



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF PUBLIC UTILITIES

ARTHUR D. PETRINI, P.E.  
DIRECTOR  
(804) 501-4517

## INTER – OFFICE MEMORANDUM

**TO:** Greg Garrison, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** O' Reilly's at 5915 W. Broad Street  
**DATE:** February 11, 2016

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We have reviewed a preliminary plan for the referenced project submitted to the Planning Office on January 26, 2016. This preliminary plan includes demolishing the existing building and proposing a 7,150 sf Auto Part Retail store. Our comments are intended to provide guidance for requirements for design and construction of the water and sewer service that will be provided by the County systems. Construction plans for water and sewer shall be designed in accordance with DPU Standards. The levels of detail provided in the following comments are based on the amount of detail provided on the plan

### General

1. Construction Plans submitted for review need to be sealed and signed by a Professional Engineer or a Land Surveyor B.
2. The extent of water and sewer requirements cannot be determined for the parcel until complete construction plans that include a separate Utility Plan Sheet (Water and Sewer Plan) have been submitted.
3. An easement will be required around the existing water meter since it's not located within the ROW.
4. Irrigation use is referenced on the plan. If an irrigation system will be installed, then a proposed connection to the water main will be required to install an irrigation meter. Also, a backflow preventer will be required on the irrigation line after the water meter.
5. Provide a Meter Sizing Form to confirm the existing meter will be adequate to serve the proposed building.
6. A fire hydrant is located at the intersection of W. Broad Street and Crestwood Ave; however, fire protection requirements cannot be determined for this project at this time. ISO calculations have not been provided with this plan. Be advised, hydrant locations will be determined after ISO calculations have been provided and reviewed. Fire hydrants shall be located so that maximum hose lay to any part of the building shall not exceed 350'.
7. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole may be required for this project.
8. There is an existing 6" PVC sewer lateral that connects to the sewer main along W. Broad Street that was replaced in 2001. DPU suggests connecting the existing lateral at the property line. If the existing lateral will not be used, it shall be abandoned and capped at the main.
9. Be advised, if a building demolition permit is desired prior to construction plan approval, then a separate disconnection or abandonment plan must be prepared and approved in advance of the demolition permit showing either disconnection location for the water service or complete abandonment for service at the water main. Disconnection or abandonment of the service would be required prior to approval of the demolition permit.

10. If service is to be capped for reuse, provide the following information on the plan:
  - a. Show disconnection location on the demolition sheet. Water service is to be disconnected on the customer side of the domestic meter.
  - b. Add a note on the plan stating whether service will be reused or capped for later abandonment and meter will stay within the box/vault until water service is properly abandoned at the main.
  - c. Provide the meter number on the plans.
  - d. Contractor shall notify DPU of disconnection schedule so that DPU metering staff can read the meter and turn off the service prior to disconnection, and DPU inspector can verify the work.
  - e. Account shall be transferred to Developer and will continue to be billed for service until service is abandoned at the main.
  - f. Connections shall be plugged prior to approval of site demolition permit.
11. Provide the deed book and page number for the existing utility easements onsite. If the existing easements have not been recorded, then the easements will need to be recorded with this project.
12. Agreements for water and sewer service will be required for this project.

If you have any questions, please call me at 501-4508.



Alice Thompson  
Utilities Engineer

bc: Ralph Claytor  
Alvin Christian  
ANT/mab