; Other options
Posting of conceptual proposals; public comment; public access to procurement records 33.2-1820	Once	A newspaper of general circulation in the area where the contract is to be performed		Summary of the proposals and the location where copies of the proposals are available for public inspection	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Procedures 33.2-1929	Once a week for two successive weeks	A newspaper of general circulation within the transportation district			Mandatory
Creation of local transportation district 33.2-2001	Once a week for three successive weeks	A newspaper of general circulation within the locality			Mandatory
Powers and duties of local transportation district commission 33.2-2003	Once	A newspaper of general circulation in the district	At least ten days prior to the meeting		Mandatory
Creation of transportation improvement district 33.2-2101	Once a week for three consecutive weeks	A newspaper of general circulation within the locality	At least ten days prior to the meeting		Mandatory
Powers and duties of transportation improvement district commission 33.2-2103	Once	A newspaper of general circulation in the district	At least ten days prior to the meeting		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Regulations of the Commission; enforcement 33.2-2205	Once	A newspaper published or having general circulation in the City of Virginia Beach or the County of Northampton			Mandatory
Annual budget and allocation of expenses 33.2-2605	Once	A newspaper of general circulation			Mandatory
Creation of local transportation district 33.2-2701	Once a week for three successive weeks	A newspaper of general circulation within the locality	At least ten days prior to the meeting		Mandatory
Powers and duties of local transportation district commission 33.2-2703	Once	A newspaper of general circulation in the district			Mandatory
Washington Metropolitan Area Transit Authority Compact of 1966 33.2-3100(15)(b)	Once a week for two successive weeks	A newspaper of general circulation within the Zone	At least 30 days prior to the meeting	information about the proposed mass transit plan and where it can be inspected by the public	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Washington Metropolitan Area Transit Authority Compact of 1966 33.2-3100(62)(c)	Once a week for two successive weeks	A newspaper of daily circulation throughout the Transit Zone	At least 15 days prior to the hearing		Mandatory
Washington Metropolitan Area Transit Authority Compact of 1966 33.2-3100(76)(e)	Once	A newspaper of general circulation within the Zone	At least 15 days before the regulation's effective date		Mandatory

HOUSING

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Powers limited by necessity for authority from or approval by governing body; public hearing on proposed budget 36-19.2	Once	A newspaper of general circulation within the area of operation of the authority	At least 10 days prior to the hearing		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Housing authority operations in other municipalities 36-23	Once	A newspaper published in such municipality; or if there is none, A newspaper published in the Commonwealth and having a general circulation in such municipality	At least 10 days prior to the hearing	Time, place and purpose of the hearing	Mandatory
Public hearing to create regional authority or change its area of operations and findings 36-44	Once	A newspaper published in such county; or if none, A newspaper published in the Commonwealth and having general circulation in such county	At least 10 days prior to the hearing	Time, place and purpose of the hearing	Mandatory
Regulations; adoption procedures 36-55.30:3	Once	A newspaper of general circulation published in Richmond	Not less than 15 nor more than 30 days before the regulation is acted upon	Full text or an informative summary of any proposed new regulation, or any amendment to or repeal of a regulation	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
<p>Powers relative to acquisition, development and ownership by HDA of multi-family residential housing 36-55.3:2</p>	<p>Once</p>	<p>A newspaper of general circulation in the locality in which such development is to be located</p>	<p>At least 60 days prior to purchasing, acquiring, constructing, or rehabilitating any multi-family residential housing development</p>	<p>State that HDA intends to purchase, acquire, construct or rehabilitate a multi-family residential housing development or developments in such locality and shall solicit proposals from interested parties for such purchase, acquisition, construction or rehabilitation or (ii) shall identify the multi-family residential housing development or developments to be (purchased, acquired, constructed or rehabilitated and shall request comments Or <i>(Continued to page 86)</i></p>	<p>Mandatory</p>

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<i>(Continued from page 85)</i> from the general public with respect to such proposed purchase, acquisition, construction or rehabilitation	
Rental inspections; rental inspection districts; exemptions; penalties 36-105.1:1	Once a week for two successive weeks	A newspaper published or having general circulation in the locality			Mandatory

INSURANCE

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Suspension or revocation published 38.2-1043	Once	One or more newspapers having general circulation in this Commonwealth			Mandatory
How deposits applied to payment of claims; deficit to be made good 38.2-1047	For ten days	A newspaper of general circulation published in the City of Richmond			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Duties and powers of Association 38.2-1606(8)	Once	newspapers of general circulation likely to cover geographical areas occupied by the policyholders			Mandatory
Commission to determine if notice of filing to be published; approval or disapproval 38.2-2007	Once a week for four weeks	A newspaper or newspapers of general circulation published in the Commonwealth			Not Mandatory; Only if Commission determines publication is necessary

MECHANICS LIENS AND CERTAIN OTHER LIENS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Enforcement of liens acquired under 43-31 through 43-33 43-34	Once	A newspaper of general circulation in the city or county where the property is located			Not Mandatory; Other options

MINES AND MINING

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Advertisement upon filing of petition 45.1-161.311:4	Once a week for two successive weeks	A newspaper of general circulation		A statement that the action is brought for the purpose of impressing a trust authorizing the execution of a valid and present coal lease for the development of a tract of coal described in the petition	Mandatory
Right of entry, acquisition, disposition and reclamation of land adversely affected by past coal mining practices 45.1-263(4)	Once	A newspaper of general circulation in the municipality or county in which the land lies			Mandatory
Notice of hearing; standing; form of hearing 45.1-361.19	Once	Newspapers of general circulation that are widely circulated in the localities where the lands that are the subject of the hearing are located	At least 10 days prior to the hearing	The Board's agenda	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Release of funds held in escrow or suspense because of conflicting claims to coalbed methane gas 45.1-361.22:2	Once a week for four successive weeks	A newspaper of general circulation in the county or counties where the drilling unit is located			Mandatory
Notice of permit applications and permit modification applications; required; content 45.1-361.30	Once	A newspaper of general circulation that is widely circulated in the locality where the well is proposed to be located	Within 7 days of the day on which the application for permit is filed		Mandatory
Orphaned Well Fund; orphaned wells 45.1-361.40(C)	Once	A newspaper of general circulation in the county or city wherein an orphaned well is located		Notice of the proposed plugging and restoration work to be conducted on the property	Mandatory

MOTOR VEHICLES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Enforcement of liens acquired under 46.2-644.01 46.2-644.03	Once	One or more newspapers of general circulation in the county or city where the property is located (either in print or on their websites)			Mandatory
Application; notice requirements 46.2-2001.3	Once	A newspaper having general circulation in the proposed area to be served or area where the primary business office is located		Summary of the application	Mandatory

PARTNERSHIPS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Other claims against dissolved limited partnership 50-73.52:2	Once	A newspaper of general circulation in the city or county where the dissolved limited partnership's principal office (or if none in the Commonwealth, its registered office, is or was last located)		Describe the information that must be included in a claim and provide address of where the claim may be sent; state that a claim against the partnership will be barred unless a proceeding to enforce the claim is commenced prior to the earlier of the expiration of any applicable statute of limitations or three years after the date of publication of the notice	Mandatory

PRISONS AND OTHER METHODS OF CORRECTION

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Sale or lease of gas, oil, or minerals 53.1-31	Once a week for four successive weeks	at least two newspapers of general circulation			Mandatory

PROFESSIONS AND OCCUPATIONS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
State Corporation Commission to prescribe and enforce rates of pilotage and other charges 54.1-918	Once	A newspaper of general circulation in each of the Cities of Norfolk, Portsmouth, and Newport News	At least 10 days prior to the hearing	Time and place of the hearing	Mandatory
Itemized statements required upon request 54.1-2405	Once	A newspaper of general circulation within the provider's practice area			

PROPERTY AND CONVEYANCES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Advertisement required before sale by trustee 55-59.2	Once a week for two weeks or once a day for three days	A newspaper of general circulation in the city or county wherein the property to be sold, or any portion thereof lies			Depends on whether deed of trust provides for publication

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Construction of deeds requiring notice by advertisement in newspaper 55-63	Number of days specified in the deed of trust	A newspaper published daily or in A newspaper published daily except Sunday			Mandatory
Validation of certain sales made under deeds of trust 55-65	Number of days specified in the deed of trust	A newspaper published daily or in A newspaper published daily except Sunday			Mandatory
Lien for assessments 55-79.84	Once a week for four successive weeks (or 5 different days if property is located in a city or a county that is contiguous to a city)	A newspaper having general circulation in the city or county wherein the property to be sold, or any portion thereof, lies		Set forth a description of the property to be sold, which shall identify the property by street address, if any, and give the general location of the property with reference to streets, routes, or known landmarks; Shall also include date, time, place, and terms of sale, the unit owner's association, and <i>(Continued to page 93)</i>	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 92)</i></p> <p>the name, address, and telephone number of the representative, agent, or attorney who may be able to respond to inquiries concerning the sale</p>	
Escheator to hold inquest; notice thereof 55-172	Once	A newspaper of general circulation in the county or city	Not more than 30 or less than 70 days prior to the inquest	Time of taking the inquest	Mandatory
Publication of escheator's certificate 55-183	Once a week for four successive weeks	A newspaper of general circulation in the county or city where the proceedings are held		Contents of the escheator's certificate	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Publication of suit; what to settle and require 55-198	Once a week for four successive weeks	A newspaper of general circulation in the county or corporation in which the proceedings are had		Nature of the claim, the name and nativity, when known, of the deceased person or of the former owner of the property, and describing the property or estate claimed	Mandatory
Notices to be published by State Treasurer 55-210.13	Once each year	In an English language newspaper of general circulation in the area in which the last known address of any person to be named in the notice is located		Names in alphabetical order and account numbers of persons listed in the report and entitled to notice within the area; Statement that information concerning the amount or description of the property and the name and address of the holder may be obtained by persons possessing an interest in the property by addressing an inquiry to the state treasurer	Mandatory

PUBLIC SERVICE COMPANIES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Effect of such sale; date for meeting of stockholders 56-10	Two successive weeks	in a newspaper		The day and place fixed for the meeting of the stockholders	Mandatory
Effect of dissolution on public service corporation 56-13	Once a week for four successive weeks	A newspaper published in the county or corporation wherein the suit is proceeding			Mandatory
Commission to consider 56-46.1	Once	A newspaper of general circulation in the counties and municipalities through which the line is proposed to be built	At least 30 days prior to the construction	Shall include a written description of the proposed route the line is to follow as well as a map or sketch of the route including a digital geographic information system map provided by the public utility showing the location of the proposed route	Mandatory
Effect of such sale; date for meeting of stockholders 56-16	Two successive weeks	In a newspaper		The day and place fixed for the meeting of the stockholders	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Effect of dissolution on public service corporation 56-19	Once a week for four successive weeks	A newspaper published in the county or corporation wherein the suit is proceeding			Mandatory

RELIGIOUS AND CHARITABLE MATTERS; CEMETERIES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Conveyance of church land held in adverse possession 57-17	Once a week for four successive weeks	A newspaper published in or having general circulation in the county or city in which such real estate is located			Mandatory
Abandoned graveyards may be condemned; removal of bodies 57-36	Once	A local newspaper of general circulation			Mandatory
Proceedings by landowner for removal of remains from abandoned family graveyard 57-38.1	Once	A local newspaper of general circulation			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Recovery of abandoned interment rights; procedure; rights of owners of record 57-39.1:1	Once a week for four consecutive weeks	A newspaper of general circulation in the county or city where the cemetery is located		Name and business address of the cemetery and the name of the last record owner of the interment rights and shall state the intent of the cemetery owner to determine the rights abandoned	Mandatory
Publication of warnings concerning certain charitable and civic organizations 57-52	Once	One or more newspapers published in this Commonwealth		<p>WARNING-- UNREGISTERED CHARITABLE SOLICITATION WARNING-- UNREGISTERED CHARITABLE SOLICITATION</p> <p>The organization named below has solicited contributions from Virginia citizens for allegedly charitable purposes. It has not registered with or been granted the appropriate exempt status by the Commissioner as required by law. Contributors are cautioned that their contributions to such organization may be used for noncharitable purposes</p>	Not Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Publication of warnings concerning solicitation by professional solicitors 57-52.1	Once	One or more newspapers published in this Commonwealth		WARNING-- UNREGISTERED CHARITABLE SOLICITATION BY PROFESSIONAL SOLICITOR The charitable or civic organization named below has contracted with a professional solicitor to solicit on its behalf. The professional solicitor has not registered with the Commonwealth of Virginia as required by law. Contributors are cautioned that their contributions may be used for noncharitable purposes	Not Mandatory

TAXATION

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notice prior to increase local tax levy; hearing 58.1-3007	Once	A newspaper having general circulation in the locality affected	At least 7 days before the increased levy is made	The Proposed tax increase	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Commissioner to render taxpayer assistance and may go to convenient places to receive returns; advertisement by commissioner 58.1-3108	Once	A newspaper of general circulation in the city or county	Less than 30 days before the deadlines for filing returns	The location of the commissioner's office, location of commissioner's branch offices, if any, the hours of the day during which such office(s) shall be open for business, and the time when taxpayers' returns must be filed	Mandatory
How treasurer may secure final discharge from liability 58.1-3145	Once a week for four successive weeks	A newspaper to be designated in the court's order		A notice that the treasurer will move the court to enter an order of final discharge to such treasurer	Mandatory
Tax increment financing 58.1-3425.2	Once a week for three consecutive weeks	Each newspaper of general circulation in such county, city or town		Time, place, and purpose of the hearing; Define tax increment financing, indicate proposed boundaries of the development project area, and propose obligations to be issued to finance the project costs	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Adoption of local enterprise zone development taxation program 58.1-3245.8	Once a week for three consecutive weeks	Each newspaper of general circulation in such county, city or town		Time, place, and purpose of the hearing; Define local enterprise zone development taxation; indicate proposed boundaries of the local enterprise zone; state whether all or a specified percentage of real property or machinery or tools, or both, will be subject to local enterprise zone development taxation; and describe the purpose for which funds in the Local Enterprise Zone Development Fund are to be used	Mandatory
Reassessment in towns; appeals of assessments 58.1-3256	Once	A newspaper of general circulation within the town	At least five days prior to the date of inspection		Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Assessment in name of "unknown owner" 58.1-3288	Once a week for two consecutive weeks	A local newspaper of general circulation		Description of the property	Mandatory
Effect on rate when assessment results in tax increase; public hearings 58.1-3321	Once	At least one newspaper of general circulation in such county or city	At least 30 days prior to the hearing.	<p>NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE</p> <p>The (name of the county, city or town) proposes to increase property tax levies.</p> <p>1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by _____ percent.</p> <p>2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which (Continued to page 103)</p>	Shall <i>not</i> be placed in the classifieds section

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 102)</i></p> <p>would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$ _____ per \$100 of assessed value. This rate will be known as the "lowered tax rate."</p> <p>3. Effective Rate Increase: The (name of the county, city or town) proposes to adopt a tax rate of \$ _____ per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$ _____ per \$100, or _____ percent. This difference will be known as the "effective tax rate increase." Individual property taxes</p> <p><i>(Continued to page 104)</i></p>	

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 103)</i></p> <p>may, however, increase at a percentage greater than or less than the above percentage.</p> <p>4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of (name of county, city or town) will exceed last year's by _____ percent. A public hearing on the increase will be held on (date and time) at (meeting place). Must be at least one-eighth page of a standard or tabloid sized newspaper with ad headline 18-point type or larger and placed in an area of the paper not typically used for legal and classified ads.</p>	

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Sittings; notices thereof 58.1-3378	Once	A newspaper having general circulation in the county or city	At least ten days prior to the board sitting	Inform the public that the board shall sit at the place or places and on the days named therein for the purpose of equalizing real estate assessments in such county or city and for the purpose of hearing complaints of inequalities wherein the property owners allege a lack of uniformity in assessment, or errors in acreage in such real estate assessments	Mandatory
Certain machinery and tools segregated for local taxation 58.1-3507	Once	A newspaper of general circulation in the affected locality	At least 30 days prior to the proposed change taking effect	The proposed change to means of valuing machinery and tools	Mandatory
Property exempt from taxation by classification or designation by ordinance adopted by local governing body 58.1-3651(B)	Once	A newspaper of general circulation in the county, city or town where the real property is located	At least five days before the hearing is held	The assessed value of the real and tangible personal property for which an exemption is requested, and the property taxes assessed against such property	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Property exempt from taxation by classification or designation by ordinance adopted by local governing body 58.1-3651(C)	Once	A newspaper of general circulation in the county, city or town where the real property is located	At least five days before the hearing is held		Mandatory
County food and beverage tax 58.1-3833	Once a week for three consecutive weeks	A newspaper of general circulation in the county			Mandatory
Delinquent lists involving local taxes submitted to local governing bodies; publication of lists 58.1-3924	Once	A newspaper of general circulation in the county, city or town			Not Mandatory; Other options
When land may be sold for delinquent taxes; notice of sale 58.1-3965	Once	A newspaper of general circulation in the locality	At least 30 days prior to the commencement of the judicial proceedings	A list of real estate which will be offered for sale	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Nonjudicial sale of tax delinquent real properties of minimal size and value 58.1-3975	Once	A newspaper of general circulation in the locality in which the property is located	At least 7 days but not more than 21 days prior to the sale	Must be listed in legal classified section	Not Mandatory if taxes assessed on the property are less than \$500

TRADE AND COMMERCE

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Filing and publication of description of names, marks or devices 59.1-94	Once a week for three successive weeks	A newspaper published in the county or city in which such description may have been filed (if none, the newspaper published nearest to that county or city)		A description of the name(s) or marks or devices so used by the person engaged in bottling, manufacturing, or selling of waters, ciders, milks, etc.	Mandatory
Sale of unclaimed timber, etc. found adrift; disposition of proceeds 59.1-106	Five consecutive days	A newspaper published in the City of Norfolk		A list containing a description of the quantity, quality, and marks, if any, of such timber found adrift	Mandatory
Local referendum required 59.1-391	Once a week for three consecutive weeks	A newspaper of general circulation in such city, county, or town			Mandatory

WAREHOUSE, COLD STORAGE AND REFRIGERATED LOCKER PLANTS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Establishment and discontinuance of warehouses 61.1-38	Once a week for four successive weeks	Some newspaper published in the county or city wherein such warehouse is situated			Mandatory

WAREHOUSE RECEIPTS, BILLS OF LADING AND OTHER TITLE DOCUMENTS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Enforcement of a warehouseman's lien 8.7-210	Once a week for two consecutive weeks	A newspaper of general circulation where the sale is to be held	At least 15 days prior to the sale	A description of the goods, the name of the person on whose account they are being held, and the time and place of the sale	Mandatory

WATERS OF THE STATE, PORTS, AND HARBORS

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Permits; procedures for public hearings and permits before the Board 62.1-44.15:02	Once	A newspaper of general circulation in the city or county where the facility or operation that is the subject of the permit or permit application is located	At least 30 days prior to the hearing		Mandatory
Public notice of draft certification conditions 62.1-44.15:82	Once	One or more newspapers of general circulation selected by the Department in the areas in which the proposed activity is to take place	At least 30 days prior to the hearing	1. The name, address, telephone number, and government email address of the Department office at which persons may obtain information pertinent to the application; 2. A brief description of the activity that may result in a discharge to state waters or how to obtain detailed information on the activity; <i>(Continued to page 110)</i>	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 109)</i></p> <p>3. The location of such activity and the state waters that may be affected. The location shall include a listing of all counties and cities in which the activity will occur and include either maps of the project area or directions on how to access such maps. Where possible, location information shall reference route numbers, road intersections, map coordinates, or similar information or how to obtain detailed information on the activity;</p> <p>4. A summary of the draft certification conditions;</p> <p>5. A brief description of the procedures for formulation of</p> <p><i>(Continued to page 111)</i></p>	

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
				<p><i>(Continued from page 110)</i></p> <p>A final determination of any conditions, including the appropriate comment period required by subsection C and the means by which interested persons may comment on the application; and</p> <p>6. Instructions for requesting a public hearing if a public hearing is not already scheduled</p>	
Industrial wastes 62.1-44.16	Once a week for two successive weeks	A newspaper of general circulation in the county or city where the certificate is applied for		At least the name of the permitted facility, the type of discharge, and a link to the Department's website with such public notice	Mandatory
Industrial wastes 62.1-44.19	Once a week for two successive weeks	A newspaper of general circulation in the county or city where the certificate is applied for			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Notification of local governing bodies 62.1-44.19:3.4	Once	A newspaper of general circulation in the city or county where land disposal is to take place	Not more than 14 or less than 7 days prior to the meeting	Date, time and place of the public meeting and a description of the proposal	Mandatory
Notice of hearing on application 62.1-86	Once a week for four successive weeks	A newspaper of general circulation published in the city or county where the proposed construction or greater part thereof is to be made and any adjoining or connecting county or city affected and every other county downstream from such development through which the stream runs to its mouth (if none, A newspaper of general circulation in such county or cities affected)			Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Police powers; penalties 62.1-132.11	Once	A newspaper of general circulation in the city or county where the affected property is located		The rules and regulations adopted by the Virginia Port Authority	Mandatory
When Board may initiate a surface water management area study proceeding; hearing 62.1-246	Once	A newspaper of general circulation throughout the area			Mandatory
Applicability of permit conditions 62.1-249	Once	A newspaper of general circulation throughout the area		Notice of when permit conditions become applicable in a surface water management area	Not Mandatory; Other options

WELFARE (SOCIAL SERVICES)

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Actions for foreclosure of lien; satisfaction 63.2-1934	For two weeks	A newspaper published in the jurisdiction wherein such property is located (if none, the most convenient newspaper having a circulation in that jurisdiction)			Mandatory

WILLS, TRUSTS, AND FIDUCIARIES

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Proceedings for receiving proof of debts by commissioners of accounts 64.2-550	Once	A newspaper published or having general circulations in the jurisdiction where the personal representative qualified	At least 10 days prior to the hearing		Mandatory
Order to creditors to show cause against distribution of estate to legatees or distributees; 64.2-556	Once a week for two successive weeks	one or more newspapers (as the court directs)		A copy of the order	Mandatory

SUBJECT & CITATION	HOW MANY	WHERE	WHEN	WHAT TO INCLUDE	MANDATORY
Money and personal property belonging to nonresident decedents 64.2-609	Once a week for four successive weeks	A newspaper of general circulation in the city, town, or county where the holder resides or has his principal place of business			Mandatory
Disposition by sheriff of property when no person entitled thereto 64.2-611	Once	A newspaper published or having general circulation in the sheriff's jurisdiction	At least 10 days prior to the sale	Date, time, and place of the sale	Not Mandatory; Other options
Notice and bond required prior to transfer 64.2-1429	Once a week for four successive weeks	A newspaper published in the county or city in which the petition is filed (if none, A newspaper published in an adjoining county)			Mandatory
Petition seeking determination of death; hearing; evidence; notice 64.2-2304(A)	Once a week for four successive weeks	A newspaper published in the county or city where the petition is filed (if none, A newspaper of general circulation)	At least two weeks prior to the hearing	Date of the hearing	Mandatory

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