



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: Ralph Claytor, Public Utilities

SUBJECT: 2308 Westwood Avenue, POD2018-00015

DATE: August 24, 2018

We have reviewed the construction plans submitted to the Planning Department on August 15, 2018. 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 14 sets of plans, please deliver the 14 sets of plans to Public Utilities for plan signature.

The following items are needed as noted by Planning after review of the property swap at the ACCA Pump Station site. Prior to the submission of the Landscape and Fencing Plan for review/approval, the following items should be incorporated:

1. The same fencing proposed around the business is to be provided around the ACCA Pump Station Site.
2. Landscaping is to be provided along the fence west of the driveway to provide additional screening of the pump station.
3. Asphalt paving is to be provided for the new driveway and turn-around area.

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 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.

If additional discussion of the site requirements is needed please let me know as soon as possible.

A handwritten signature in black ink, appearing to read "R. E. Claytor", written in a cursive style.

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

cc: Mitch Bowser, P.E., Timmons Group
Rob Hargett, 4100 Tomlynn Street - Rebkee LLC
Eric Uebelhor, Arco / Murry National Construction

bc: Chip England, DPU
Joe Emerson, Planning
Jen Cobb, DPW
Carmel Duvern , DPU
Mike Kennedy, Planning

AEC/tt