



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: **West Broad Marketplace**

DATE: January 21, 2015

We have reviewed the construction plans submitted to the Department of Public Utilities on January 20, 2015. 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 proceeding with construction of County water and sewer improvements **have not** been executed.

The required Utility Pre-Construction Meeting will not be scheduled, nor will the Authorization to Proceed with utility construction be granted, until the Final Construction Plans are signed and the Water and Sewer Agreements have been executed. The required Utility Pre-construction Meeting may NOT be scheduled jointly with the Public Works Pre-construction Meeting unless agreements are executed prior to such meeting.

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

cc: Tracy Lower, P.E., Vanasse Hangen Brustlin, Inc
Jack Waghorn, NV Retail

bc: J. Woodburn, DPW
Amy Seal
L. Pambid, Planning

ANT/mab

PUBLIC UTILITIES APPROVAL REQUIRED