



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

DEPARTMENT OF PUBLIC UTILITIES  
ARTHUR D. PETRINI  
DIRECTOR  
(804) 501-4517

**INTER-OFFICE MEMORANDUM**

**TO:** Leslie News, Planning  
**FROM:** Ralph Claytor, Public Utilities  
**SUBJECT:** Southeast Frozen Foods  
**DATE:** September 14, 2010

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We have reviewed the construction plans submitted to the Planning Department on August 27, 2010. All technical requirements of DPU have been satisfied. We recommend that Final Construction Plans be submitted to the Planning Department for signature. After the Planning office signs the 21 sets of plans, please deliver the 21 sets of plans to Public Utilities for plan signature.

Water and Sewer Agreements that must be executed by the Owner and the County prior to authorization to proceed with construction of County water and sewer improvements **have** been executed.

The required Utility Pre-construction Meeting may be scheduled jointly with the Public Works Pre-construction Meeting, if desired, after the Final Construction Plans are approved. Authorization to Proceed with utility construction will be granted after the plans are signed and the Utility Pre-Construction Meeting is held.

Ralph E. Claytor, P.E.  
Design Division Director

cc: Mr. Randy Hooker, Engineering Design Associates, Inc.  
Mr. Richard A. Bauer, Southeast Frozen Foods  
bc: J. Newton, DPW  
Amy Seal, Tyrone Watkins  
T. Greulich, Planning  
AEC/mab

**PUBLIC UTILITIES APPROVAL REQUIRED**