

COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**



Department of Public Utilities  
Charles B. (Chip) England, PE, MBA  
Director  
(804) 501-4280

**INTER-OFFICE MEMORANDUM**

**TO:** Leslie News, Planning

**FROM:** Design Division Director/Public Utilities

**SUBJECT:** JSF Self Storage on Tom Leonard Drive (POD2017-00487)  
Dwg. # 2017-006R1

**DATE:** January 24, 2018

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We have reviewed the revised construction plans submitted to the Department of Planning on January 17, 2018. All technical requirements of DPU have been satisfied. We recommend that revised construction plans be submitted to the Planning Department for signature. DPU does not need to approve these plans for construction since DPU has already granted tentative acceptance of utility construction.

The revisions to the approved plan are as follows:

1. Sanitary sewer main extension corrected on plans to show "as-built" location.
2. Water main location corrected on plans for "as-built" location.

Pre-construction meetings on this project were scheduled at the beginning of construction. DPW should return three (3) sets of approved plans to Public Utilities Design when plans are signed.

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

cc: Ryan Ritterskamp, P.E., Timmons Group  
Hunter T. Dawkins, Johnson Development Associates  
JLC/tt