



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: Happy Boxes-8701 Staples Mill Rd (POD 2016-00226)
DATE: August 12, 2016

We have reviewed the construction plans directly submitted to this Department on August 3 and 11, 2016. 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 required number of sets of plans, please deliver the 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: Aaron Breed, P.E., Balzer and Associates, Inc.
Marcus Lewis, Suburban Management Group, Inc.
bc: Scott Jackson, DPW
John Clark, Ireini Botros
Amy Seal, Carmel Duvern 
Matt Ward, Planning

JLC/mab

PUBLIC UTILITIES APPROVAL REQUIRED