



DEPARTMENT OF PUBLIC UTILITIES  
(804) 501-4517

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

## INTER-OFFICE MEMORANDUM

**TO:** Aimee Crady, Planning  
**FROM:** Alice Thompson, Public Utilities  
**SUBJECT:** Valvoline Instant Oil Change at 9800 W Broad Street, POD 2021-00570  
**DATE:** January 13, 2022

We have reviewed a concept plan for the referenced project submitted to the Planning Office on December 27, 2021. This concept plan includes the demolition of the existing building and construction of 4,172sf Valvoline instant oil change building. 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. Neither water nor sewer is shown on the plan. 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. 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 and sewer services or complete abandonment for services at the water and sewer main. Disconnection or abandonment of the services would be required prior to approval of the demolition permit.
4. Fire protection requirements cannot be determined for this project at this time. ISO calculations have not been provided with this plan. The need for fire hydrants and hydrant locations will be determined after ISO calculations have been provided and reviewed.
5. Provide Henrico County DPU Meter Sizing Form (F-8) to determine what size meter will adequately serve the proposed building.
6. Per DPU as-builts, the size of the existing domestic service line (between the existing 5/8" meter and water main) serving the existing building is a 3/4" line. DPU suggests evaluating the service line to the meter to ensure there will be sufficient pressure to adequately provide domestic water service.
7. Submit a Notice of Intent to Discharge Form (NOI) to DPU. A monitoring manhole will be required for this project.
8. Has the sewer service that serves this building been field verified? If not, DPU suggest field locating the existing sewer service and determine the condition of the pipe.
9. Agreements for water and sewer service may be required for this project.

If you have any questions, please call me at 501-4508 or John Yi at 501-4511.

Sincerely,

Alice Thompson  
Utilities Engineer

cc: Adres Forero  
bc: Ralph Claytor, Marchelle Sossong  
Marchelle Sossong  
ANT/vr